

Aurora R-8 School District  
201 S. Madison Ave  
Aurora, MO 65605



**Request for Proposal**  
**DIGITAL DOCUMENT IMAGING EQUIPMENT & SERVICE**

**Sealed proposals must be received no later than  
12:00PM Monday, December 6th, 2021**

**Inquiries and requests regarding this RFP should be directed  
to:** Ben Brundage, Director of Technology, Aurora R-VIII Schools  
417-678-6152, 201 S. Madison Ave, Aurora MO 65605, [bbrundage@aurorar8.org](mailto:bbrundage@aurorar8.org)

**Guaranteed delivery will be by January 17th 2021.**

Aurora R-VIII School District is accepting bids for digital document imaging equipment and service (printing, copying, and the associated maintenance) of the devices that will occupy the offices and communal printing spaces located throughout the district's 6 buildings. The district will award a five-year (60 month) contract to a single provider for all requested devices and services.

All sealed proposals should include new (non-refurbished) equipment that will be network-connected and include the enclosed specifications. The start of the proposed five-year agreement should begin January 17th, 2021 and last through January 17th, 2026.

Please ensure all requested information is included in your proposal. All questions or inquiries to this RFP should be directed to Ben Brundage, Director of Technology, 417-678-6152, [bbrundage@aurorar8.org](mailto:bbrundage@aurorar8.org)

Sealed proposals will be accepted by Ben Brundage until 12:00p.m. on Monday, December 6th, 2021. At that time, the bids will be opened and reviewed by Aurora R-VIII School District personnel. Late responses

will not be accepted.

Schedule of Events:

- November 11th, 2021 ..... RFP Posted to Web & Vendors notified
- December 6th, 2021 ..... Proposals due by 12:00 p.m. at Central Office Administration Building
- December 6th, 2021 ..... Proposals Opened, and Reviewed, Proposal Selection
- December 6th, 2021 ..... Recommendation to Board of Education
- January 17th, 2021 ..... Delivery and Installation of new equipment begins (or mutually agreed upon date)

Individual schools and locations within the Aurora R-VIII School District are identified below:

Aurora Jr. High Building B 409 W Locust St. Aurora, MO, 65605
Pate Early Childhood Center 400 W Terrace Dr Aurora, MO, 65605
Robinson Schools 1034 S. Lincoln Aurora, MO, 65605
Aurora Jr. High School Building A 500 W Olive St Aurora, MO, 65605
Aurora High School 500 W Prospect St Aurora, MO, 65605
Central Administration Building 201 S. Madison Ave Aurora, MO, 65605

A. Proposals must address include leased equipment equivalent to the following, and the same quantity:

8 of **TOSHIBA e-STUDIO456** with the following features or equivalent

- 45 PPM
- 100 Sheet 2 Sided Document Feed
- 1000 sheet paper input capacity
- Encryption and Data Overwrite
- PCL and PS3
- 9" Touch Display Screen

6 of **TOSHIBA e-STUDIO4508A**

- 45 PPM
- 100 Sheet 2 Sided Document Feed
- Stapling Finisher with (only 2 of the 6 units with Hole Punch)
- 3000 sheet paper input capacity

Encryption and Data Overwrite  
PCL and PS3  
9" Touch Display Screen

6 of **TOSHIBA e-STUDIO6508A**

65 PPM  
300 Sheet 240 Images per Minute 2 Sided Document Feed  
Stapling Finisher with Hole Punch  
Encryption and Data Overwrite  
PCL and PS3  
9" Touch Display Screen

1 of **TOSHIBA e-STUDIO4505AC**

45 PPM  
100 Sheet 2 Sided Document Feed  
Stapling Finisher with Hole Punch  
3000 sheet paper input capacity  
Encryption and Data Overwrite  
PCL and PS3  
9" Touch Display Screen

- B. Proposals must include maintenance services for the included equipment.
- C. Proposals must include the B/W usage and Color usage overage rate that will be charged and at what level of usage the overage will be charged.
- D. Lease pricing must state leasing rates, and terms of lease.

### **Proposal Instructions**

The Aurora R-VIII School District requests proposals for the following specifications for printing, copying, and maintenance services subject to the following conditions:

#### **1. DUE DATE**

Proposals will be received until 12:00 p.m. at Central Office Administration Building, 201 S. Madison Ave, Aurora MO 65605.

#### **2. PROPOSAL IDENTIFICATION**

All proposals should be submitted in a sealed envelope marked,  
Aurora R-VIII Schools  
ATTN: Ben Brundage  
201 S. Madison Ave  
Aurora, MO 65605

Clearly mark on the envelope: "PROPOSAL FOR DIGITAL IMAGING SERVICES " The vendor name must also be clearly marked on the envelope.

#### **3. SUBMISSION**

TWO PAPER COPIES AND ONE DIGITAL (USB) shall be included in RFP submission.

#### **4. AWARD OF CONTRACT AND BOARD RESERVATIONS**

The recommended proposal will be submitted for approval at the Board of Education on December 6th, 2021. Aurora R-VIII School District reserves the right to accept or reject any or all proposals, or parts thereof, or

items therein. Aurora R-VIII School District reserves the right to waive any or all technicalities or informalities in bidding. Aurora R-VIII School District would prefer to work directly with a manufacturer or their recommended regional reseller. Aurora R-VIII School District will not accept more than one brand of copiers in the fulfillment of this proposal. The School District reserves the right to award the contract not based solely on the vendor with the lowest cost but based upon an offer which, in Aurora R-VIII School District's opinion, best fulfills or exceeds the requirements of the RFP and is deemed to be in the best interests of the district. In addition, it will be assumed that each vendor has submitted its lowest responsible bid.

## **5. CERTIFICATION**

By submitting a proposal for the copiers with the associated service specified in the proposal, the vendor certifies that they are the original manufacturer service center (or authorized by the manufacturer) to sell and service the items specified. The vendor further certifies that they have, in their employment, manufacturer's factory-trained technicians with certification that qualifies them to service the equipment being proposed and that they will maintain an adequate store of manufacturer-only factory-authorized repair parts and supplies for the equipment being proposed.

## **TERM OF CONTRACT AND PARTIES INVOLVED**

Aurora R-VIII School District intends to enter into a five-year contract (60 months) for these copiers. At the end of the agreed upon contract there will be no automatic renewal and the contract will automatically be month-to-month under the same terms and conditions of the 60-month contract if Aurora R-VIII School District elects this option. In addition, all equipment delivery, setup, and installation at the beginning, during, and end of the lease will be the financial responsibility of the vendor. Any moving of equipment from building to building (to balance usage/ utilization) during the contract will be the responsibility of the vendor to meet the current needs. The vendor will be responsible for all shipping/delivery charges at the beginning and at the end of the lease.

Aurora R-VIII School District requires that the proposal be flexible to add copiers to the contract without changing the terms and conditions. In addition, Aurora R-VIII School District must have the ability to subtract copiers (up to three copiers) and only pay to the end of the month in which it was subtracted for each particular copier. As volumes change, Aurora R-VIII School District has the option of removing copiers (up to three) from this contract without any penalties or responsibilities for remaining lease/purchase payments. Aurora R-VIII School District will not be responsible for any lease/maintenance charges beyond the date the copier was subtracted from the contract.

## **6. INCLUSIONS IN PROPOSAL**

The vendor is to calculate the total cost for the district to use the various copy machines for the accepted contract period. The contract period will be from January 17, 2021, to January 17, 2026, for the 60-month contract.

The cost should remain fixed throughout the term of the agreement for both the Purchase or Lease and the Service and Supply Contract. If not possible, the vendor must specify the increases annually or demonstrate the cost increase annually as "not to exceed". Service and Supply costs include equipment, toner, developer, fuser, etc. all maintenance items, repair, preventive maintenance, emergency repair, equipment delivery, installation, all network connectivity and support (both initial and ongoing), software/firmware updates, customer training (both initial and ongoing), stands, and any and all other costs except paper.

All service parts, maintenance kits, must be installed by the vendor's Field Service Technicians. Aurora R-VIII School District will not accept any form of service parts, maintenance kits to be installed by Aurora R-VIII School District employees. The vendor must also provide organization-employed, manufacturer-trained instructors, to conduct all initial and ongoing training to District employees.

It is important to note that costs must also include initial training upon installation and ongoing end-user training. In addition, training for new users must be provided periodically at no cost to Aurora R-VIII School District.

## **7. REQUISITE CAPABILITIES OF BIDDING EQUIPMENT**

- a. All features must be supported in at least Apple MacOS 11.6, and Microsoft Windows 10.
- b. Copiers must be able to scan to email for all staff using a Google Gmail address.
- c. Documents stored on the MFP device must be encrypted to the extent that information cannot be compromised if the hard drive is stolen.
- d. Hard Disk Drive Data Overwrite Security must be enabled on all systems such that no trace of completed or removed print jobs will remain in memory or on the hard disk of the MFP.
- e. Networking and Network Printing: Vendors will be responsible for working with the district technical staff to load network print drivers, configure network printing and user management to facilitate the optimum use of these copiers on the district computer network. Aurora R-VIII School District will NOT be responsible for the cost of any connectivity hardware or software that is inadvertently omitted from the proposal. It is assumed all copiers will be on Aurora R-VIII School District Local Area Network. The vendor will ultimately be responsible to ensure that all devices are installed and fully functioning to the district's satisfaction.

## **8. RELIABILITY/PERFORMANCE GUARANTEE**

The vendor will be required to provide an "Accountability Guarantee" for the replacement of unreliable equipment at no cost to the School District. This written guarantee should be included with the RFP documents forms. This specification should include the number of service calls in a given time that will qualify a machine or replacement consideration.

## **9. EQUIPMENT CLASSIFICATION REQUIREMENTS**

All equipment proposed on this contract must be new digital equipment. Aurora R-VIII School District will not accept equipment that is analog or classified as "demonstrator," remanufactured, refurbished, newly manufactured, rejuvenated, restored, updated or like new.

## **10. PRICING**

Pricing must be based upon a cost-per-copy (CPC) basis. A minimum or fixed volume proposal will not be accepted by Aurora R-VIII School District.

## **11. DELIVERY, INSTALLATION, AND TRAINING**

All equipment shall be delivered, installed, and operational in the building locations by February 1st, 2022. On-premises training for key users will be included in the proposal cost. Detailed end-user training should take place during the period shortly after installation. Vendors should train key users initially, e.g. building secretaries, building administrators, and Technology staff. The vendor must be able to provide on-site, hands-on, and web based/hosted training.

## **12. REPAIR SERVICE REQUIREMENTS**

Certified, factory-trained personnel must perform all maintenance. All service required to meet the specifications of this contract shall be provided by the vendor during Aurora R-VIII School District's normal business hours (7:30a.m. - 4:00p.m., Monday-Thursday) unless arranged otherwise.

On the day of an onsite visit for service or otherwise, a service technician or vendor service representative will be required to notify the key operator at the device location and inform them when a technician will respond to the request for service.

## **13. PICK UP OF COPY EQUIPMENT**

Aurora R-VIII School District will not pay for pickup and delivery charges at the end of the contract. Any costs are to be paid by the vendor. Aurora R-VIII School District will not accept a renewal clause. Aurora R-VIII School District may elect a month-to-month arrangement at the end of the 60-month contract, under the same terms and conditions of the original contract.

## **14. PICK UP OF EXISTING EQUIPMENT**

The winning vendor will be responsible for the removal of existing copiers from the district and delivered to reseller. All hard drives shall be securely formatted. Existing copiers shall not be removed until new copiers have been installed, tested, and verified operational.

## **15. COPIER CAPABILITIES AND FEATURES**

Unless otherwise agreed upon by Aurora R-VIII School District, all copiers must meet or exceed, at a minimum, the present feature set of the current machines, i.e. the number of trays, finishers, amount of paper storage, etc as listed in item A above. In addition, all proposed copiers must meet or exceed the volume specifications of the current copier equipment as listed in item A above.

## **16. PREVENTATIVE MAINTENANCE**

The vendor shall provide all preventative maintenance (PM) required to meet the specifications of this contract. The vendor shall schedule preventative maintenance calls proactively according to the manufacturer's technical specifications.

## **17. PHYSICAL LOCATIONS**

The vendor is responsible for determining whether the recommended copier configuration is compatible with the environment space constraints. All bid equipment must fit in the space available.

## **18. BACKUP EQUIPMENT**

Backup machines are those that are installed in place of malfunctioning equipment in order to provide temporary relief until the original equipment is repaired or a replacement machine is installed. See #13 RELIABILITY/ PERFORMANCE GUARANTEE. Backup equipment must meet or exceed the capabilities of the equipment to be replaced at the same CPC rate.

In the event a machine cannot be repaired within sixteen (40) working hours after a satisfactory response to notification, the vendor will be required to notify Aurora R-VIII School District Technology Director. It will be the option of Aurora R-VIII School District whether or not to request a backup machine.. Backup equipment will remain in place until contracted equipment is fully repaired. Backup equipment may remain in place for a maximum of ten (10) business days. By the expiration of this time, if the original machine has not been repaired, the vendor must provide a replacement machine. The replacement machine must meet or exceed the capabilities of the machine to be replaced at the same cost-per-copy rate. Additionally, the replacement machine must have similar or less usage than the original machine.

## **19. TAXES**

Aurora R-VIII School District is sales and property tax exempt.

## **20. LIABILITIES**

The successful vendor shall agree that Aurora R-VIII School District shall not be responsible for any liability incurred by the vendor or the vendor's employees arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return, and/or installation of equipment provided by the vendor, except as otherwise provided in the contract.

## **21. REFERENCES**

The vendor shall provide at least five (3) educational/professional references from current clients with a minimum of 15 network-connected digital MFP systems. The vendor will be required to include these with the RFP response. This information should include the name of the organization, the length of the relationship, contact name, and telephone number. Missouri school district references preferred.