



## DIGITAL COPIER PROPOSAL REQUEST

For

**RITENOUR SCHOOL DISTRICT**

December 2018

INQUIRIES AND PROPOSALS  
MUST BE DIRECTED TO:

Fred Harlan  
Director of Technology  
Administrative Center  
Ritenour School District  
2420 Woodson Road  
St. Louis, MO 63114  
or  
[harlanf@ritenourschools.org](mailto:harlanf@ritenourschools.org)

## GENERAL INFORMATION & CONDITIONS OF THE PROPOSAL

1. Ritenour School District (RSD) is accepting bids for the lease purchase of copy equipment to include maintenance and supplies (including staples but excluding paper). Sealed proposals will be accepted only until:  
**4 p.m. on Monday, February 4, 2019**
2. To qualify as a possible supplier of equipment and services, the bidder must be an authorized dealer or distributor for the manufacturer and provide a notarized letter from the manufacturer.
3. All proposals will be deemed final, conclusive and irrevocable, and shall not be subject to correction or amendment.
4. All proposals shall remain in effect **for 90** days after opening to allow the district adequate time for evaluation and approval processes.
5. Equipment bid must be new and not remanufactured. The vendor must maintain an inventory of parts at a St. Louis metro area location for all equipment during the contract period.
6. The district anticipates the need for approximately **35 black/white, one full color digital copier and two large format printers**, but reserves the right to increase or decrease the quantity of any item in the proposal. The district cannot guarantee the numbers of units until all relevant factors are known (see list of current copiers below).
7. Current contract ends June 30, 2019.
8. Cost should be based on annual volume averaging roughly 15 million copies (B/W) and 150,000 color copies.
9. Contract cost to be based on a five (5) year agreement. (July 1, 2019 through June 30, 2024).
10. In proposed bid, do not include Federal Excise Tax or Sales Tax in the price of the bid as Ritenour School District is tax exempt. A tax exemption letter will be furnished upon request.
11. Ritenour School District supports both PC and Macintosh systems.
12. Preferred reporting/meter readings completed via electronic capture system or Web.
13. Ritenour School District requires a free thirty day trial to evaluate vendor and copiers. If RSD is not satisfied with performance of trial, the vendor must remove

equipment at no cost to Ritenour School District and the vendor will not be awarded bid as previously stated.

14. Successful vendor must be able to deliver and install all equipment in June 2019 following board approval of contract on March 14, 2019. Vendor agrees to furnish and make delivery to specified locations (see below) free of freight and other excess charges. Vendor also agrees to coordinate with district the delivery schedule and removal of existing copiers. The term ‘Deliver’ includes but is not limited to, delivery to the proper building, location within the building, assembly and installation, and removing and disposing (off site) of all packaging and waste associated with the delivery. Installation of each individual copier should be completed and network ready within 24 hours of delivery. The vendor will be held accountable for any damages made to the building during and through the delivery and installation process.
15. The vendor agrees to train RSD employees at individual sites upon installation and on an as needed basis. Upon installation, all equipment must have instructions (card or sticker) attached to exterior of machine. This must include all pertinent information necessary to service machine (serial #, supply and service phone #'s, etc). In addition, training will include but is not limited to: all functions of the copier, how to use on network, daily maintenance requirements, troubleshooting, how to place a service call and how to order supplies. Additional training will be provided free of charge as needed for the life of the contract.
16. The vendor will guarantee that a call will be made back to the location requesting service within one (1) hour, acknowledging the need for service and an expected arrival time of the technician. If actual repair time exceeds 24 hours, vendor must provide a replacement machine of like quality.
17. No price increase shall be permitted during the term of the contract. The vendor will provide one (1) invoice per month. The monthly invoice will include the cost of the copier equipment, maintenance, and supplies (including staples but excluding paper). **The invoice will list the cost for each individual machine and the total monthly cost.** Vendor will be responsible for monthly meter readings and will provide monthly report of volumes to the Director of Technology within 10 days of end of month. Please provide sample report and sample invoice in bid. Also list amount of discount when bill is incorrect and not corrected within 30 days, 60 days, etc.
18. Each bidder should submit a standard contract along with the bid. The district may or may not have suggested revisions. If mutually acceptable terms and contract language cannot be worked out with the bidder, the district will consider a different bidder’s proposal.
19. If Ritenour School District must close a school, vendor will remove equipment in the closed school free of charge. The contract will then be amended to remove

- the cost of the removed equipment from the lease. No penalties or fees will be incurred.
20. If Ritenour School District opens a new facility or school, vendor will move equipment from one location to the new location free of charge.
  21. Any questions must be submitted via email or mail to the attention of Fred Harlan, Director of Technology. No verbal communications will be allowed. No claims of misinterpretation or lack of understanding of any information relating to this proposal will be accepted after closing date and time.
  22. If at anytime during the contract period the district is not satisfied with a piece of equipment because of consistent poor performance, the vendor will replace it without charge with an identical model or one with comparable features. The replacement equipment will not change the cost or the length of the existing contract.
  23. The district expects to evaluate the selected vendor for the first year of the program to determine if it has in fact met the needs of the district. If the results are unfavorable, then the district reserves the right to terminate, without penalties or fees of any type.
  24. It should be understood that the district reserves the right to reject any and all proposals submitted and/or to request additional information. The contract will be issued to the company the district feels is best qualified. Ritenour School District will provide an equal opportunity to all bidders that comply with the requirements in this proposal.

## VENDOR PROFILE

Please provide answers to the following questions:

1. Identify the manufacturer for which your company is an authorized distributor and service provider.
2. Will your company provide the maintenance of the equipment or will services be subcontracted out?
3. Explain company process and responsibilities when equipment is networked. Are networking issues resolved by vendor personnel as part of contract without additional fees?
4. How many years has your company been in existence? Please provide a complete Profit & Loss Statement for the most recent year available of the bidding company, not the manufacturer.
5. Identify the number of local employees within your company.
6. What is the technician to machine ratio?
7. What are the average years of experience of your technicians?
8. Is your company authorized and trained on the equipment proposed?
9. Describe the manufacturer's performance guarantee.
10. Describe your company's performance guarantee.
11. Include your company's statistics on the performance level of each piece of equipment your company is recommending.
12. Upon installation of proposed equipment, what type of training is provided? What type of training is provided throughout the length of the contract?
13. Upon installation of proposed equipment, what type on monthly performance reports will your company provide? Please include sample reports.

14. Are supplies maintained locally or out of town? How does vendor ensure adequate supplies are available and equipment is always functional? If the bidder is other than the manufacturer, the bidder must supply a letter from the proposed equipment manufacturer, signed by a corporate officer, stating their commitment that Ritenour School District will have uninterrupted service of supplies and service required for the length of the contract period.
15. List all school districts in Missouri where you have provided networked copiers. Include district contact names and phone numbers.
16. Please include three references of companies to whom you have provided the exact equipment and service bid. Include a contact name and phone number.

<b>Current Copier Models and Locations</b>
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ADMINISTRATIVE CENTER	Konica Bizhub 4750
ADMINISTRATIVE CENTER	Konica Bizhub 224e
ADMINISTRATIVE CENTER	Konica Bizhub 224e
ADMINISTRATIVE CENTER	Konica Bizhub C554e
ADMINISTRATIVE CENTER PRINTSHOP	Konica Bizhub PRESS 1052
ADULT LEARNING CENTER	Konica Bizhub 224e
BUDER ELEMENTARY	Konica Bizhub 224e
BUDER ELEMENTARY	Konica Bizhub Pro 951
EARLY CHILDHOOD CENTER	Konica Bizhub 224e
EARLY CHILDHOOD CENTER	Konica Bizhub Pro 951
HOECH MIDDLE	Konica Bizhub 4750
HOECH MIDDLE	Konica Bizhub 224e
HOECH MIDDLE	Konica Bizhub 224e
HOECH MIDDLE	Konica Bizhub 224e
HOECH MIDDLE	Konica Bizhub Pro 951
HUSKY ACADEMY	Konica Bizhub 4750
IVELAND ELEMENTARY	Konica Bizhub 224e
IVELAND ELEMENTARY	Konica Bizhub Pro 951
KRATZ ELEMENTARY	Konica Bizhub 224e
KRATZ ELEMENTARY	Konica Bizhub Pro 951
MARION ELEMENTARY	Konica Bizhub 224e
MARION ELEMENTARY	Konica Bizhub Pro 951
MARVIN ELEMENTARY	Konica Bizhub 224e
MARVIN ELEMENTARY	Konica Bizhub Pro 951
RITENOUR HIGH SCHOOL	Konica Bizhub 224e
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RITENOUR HIGH SCHOOL	Konica Bizhub 224e
RITENOUR HIGH SCHOOL	Konica Bizhub 224e
RITENOUR HIGH SCHOOL	Konica Bizhub Pro 951
RITENOUR HIGH SCHOOL	Konica Bizhub PRESS 1052
RITENOUR MIDDLE	Konica Bizhub 4750
RITENOUR MIDDLE	Konica Bizhub 224e
RITENOUR MIDDLE	Konica Bizhub 224e
RITENOUR MIDDLE	Konica Bizhub Pro 951
WAREHOUSE	Konica Bizhub 224e
WYLAND ELEMENTARY	Konica Bizhub 224e
WYLAND ELEMENTARY	Konica Bizhub Pro 951

<b>Ritenour School and Location Addresses</b>
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Admin Center, 2420 Woodson Rd, 63114  
Adult Learning Center, 8762 St. Charles Rock Rd, 63114  
Buder Elementary, 10350 Baltimore Ave, 63074  
Early Childhood Education, 3580 Woodson Road, 63114  
Hoech Middle, 3312 Ashby Rd, 63074  
Husky Academy, 9229 Lackland Ave., 63114  
Iveland Elementary, 1836 Dyer, 63114  
Kratz Elementary, 4301 Edmundson Rd, 63134  
Marion Elementary, 2634 Sims Ave, 63114  
Marvin Elementary, 3510 Woodson Rd, 63114  
Ritenour High School, 9100 St. Charles Rock Rd, 63114  
Ritenour Middle, 2500 Marshall Ave, 63114  
Warehouse, 9100 St. Charles Rock Rd, 63114  
Wyland Elementary, 2200 Brown Rd, 63114

**VENDOR SIGNATURE**

An official officer representing the company must complete this signature page, along  
with official company seal affixed

Bid Bond/Performance Bond may be required

Bidder agrees to all terms and conditions of this proposal by signing below.

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Company Name Phone Number

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Address City State Zip

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Print Sales Representative's Name Sales Representative's Signature

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Print Officer's Name Official Title

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Officer's Signature Date