



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

Administration Center
1177 South Dee Road
Park Ridge, Illinois 60068-4398
www.maine207.org

REQUEST FOR PROPOSAL COPIER, PRINTER AND COURIER SERVICES

School District 207 is proposals from qualified firms to provide **Copier, Printer and Courier Services**.

Responses will be received until May 10th 2024 by the Board of Education and Maine Township High School District 207.

Documents are on file on our website, and may be obtained from Anthony Reiskis, Director of Technology Services via email at areiskis@maine207.org or by phone at 847-692-8627

Date Issued: 4/24/2024

PROPOSAL SCHEDULE

Requests for proposals sent:	April 24, 2024
Questions on RFP due:	April 30, 2024
District's Response to Questions:	May 3, 2024
Deadline for submission:	May 10, 2024
Potential interviews with finalists week of:	May 13, 2024
Board of Education approval:	June 2024
Start of new Agreement:	Aug 1 st 2024

INTRODUCTION

Maine Township High School District is conducting a search for a firm to provide copier, printer and courier services.

The RFP responses will be initially screened for completeness, responsiveness and experience matching the needs of the District. A list of firms to interview will be developed based on the initial screening and may be interviewed by a District Committee.

INSTRUCTIONS TO VENDORS

The District reserves the right to negotiate all elements of the vendor's proposal to ensure the best possible consideration be afforded to all concerned. The District further reserves the right to reject any and all proposals, award separate items, and to seek new proposals, or modify proposal when such an action would be deemed in the best interest of the District.

Questions can be submitted via email to Anthony Reiskis, areiskis@maine207.org and answers will be shared with all participating vendors.

The District is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, the District will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, the District's Tax Exemption Certificate will be furnished.

The vendor shall protect, indemnify and hold District 207 harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor. Vendor must comply with the insurance requirements set forth below.

Vendor must guarantee a 4-hour response time on maintenance calls between the hours of 7:00 AM and 5:00 PM, Monday through Friday. A minimum of 98% uptime is required over a 90-day period. Monthly reporting is required.

All replacement equipment proposed must be new equipment, not refurbished or remanufactured, unless specified by the District

All maintenance work for repair, preventative maintenance, parts and all labor is to be included in the maintenance cost.

The vendor shall be required to replace any machine leased to the district, at the vendor's expense, which in the opinion of the District fail to operate at an acceptable level. Unacceptable service is defined as poor copy quality, excessive jamming, excessive maintenance/service calls, etc. This replacement guarantee shall apply for the five-year length of the agreement.

All equipment must be delivered, installed, configured, and tested in their final destination within the buildings no later than August 1, 2024.

All new equipment will be configured to the district's specifications.

EVALUATION

In evaluating the proposals submitted, the District will apply the "Best Value" standard in selecting the vendor to be awarded a contract for this project. Price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, and "best value" to the District, in the sole judgment of the District.

DESCRIPTION OF SERVICES

1. Staffing

The District is seeking a firm to staff the copy center at each of the three high schools. Each school operates a copy center that will be staffed 8 hours per day every day the building is open. A rapid turnaround of 24 hours for all but the most exceptional jobs is sought. Our copy needs are primarily black and white. Copy center operators will utilize the copier equipment outlined in the proposal, as well as some additional existing equipment.

In addition to the three copy centers a full-time courier for each school (3) is requested. The courier will be responsible for making deliveries between the three high schools and the administration center, and will perform other delivery needs (Post Office, bank, Township Treasurer etc.)

2. Fleet Copiers and Color Printers

The District Currently has approximately 67 MFP and production printers that produce an estimated 1.3 million prints a month. The color fleet is approximately 26 devices that produce an estimated 70,000 prints a month. The RFP Devices attachment lists the current fleet devices that are part of this RFP and their estimated monthly volume.

All MFP, Production devices or printers the district is seeking replacement of shall be newly manufactured with no used or refurbished parts, unless requested by the District. The attached RFP Devices spreadsheet specifies the devices the district is seeking replacement of as well as existing devices the district is seeking maintenance of.

The district has specified a replacement model for devices being replaced. The district will consider all alternates and OEM's provided that all proposed equipment meets or exceed the specifications of the equipment the district specified. Please include by model the unit cost, if any, to add fax capability. All devices shall be capable of producing double sided prints. All new MFP devices on the New Lease Equipment tab with the exception of the Press devices shall have proximity card readers installed for Find-Me printing via Papercut. 2 existing MFP's require proximity card readers installed for Find-Me printing via Papercut as indicated on the District Owned Equipment tab. New MFP devices will all be capable of printing via a single driver and print queue using papercut with the exception of the Press devices.

Papercut licensing will be provided by the winning respondent for the term of the contract. This includes base licensing as well as device licensing needed for Find-Me printing on all MFP's listed on the New Lease Equipment tab of the RFP Devices spreadsheet as well as for the 2 devices

indicated to have proximity card readers added on the District Owned equipment tab. This item is to be priced separately on the RFP Cost Response sheet.

a. Maintenance Support Services

- i. The maintenance/service agreement shall commence on August 1, 2024 or upon delivery of the equipment.
- ii. The onsite support team shall monitor the copiers/printers under this RFP for low toner and replace as needed.
- iii. The Responder shall maintain a minimum average rate of 98% uptime per copier/printer per calendar quarter with 4-hour response to service calls. The average uptime rate is based upon the number of business days per calendar quarter, excluding each District's recognized holidays.
- iv. Poor performing and/or problematic copier units provided new with this agreement will be replaced, at no additional cost to the District.
- v. The district may replace any district owned device at its own discretion in consultation with the vendor. A replacement device of similar or equivalent specifications shall be covered with the same agreement as the device it replaced with no cost increase to the district.

b. Price Requirement/Leasing

- i. Responders shall provide price based on lease with fair market value (FMV) option at lease termination.
- ii. Equipment return at the end of the lease shall be at no cost to the District.
- iii. The equipment lease pricing shall be based on a 60-month term beginning Aug 1, 2024.
- iv. The monthly equipment lease payment shall be structured as a base equipment lease payment.
- v. The lease and maintenance agreement price shall be fixed for the term of the contract.
- vi. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (excluding staples, and paper).
- vii. Include all equipment specification sheets with response.

c. Requirements for consumable supplies

- i. BW and Color toner may be off-brand, remanufactured, or OEM. However, it must have comparable performance to OEM toner. Toner that continually leaks, prints with additional marks on the page, or appears too light will be rejected and will be replaced at the vendor's cost.
- ii. Any off-brand toner used must register with the machine and not display any warnings low supply level indications.
- iii. Consumable supplies must meet original equipment manufacturers' specifications.
- iv. Consumable supplies must not exceed 0.5% failure rate.
- v. Vendor assumes all responsibility for hardware performance due to consumable supplies.
- vi. Covers all multifunction devices and Color printers included within this RFP.
- vii. Vendor retains ownership of all consumables inventory.
- viii. Downtime due to lack of consumable supplies will not be acceptable.
- ix. Vendor is responsible for delivery of supplies to point of need or location determined by technology staff

INSURANCE

The Contractor shall obtain and maintain in full force and effect during the term of this proposed contract and pay the premium thereon a policy of commercial general and auto liability, property damage and bodily injury insurance insuring all passengers and parties at all times issued by an insurer authorized to transact business in this State and approved by the Board of Education. Such policy shall cover the Contractor, operator and the District with the District specifically named as an additional insured on a primary and non-contributory basis in the policy. A Certificate of Insurance must be filed annually, prior to the commencement of the school year, with the District stating the policy limits. The actual additional insured endorsement shall be attached to the certificate of insurance.

The Contractor shall, at its own expense, keep with companies, satisfactory to the District, insurance protections as follows:

- A. Workers Compensation
 - Coverage A. Statutory
 - Coverage B/Employee Liability
 - Each accident: \$500,000
 - Each employee: \$500,000
 - Policy Limit: \$500,000

- B. Vehicle Insurance
 - Liability \$5,000,000 per occurrence
 - Uninsured/Underinsured Motorist \$1,000,000. But in no event less than minimum required by state statute

- C. Commercial General Liability
 - Liability \$1,000,000 per occurrence
 - Aggregate \$1,000,000

Insurer providing above coverage must have a current rating of "A" or better as provided by A.M. Best's rating system.

- D. The insurance (except the Workers' Compensation Insurance) shall, in addition to the Contractor, include as additional insured the District, the Governing Board, all members of said Board and all officers, agents and employees of the District. The insurance policies providing Comprehensive General Liability coverage shall contain the Hold Harmless Agreement specified below, and all policies listed under this Paragraph 2 shall also contain a waiver of all rights of subrogation against the District and the additional named insured listed in this Paragraph 2, for all losses payable under said insurance policies.

The worker's compensation coverage shall provide a waiver of subrogation in favor of the District.

For the first year of the Contract only, final Certificates of Insurance and actual endorsements shall be filed by the Contractor with the District within ten (10) days of Contract award, and for each remaining year of the Contract, the Certificates of Insurance shall be filed by the Contractor with the District prior to the renewal date of the insurance. The Certificates of Insurance shall show that the District, the Board and all relevant individuals have been duly named as additional insured under each policy and showing that the insurance is not cancelable without first giving sixty (60) days advance written notice to the District. In addition the Certificates of Insurance shall include a waiver of subrogation in favor of the District. The Contractor shall incur a one hundred dollar (\$100) per diem penalty for each day it fails to file said Certificates of Insurance after the applicable due date. In the event of cancellation, the Contractor shall furnish evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the cancellation date of the original **policy. Failure of the Contractor to obtain new insurance shall be cause for the District to terminate the Contract.**

COMPLIANCE WITH ALL LAWS

This Contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect. The Contractor shall comply with all applicable laws, regulations and rules promulgated by the Federal, State, County, Municipal and/or other government unit or regulatory body now in effect or which may be in effect during the performance of the Contract. Included within the scope of the laws, regulations and rules referred to in this Paragraph, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Interstate Commerce Commission regulations, Workers' Compensation Laws, the Social Security Act, Occupational Safety and Health Act, the Consumer Product Safety Act, the Illinois School Code, the Illinois School Student Records Act, and the Illinois Motor Vehicle Code.

The Contractor shall utilize any individual as a driver who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the

Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The Contractor shall make every prospective driver available to the District for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The Contractor will reimburse the District for the costs of the checks. The District must provide a copy of the report to the individual employee, but is not authorized to release it to the Contractor. Additionally, at least quarterly, the Contractor shall check if an employee or agent is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The Contractor must ensure that the driver has undergone a criminal history check by the District before assigning them to a route in accordance with this bid document. All employees who are required to, but have not submitted to the background check and drug/alcohol testing or those who have not been cleared by a background check and drug/alcohol test, may not be employed under this Contract. The best, most experienced drivers and assistants should be assigned to routes that serve students with special needs, including those students with behavior disorders. In addition, detailed information on each driver and employee, as applicable, including certification and driving record shall be maintained at the Contractor's office and provided to the District upon request. In addition, detailed information on each driver and employee, as applicable, including certification, criminal background check, and driving record shall be maintained at the Contractor's office and provided to the District upon request

As an independent contractor of the District, records in the possession of the Contractor related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). The Contractor, at the Contractor's cost, shall immediately provide the District with any such records requested by the District in order to timely respond to any FOIA request received by the District. The District will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released. If the Contractor refuses to provide a record that is the subject of a FOIA request to the District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the District in any way, the Contractor shall reimburse the District for all costs, including

Additionally, the Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices, including the Illinois Human Rights Act. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice. The Contractor further agrees that this Paragraph will be incorporated by the Contractor in all contracts entered into with suppliers of materials and services, subcontractors and labor organizations, furnishing skilled, unskilled, or craft union skilled labor, or may perform any such labor or service in connection with this Contract.

Further, by its Bid Form, the Contractor certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Public Act 87-1257 and Section 2-105A (4) of the Illinois Human Rights Act, 775 ILCS 5/2-105A (4), and if the Contractor has 25 or more employees, it certifies that it has a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 30ILCS 580/3. As well, the Contractor will comply with the tobacco prohibitions of the Illinois School Code and the District's policy.

Finally, by its RFP form, the Contractor certifies that it is not ineligible for award of this Contract by reason of debarment for a violation of any of the above-referenced laws and regulations and acknowledges that any breach of the foregoing provisions shall constitute a breach of this Contract.

Failure of the Contractor to be in compliance with this Paragraph shall be cause for the District to terminate the Contract.

HUMAN RIGHTS ACT

It shall be mandatory that the Proposer will not discriminate against any employee or applicant for employment upon grounds prohibited by the Human Rights Act (775 ILCS 5/1-101) and further that the Proposer will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

EQUAL EMPLOYMENT OPPORTUNITY

The Proposer will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin or disability. The Proposer will take affirmative action to ensure the applicants are employed, and the employees are treated equally during employment, without regard to their age, race, creed, color, sex, national origin or disability. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Proposals must be received no later than 10:30am on May 10, 2024.

Proposals should be emailed to
Anthony Reiskis
Director of Technology Services
areiskis@maine207.org

OTHER REQUIRED DOCUMENTS

1. Proposers must submit the following items, all properly signed:
 - a. Exhibit A - Certifications: Certification, Non-Collusion Affidavit, Sexual Harassment Clause, No Smoking Clause, Equal Employment Opportunity Clause, Issuance of a Purchase Order, Illinois Drug Free Workplace Act, Faith's Law
 - b. Illinois State Board of Education Certification
 - c. RFP Cost Response Form

EXHIBIT A – CERTIFICATIONS

1. CERTIFICATION

The undersigned proposer or proposer hereby certifies that he is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. He/she also certifies that he/she has read, understands and agrees that acceptance by Maine Township High School District 207 of the proposer's offer by issuance of a purchase order and/or contract will create a binding contract.

2. NON-COLLUSION AFFIDAVIT

The undersigned proposer or agent states that he/she has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor prevent any person from bidding nor induce anyone to refrain from bidding and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/she further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, gift, fee, commission or other thing of value on account of such sale.

3. SEXUAL HARASSMENT CLAUSE

Each proposer must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 207 is in compliance with this law.

4. NO SMOKING CLAUSE

Proposer agrees that he/she, his/her employees and sub-proposers, will abide by the District 207 no smoking policy on any District 207 property.

5. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the Proposer is in compliance with the Equal Employment Opportunity Clause and the Illinois Employment Practices.

6. ILLINOIS DRUG FREE WORKPLACE ACT

The undersigned having 25 or more employees does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (30ILCS 580/3) that it shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

7. FAITH'S LAW

The undersigned hereby certifies that the Proposer will comply with Faith's law and reporting requirements outlined in the Faith's law section of this document, Page 13.

The undersigned hereby certifies that the Proposer will comply with Faith's law the Equal Employment Opportunity Clause and the Illinois Employment Practices.

By signing this document, I state and declare that the Proposer/Proposer listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

Signature

Firm

Name

Telephone

Address

Date

City, State, Zip Code

Email

ILLINOIS STATE BOARD OF EDUCATION

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals represent debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Maine Township High School District 207

Copier, Printer and Courier Services

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. It is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the official to whom this proposal is to be submitted for assistance in obtaining a copy of the regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of record in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Faith's Law – Notice to Contractors

Effective July 1, 2023, Faith's Law requires public and non-public elementary and secondary schools and contractors holding contracts with schools to conduct employment history reviews related to sexual misconduct for all permanent and temporary employees who will have direct contact with students or children. In compliance with the law, you must complete this employment history review for any personnel assigned to work in Maine Township High School District 207 (D207). For detailed information about the law, the Illinois State Board of Education has assembled a comprehensive resource and FAQ guide, which can be accessed at <https://www.isbe.net/Documents/Faiths-Law-Guidance-FAQ.pdf>

As a contractor of Maine Township High School District 207, you must ensure that the following criteria are met for each individual who is assigned to work in D207 on or after July 1, 2023, in a position involving direct contact with children or students:

1. The individual must complete the Illinois State Board of Education Sexual Misconduct Disclosure Template for Applicant (available at <https://www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf>)
2. You and the individual both must complete the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template, and you must forward the form to the individual's current and former employer(s) available at <https://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf>. This form must be completed multiple times if the individual has multiple current and/or former employers.
3. You must ensure that you have no knowledge or information pertaining to the individual that would disqualify the individual from working with the School District;
4. You must initiate a review of the employment history of the individual by contacting those employers listed by the individual in the Illinois State Board of Education Sexual Misconduct Disclosure Template; and
5. You must not assign an individual to perform work for D207 if the individual fails or refuses to provide the information listed on the Illinois State Board of Education Sexual Misconduct Disclosure Template.
6. Prior to assigning an individual to perform work for D207, you must inform D207 of any instance known to you in which the individual (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.
7. The contractor shall submit a semi-annual report to the District confirming compliance with steps 1-6 and include the name, position, and date of employment for those assigned to work in the District. A template of the report will be made available. The report shall be submitted to the District on or before 12/31 and 06/30 of each year.

Equipment pricing - New 5-year Lease

QUANTITY REQUESTED	DISTRICT PROPOSED MODEL	FEATURES	VENDOR PROPOSED MODEL	MONTHLY LEASE COSTS PER UNIT	TOTAL MONTHLY LEASE COSTS	FAX CARD PURCHASE PRICE PER UNIT
3	Konica Minolta AccurioPress 7120	Air assist/vacuum feed 3 drawer unit. saddle-stitch, booklet fold, punch kit				
45	Konica Minolta bizhub 4751i					
5	Konica Minolta Bizhub 550i	staple				
4	Konica Minolta Bizhub 850i	staple				
6	Konica Minolta Bizhub 950i	100 sheet stapling finisher, large capacity tray				
3	Konica Minolta Bizhub C250i	Staple				
2	Konica Minolta C4051i					
4	Konica Minolta C550i	Staple				
1	Konica Minolta 360i	Staple				

RFP Cost Response Form

	Year 1	Year 2	Year 3	Year 4	Year 5
Monthly Staffing Costs					
Monthly Equipment Costs					
Monthly Maintenance Costs					
Monthly Papercut Cost					
Monthly Additional Costs*					
Total Monthly Costs					

*Please explain any additional monthly costs:

Signature

Firm

Name

Telephone

Address

Date