



K I R K W O O D
S C H O O L D I S T R I C T

**KIRKWOOD SCHOOL DISTRICT, OFFICE OF THE CHIEF FINANCIAL OFFICER,
FINANCE & OPERATIONS, ADMINISTRATIVE SERVICES CENTER,
1099 MILWAUKEE ROAD, SUITE 260, KIRKWOOD, MO 63122**

Sealed bids will be received by the Kirkwood School District for the following:

**NEW DIGITAL BLACK & WHITE COPIERS WITH A MONTHLY SERVICE AGREEMENT.
NEW DIGITAL COLOR COPIER WITH A MONTHLY SERVICE AGREEMENT.**

Bids will be received at the Kirkwood School District Administrative Services Center, 1099 Milwaukee Road, Kirkwood, MO 63122, (314) 213-6107, until noon on April 10, 2024, at which time and place, bids will be publicly opened and read. Bids received after said time will be unopened.

**For questions pertaining to the bid, e-mail Bill Diehl, Copy Center Supervisor,
Kirkwood School District, 106 North Sappington Road, Kirkwood, Missouri 63122
(314) 213-6100 ext. 7835. E-mail: bill.diehl@kirkwoodschoools.org**

A. Timeline

RFP posted	March 6, 2024
Vendor Copy Center Visit	Available upon request between March 11-15. <i>To arrange a visit, email bill.diehl@kirkwoodschoools.org</i>
RFP closing date, bids open	April 10, 2024, noon
Bid review	April 11 through April 26, 2024
Board of Education approval	April 29, 2024
Notification of award/contracts signed	April 30, 2024
Copiers installed	By July 1, 2024*
Initial copier training by vendor	By July 3, 2024

*Exact schedule to be coordinated with the Copy Center upon the execution of a contract

B. COPY CENTER REQUIREMENTS:

PLEASE SUBMIT BIDS ON THE FOLLOWING SCENARIO:

Five digital black and white copiers and one digital color copier

- Four new 100 to 135 page per minute digital black and white copiers with a monthly service agreement.
- All four machines will include: programmable touch screen control panel, document feeder scanning LTR to LDGR paper sizes, single and dual stapler, large capacity stacker, inline three-hole punch, and an eighty page inline booklet maker. All machines will include six multi size capable paper trays handling paper sizes LTR to LDGR and 12x18 sizes.
- All four machines will have three 11x17 inch large capacity paper trays and three multi size paper trays handling paper weights of 52 GSM to 300 GSM or higher.
- One black and white machine will also include a GBC punch unit with a nineteen-punch die.
- One new 65 to 95 page per minute black and white copiers with a monthly service agreement. This machines will include: programmable touch screen control panel document feeder scanning LTR to LDGR paper sizes, single and dual stapler, large capacity stacker, inline three hole punch, This machines will include three multi size capable paper trays handling paper sizes LTR to LDGR , and a 8.5 inch large capacity paper tray, handling paper weights of 52 GSM to 256 GSM or higher.
- All black and white machines will include an internal postscript controllers.
- One new 70 to 90 page per minute digital color copier with a monthly service agreement. The color machine will include: programmable touch screen control panel, document feeder scanning LTR to LDGR paper sizes, single and dual stapler, large capacity stacker, inline three hole punch. The color machine will include three multi size capable paper trays handling paper sizes LTR to LDGR sizes. The color machine will have three 11x17 inch large capacity paper trays three multi size capable paper trays handling paper sizes LTR to LDGR and 12x18 sizes, handling paper weights of 52 GSM to 300 GSM or higher, eighty-page inline booklet maker, a GBC punch unit with one each for nineteen GBS combs and one forty two hole punch coil bind dies, external fiery controller.
- All machines should have the ability to slip sheet in between each job sent as a copy job and as a print job. Additionally, all copy machines should have the ability to slip sheet slip sheet single sheet jobs in different quantities, group/stack jobs sent as a copy job and print job.
- All copiers will need to be able to run the following paper types: white offset bond, white offset cardstock, color offset bond, color offset cardstock, coated text weight, coated cover weight, NCR, label stock and transparencies.

B-2 COPY CENTER REQUIREMENTS:

A. TRADE IN REQUIREMENTS ON BLACK AND WHITE, COLOR COPIERS.

1. Kirkwood School District requires the trade in and removal of old Konica Minolta copiers. The copiers at the time of sending out the bid each have the following impressions on them.

Quantity 1 Konica Minolta BH PRO1100 black and white copiers with 11x17 large capacity paper trays with internal booklet makers and cover inserter: 10,346,081 impressions.

Quantity 1 Konica Minolta BH PRO1100 black and white copiers with 11x17 large capacity paper trays with internal booklet makers and cover inserter: 9,780,496 impressions.

Quantity 1 Konica Minolta BH PRO1100 black and white copiers with 11x17 large capacity paper trays with internal booklet makers and cover inserter: 9,299,356 impressions,

Quantity 1 Konica Minolta BH PRO1100 black and white copier with 11x17 large capacity paper trays with GBC, internal booklet maker and cover inserter: 11,800,738 impressions.

Quantity 1 Canon/IPC810/C910 color copier with 11x17 large capacity paper trays with GBC and internal booklet makers: 1,773,782 black and white impressions and 772,644 color impressions

B-3 COPY CENTER REQUIREMENTS:

A. MONTHLY MAINTENANCE SPECIFICATIONS:

1. Maintenance contract will be a guarantee cost per impression with a five-year term.
2. Maintenance contract will be paid monthly invoice sent to Kirkwood School District 1099 Milwaukee Kirkwood, MO 63122 attention: Accounts Payable.
3. Include all parts and labor and all supplies (except paper) including toner and staples to be ordered as needed.
4. Service provided 8:00 a.m. until 4:00 p.m. Monday through Friday.
5. Average on site four-hour service response time.
6. Annual impressions for black and white copiers are approximately 12,000,000 impressions, annual impressions for one color copier are approximately 240,00 color and 600,000 black and white.
7. Provide cost per impression and monthly maintenance costs on black & white and color copiers for single- and double-sided impression for the following paper sizes 8.5x11, 8.5x14, 11x17 and 12x18.
8. Monthly maintenance agreement is cancelable with thirty days written notice.
9. Vendor will provide quarterly reports including response times, up time percentages, service calls.

C. IT REQUIREMENTS:

COPY CENTER:

Runs Windows 7, Windows XP, Windows 10 and Adobe PDF reader writer.

NETWORKING:

1. All equipment that will be networked must have 100/1000MB Ethernet connection.
2. All copier equipment/software must be compatible with networking protocol TCP/IP and be capable of operating windows 10, and Windows Server environments.
3. All equipment must support IP based printing.
4. All network copiers must scan to print, scan to file, and scan to email.
5. Compatible with Mac OS desktop.

D. PROPOSAL INELIGIBILITY

1. Fill out the bid sheets at the end of this bid.
2. Proposals that are unsigned, improperly signed or prepared, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may be disqualified.
3. Proposals that modify any of the terms and conditions will be disqualified. Bids received after noon on April 10, 2024 will not be opened and will be disqualified.

E. PROPOSAL EVALUATION AND AWARD

1. All proposals will be opened and analyzed immediately following the closing deadline and the district may choose to interview one or more of the bidders to obtain an accurate understanding of their proposal. Proposals are irrevocable and shall remain open for acceptance for a period of (60) sixty days after the bid opening.
2. **The district reserves the right to negotiate with the successful vendor or vendors on the number, model, and configuration of copiers to be installed.**
3. The Kirkwood School District reserves the right to terminate the maintenance contract without penalty, by issuing a thirty (30) day written notice to the vendor. Cause for termination would be failure to meet the terms and conditions as listed in the Request for Proposal and the proposal submitted by the vendor.

F. GENERAL TERMS AND CONDITIONS

1. The winning vendor is required to remove all Konica Minolta and Canon copier equipment. The vendor must erase all internal copy machines and Fiery controller hard drives and provide in writing that all data has been erased.
2. To have a fair comparison of bids, vendors may not include any additional services or credits with their bid. Including additional services will disqualify the vendor.
3. The fixed costs maintenance contract on copy center copiers will be based on a per copy cost. The maintenance contracts will include ALL consumable supplies including staples (except paper), and an all inclusive regular and preventive maintenance program which includes all labor and parts, drums, and maintenance on all accessory equipment.
4. Delivery of copiers must be made within 30 days after Board approval and receipt of order.
5. Delivery, shipping, freight, setup, connectivity, and training costs will be at the expense of the vendor. Training will be on going for a period of five years.
6. The on-site response time for service calls shall be an average of four (4) hours for all copiers, after receiving a phone call from Kirkwood School District.
7. The number of service repair copies is to be deducted from the cost per copy.
8. Service technicians must have factory-trained certification.

9. The vendor shall provide a temporary loaner replacement copier before removing a copier off premises for repairs.

10. Vendor must have IT personnel and or an in-house IT department.

11. The vendor must provide proof that it is an authorized dealer for the manufacturer of the copiers in the proposal. This shall also include authorization to service the copiers.

12. The manufacturer must guarantee in writing that should the dealer execute the terms and conditions of the contract, the manufacturer will assume the dealer's obligations for the remainder of the contract at the same price quoted in the proposal.

13. The successful vendor shall appoint, by name, an account representative who will be responsible for insuring that the account will be maintained in a condition that will result in a satisfactory contract arrangement. The appointed representative shall be responsible complete customer service support but not limited to maintenance service, invoice procedures and in-house care maintenance program. The vendor shall immediately contact the Kirkwood School District if there is a change in the company representative.

14. The vendor is prohibited from subcontracting, assigning, transferring, or otherwise disposing of the lease or the maintenance service agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the District.

15. The Request for Proposal document as well as the vendor's response to the RFP will be considered a part of the contract between Kirkwood School District and the successful bidder.

16. Billing statements for maintenance will be submitted monthly to the Kirkwood School District Finance Office, Attn: Accounts Payable, 1099 Milwaukee Road, Kirkwood, MO 63122. Payment will be due up to 60 days after receipt of invoice without a late penalty.

17. The district reserves the right to invoke a "Lemon Clause" on copiers that require excessive maintenance and/or perform below district expectations. Copiers not meeting district expectations will be replaced with a copier of equal or greater capability and shall be installed at no cost to Kirkwood School District. Machines that have demonstrated a history of "excessive down time" shall be replaced by the successful vendor with a new machine of equal or greater capability. Excessive down time shall be defined as five (5) or more of the same service call in a one month period or 10% downtime. Downtime is calculated from the time the school/location places the call, and ends when the machine is up and running.

18. The district reserves the right to accept or reject any or all bids, to waive any and all irregularities, and to accept the bid that is the most advantageous and in the best interest of the Kirkwood School District.

19. All parts and components supplied by the Successful Vendor in the process of maintaining and servicing the new equipment for the duration of the resulting contract shall be new Original Equipment Manufacturer or rebuilt OEM parts by the manufacturer of the equipment. Rebuilt parts and components must be guaranteed to perform so that product specifications are met. Proposals shall include a complete description of the rebuilt parts process used by the manufacturer in creating recycled parts. The Successful Vendor shall have in place an inventory and delivery system of parts (preferably on site) and consumable supplies in quantities sufficient to serve the requirements of this contract.

20. The Kirkwood School District does not pay sales tax or personal property tax.

G. COMPANY INFORMATION

1. Vendor shall complete the proof of insurance coverage section, the Vendor signature section and the Vendor references section. Include at least three references, preferably local and recent and one year or less.

H. NEGOTIATION

After reviewing all submitted proposals, interviewing Vendors and receiving best and final proposals from selected Vendors, Kirkwood School District shall begin negotiation of the final Contract terms with the Vendor whose proposal is deemed most advantageous by the District. If negotiation does not result in mutual agreement of terms, Kirkwood School District may commence negotiations with a second Vendor, and so on. The District reserves the right to negotiate in an attempt to clarify and qualify terms of any proposal.

I. INSURANCE REQUIREMENTS:

CONTRACTOR shall, unless otherwise approved in writing by DISTRICT, obtain and maintain throughout the duration of this Agreement (or as otherwise specified) insurance written through a company duly authorized to conduct business in the State of Missouri and with a A.M. Best Rating of A, financial size VI or higher and of the types and in the amounts described below.

1. **Commercial General Liability Insurance.** Commercial general liability ("CGL") in the amount of \$2,000,000 each occurrence/ \$2,000,000 aggregate. If such CGL insurance contains a general aggregate limit, the policy shall be endorsed so that the aggregate limit applies separately to each Project authorized hereunder.
 - a. CGL insurance shall cover liability arising from but not limited to premises, operations, independent contractor, products-completed operations and personal injury and advertising liability and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
 - b. DISTRICT shall be included as an insured under the CGL, using an ISO Additional Insured Endorsement. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to, or maintained by, DISTRICT.
2. **Business Auto Liability Insurance.** Business auto liability and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, leased/rented and non-owned autos).
3. **Workers Compensation Insurance.** Workers' compensation and employer's liability insurance.
 - a. The employers liability limits shall not be less than \$ 1,000,000 each accident for bodily injury by accident and each employee for bodily injury by disease.
 - b. The alternate employer endorsement shall be attached showing DISTRICT in the schedule as the alternate employer.
 - c. Worker's compensation limits shall not be less than the statutory limits.
4. **Excess Umbrella Insurance.** Excess umbrella liability insurance with a limit of not less than \$ 1,000,000 in excess of the above liability policies.
5. If the policies require an endorsement to provide for continued coverage where there is a waiver of subrogation, the CONTRACTOR shall cause such policies to be so endorsed.
6. By requiring the insurance as set out herein, DISTRICT does not represent that coverage and limits will necessarily be adequate to protect CONTRACTOR, and such coverage and limits shall not be deemed as a limitation on CONTRACTOR'S liability under the indemnities provided to DISTRICT in this Agreement, or any other provision of the Contract Documents.
7. Prior to commencing the work, CONTRACTOR shall furnish DISTRICT with a certificate(s) of evidence of insurance (ACORD Form 27 or equivalent), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.
 - a. All certificates shall provide for sixty (60) days written notice to DISTRICT prior to the cancellation or material change of any insurance referred to therein.
 - b. The words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted from the cancellation provision of all certificates provided by CONTRACTOR.
 - c. Failure of DISTRICT to demand such certificate or other evidence of fall compliance with these insurance requirements or failure of DISTRICT to identify a deficiency from evidence that is provided shall not be construed as a waiver of CONTRACTOR'S obligation to maintain such insurance.

8. DISTRICT shall have the right, but not the obligation, to prohibit CONTRACTOR from entering the Project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by DISTRICT.
9. Failure to maintain the insurance required in this Section may result in termination of this Agreement at DISTRICT'S option. DISTRICT may, but is not obligated to, obtain any insurance required hereunder and not maintained by the CONTRACTOR and charge the cost thereof to CONTRACTOR.
10. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to DISTRICT when requested.
11. CONTRACTOR shall provide certified copies of all insurance policies required above within ten (10) days of DISTRICT'S written request for said copies.
12. CONTRACTOR shall include the above requirements for types of insurance requirements in all of its subcontracts, if any. Limit amounts for subcontractors may be less than those set forth above, upon written agreement of DISTRICT. CONTRACTOR shall be responsible for collecting certificates of insurance and monitoring insurance coverage of its subcontractors to verify that the required coverage is maintained as required. All Subcontractors providing professional services shall be required to provide professional liability insurance. In addition, all subcontracts shall include a similar indemnification of DISTRICT as provided in this Agreement.
13. DISTRICT reserves the right to request CONTRACTOR to obtain additional insurance and limits on individual Projects authorized hereunder. CONTRACTOR shall endeavor to obtain such insurance as soon as possible after such request and advise DISTRICT if the CONTRACTOR will be required to pay any additional premium for the above insurance.
14. If so, the DISTRICT shall pay such additional premium in excess of the premium for the above insurance. If CONTRACTOR cannot obtain such additional insurance, DISTRICT may terminate this Agreement in full or in part upon notice to CONTRACTOR.

In order for the District to ensure that the minimum insurance requirements can be met by your firm, please check one of the following:

☐ **Minimum insurance requirements can be met--a copy of insurance certificate is attached.**

OR

☐ **Do not currently have minimum insurance levels--attached is a copy of a letter from insurance carrier stating that if awarded the Contract, levels of coverage will be met.**

Firm Name

Signature

DATE

J. VENDOR SIGNATURE:

Designate one individual as the Vendor's representative to Kirkwood School District during the Contract period. The representative will be contacted to resolve any and all problems that may arise concerning the Contract or proposal. The undersigned Vendor hereby agrees to be bound by the terms of the RFP and that the enclosed proposal is submitted in accordance therewith. Once completed and returned, this proposal becomes the primary basis for evaluation and selection of the Vendor to provide the services required by the Kirkwood School District for the specified Contract period. By signing this proposal, the Vendor certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Vendor and Kirkwood School District or any of its employees or Board of Education members.

Account Representative: _____
Typed Name Telephone Number

Vendor Authorization: _____
Company Name

Street City Zip Code

Telephone Number Fax Number

Email Address

Authorized Signature

Typed Name & Title
Dated this _____ day of _____ 2024

K. REFERENCES:

LIST THREE CURRENT SERVICE CONTACTS FOR SCHOOL DISTRICTS, UNIVERSITIES OR SIMILAR ORGANIZATIONS. OPERATORS AND OR MANAGERS OF COPY CENTER'S WILL BE ACCEPTED. THE DISTRICT IS INTERESTED IN REFERENCES FROM COPIER OPERATORS.

1. Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____ E-Mail Address: _____
Contract Length: _____ Contract Value: _____
2. Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____ E-Mail Address: _____
Contract Length: _____ Contract Value: _____
3. Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____ E-Mail Address: _____
Contract Length: _____ Contract Value: _____

All Contracts terminated for default within the last five years should be noted below. Termination for default is defined as notice to stop performance due to Vendor's nonperformance or poor performance. Submit full details of all terminations for default experienced. Kirkwood School District will evaluate the facts and may at its sole discretion reject the Vendor's proposal if the facts discovered indicate that the completion of a Contract resulting from this RFP may be jeopardized by selection of the Vendor. If the Vendor has experienced no such terminations for default in the past five years, so indicate.

TERMINATED CONTRACTS WITHIN THE LAST THREE YEARS.

	#1	#2	#3
Company Name			
Business Address			
Name of Contact			
Title of Contact			
Telephone Number and E-mail address			
Contract Length			
Contract Value			

BID SHEET

See Section B. for detailed requirements. The models listed below should match requirements as listed.

100 to 135 PPM copiers:

Model: _____

11x17 large capacity paper trays with booklet maker. **COST:** _____ **each.**

Model: _____

8.5x11 large capacity paper tray with booklet maker. **COST:** _____

70 to 95 PPM copier:

Model: _____

8.5x11 large capacity paper tray . **COST:** _____ **each.**

Monthly Maintenance charge for the following paper sizes:

8.5x11
1 sided cost: _____ duplex cost: _____

11x17
1 sided cost: _____ duplex cost: _____

8.5x14
1 sided cost: _____ duplex cost: _____

12x18
1 sided cost: _____ duplex cost: _____

Color Copier:

Model: _____

COST: _____

Monthly Maintenance charge for the following paper sizes:

8.5x11

1 sided cost: _____ duplex cost: _____

11x17

1 sided cost: _____ duplex cost: _____

8.5x14

1 sided cost: _____ duplex cost: _____

12x18

1 sided cost: _____ duplex cost: _____

Copy Machine Trade-in:

Konica Minolta black and white and **Canon** color **required** trade- in value:

Konica Minolta BHPRO 1100 black and white 11x17 large capacity paper trays, sheet inserter and internal booklet maker: _____ each.

Konica Minolta BHPRO 1100 black and white 11x17 large capacity paper trays, sheet inserter, internal booklet maker and GBC punch: _____ .

Canon / IPC810/C910 color 11x17 large capacity paper trays and GBC punch:

_____ .