

MILLVILLE AREA SCHOOL DISTRICT

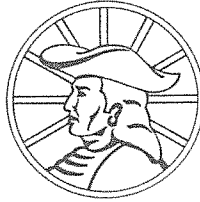
MILLVILLE, PENNSYLVANIA 17846

High School Office
P.O. Box 260
570-458-5538 x 230
Fax: 570-458-5583

District Office
P.O. Box 260
570-458-5538 x 220
Fax: 570-458-5584

Elementary Office
P.O. Box 300
570-458-5538 x 284
Fax: 570-458-4715

5/19/2017



To Whom It May Concern:

Millville Area School District (the District) is soliciting proposals for a 5 year contract for copiers. The District's current copier agreement expires August 31, 2017. The District intends to award this new contract to a vendor which is currently a member/participant of a purchasing consortium or competitively bid contract including, but not limited to PEPPEM, PA COSTARS, AEPA (Joint Purchasing Consortium), or other state contract. Each proposal shall indicate the contract or consortium through which the purchase will be made.

Attached, please find a schedule of copiers currently placed in the District in addition to features and average annual copies per machine. If you have questions relative to the location or usage of any machine, or any other information needed to complete a proposal, please contact me.

Please return any proposal you wish to submit by 12:00 noon, Friday, June 2, 2017 to: Steve Dolak, Business Manager, Millville Area School District, Millville, PA 17821. Please mark the package "Copier Proposal". All proposals shall guarantee bid prices for a minimum of 120 days from May 19, 2017.

The proposal shall be for resident copy machines. The proposals shall identify a level cost-per-month (for the 5 year term) and total contract cost which shall be paid by the District for on-site copier usage. The proposed price shall include all repairs and supplies (including, but not limited to parts and toner) required to operate the copiers. The District shall be responsible for paper, staples and other similar supplies. The proposals shall identify ancillary copier functions (folding, networking, faxing, scanning, etc.) as noted on the attached schedule. The District will consider any additional functions the vendor wishes to recommend.

The base proposal shall be for either: a) unlimited copies, or b) a limit of 2,200,000 copies per year (minimum) with a proposed charge per copy for any annual excess. Any limit proposed shall be based on a total count for all machines under the agreement. All costs or charges for delivery, set-up, insurance, repairs, document preparation, and any other fees what-so-ever which are proposed to be the obligation of the District shall be separately and clearly stated along with the total monthly cost in the proposal summary.

The District reserves the right to: 1) reject any or all bids, 2) negotiate, accept or reject alternatives to specifications here-in, and 3) establish or extend deadlines for consideration of proposals.

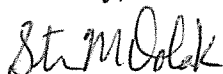
Considerations for award of the contract include features and cost. However dependability and service response is a major consideration. All proposals and contracts shall include the following provision (at a minimum):

“In the event of copier malfunction, respondent’s targeted response time (site visit) will be within six (6) working hours of notification from the District of copier malfunction. If respondent is unable to restore the malfunctioning equipment to service within two (2) working days of the notification, respondent shall provide, at no additional cost to the District, a model of similar performance until such time as repairs are made to the malfunctioning equipment. If the malfunctioning equipment is not repaired and/or restored to full operating condition within three (3) school days and no substitute is provided by respondent, respondent will pay the District an amount equal to the total monthly equipment costs (inclusive of lease and service contract) plus all other costs that the District incurs with respect to the malfunctioning equipment including the servicing, repair and/or replacement thereof. The “monthly equipment costs” will be determined by multiplying the monthly equipment cost (inclusive of the lease and service contract) for all machines under the agreement by the ratio of the current copy count of the malfunctioning machine to the copy count of all machines under the agreement. Respondent acknowledges that it is difficult to determine the exact loss sustained by the District if respondent fails to perform respondent’s obligations under this paragraph and that the amount established for damages to the District is fair and reasonable. If respondent fails to perform obligations under this paragraph or otherwise fails to pay the District any sum due under this paragraph, respondent shall reimburse the District for any and all reasonable attorney fees and costs of suit incurred by the District in the enforcement of these provisions and/or the recovery of sums due.”

Proposed alternative language to the above will be considered at the discretion of the District.

If you have any questions or need additional information, please contact me at 570-458-5538 ext. 3247, Dolaks@millville.k12.pa.us.

Sincerely,



Steven M. Dolak
Business Manager

MILLVILLE AREA SCHOOL DISTRICT

EXISTING MACHINE FEATURES

Location	Taskalfa 6500I	Features	Current average Copy Per Mo
High School #1	Taskalfa 6500I	Kyocera - Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP/SS	36,740
High School #2	Taskalfa 6500I	Kyocera - Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP	29,022
Elementary #1	Taskalfa 6500I	Kyocera - Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP/SS	16,331
Elementary #2	Taskalfa 6500I	Kyocera - Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP	60,458
Elementary #3	Taskalfa 6500I	Kyocera - Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP	13,416
Administration	Taskalfa 3500I	Kyocera - Stapling Finisher/RADF/LCT/NS/ADUJ/FAX	8,613
			164,580

Annual Copy Counts		
Aug-14	Aug-15	Aug-16
458,202	397,184	424,529
295,231	324,385	361,517
176,809	164,736	249,842
657,558	682,356	669,321
125,019	160,026	229,375
103,925	67,085	76,874

DESIRED MACHINE FEATURES

Location	Features	Current average Copy Per Mo
High School #1	Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP/SS	36,740
High School #2	Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP	29,022
Elementary #1	Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP/SS/FAX	16,331
Elementary #2	Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP	60,458
Elementary #3	Multi-position Stapling Finisher/RADF/ADUJ/LCT/NS/NP	13,416
Administration	Stapling Finisher/RADF/LCT/NS/ADUJ/FAX/Color	8,613
		164,580

AVERAGE COPIES PER MONTH (8/2012-4/2017)

AVERAGE COPIES PER YEAR (8/2012-4/2017)

- RADF - reversing automatic document feeder
- ADU- automatic duplexing unit
- LCT - large capacity tray
- NS - network scanning
- NP - network printing
- SS - saddle stapler (Booklet stapler / folder)
- FAX - full fax dedicated line capabilities (alternative: price on high capacity stand-alone fax)

Copiers should have dual scanner document processors to provide duplexing efficiency.

DESIRED ON REPLACEMENT MACHINES

Minimum PPM		Minimum Capacity		Scheduled	Hard Drive
Copier	Doc Feed	Doc Feeder	Tray	PM	Capacity
65-70	65-70	100	4,000	500,000	320 GB
65-70	65-70	100	4,000	500,000	320 GB
40	40	100	1,200	300,000	320 GB
65-70	65-70	100	4,000	500,000	320 GB
40	40	100	1,200	300,000	320 GB
30	30	100	1,200	300,000	320 GB