

**Request for Proposal  
Multi-Function Copier  
and  
Desktop Printer Solution  
for  
South Buffalo Charter School**



South Buffalo Charter School (SBCS) invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for a Multi-Function Copier and Desktop Printer Solution and requests a detailed response from all prospective vendors, including pricing and service descriptions.

The intent of this RFP is to enter into a contract for four (4) Multi-Function Copiers and a desktop printer solution for a 36-month period to begin August 1, 2020 through July 31, 2023.

Vendor will be responsible for all service and maintenance as described in the final agreed contract of services.

This RFP is not a contract offer. Acceptance of a proposal neither commits SBCS to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits the school's rights to negotiate in the school's best interests. SBCS reserves the right to contract with a vendor or vendors for reasons other than just price.

Current environment:

1 Ricoh MP6055SP – Located in the 1<sup>st</sup> Floor Staff Lounge.

1 Ricoh Pro8200S – Located in the 2<sup>nd</sup> Floor Copy Center.

1 Ricoh ProC5210S – Located in the 2<sup>nd</sup> Floor Copy Center.

1 Ricoh MPC4504EX with Fax Board – Located in the 1<sup>st</sup> Floor Main Office.

1 Ricoh SPC252SF – Located in the 2<sup>nd</sup> Floor Room 225.

24 Ricoh SP311DNW – Located throughout classrooms and offices.

**12 Month Copier and Printer Usage**

Model	Location	Color Total	B&W Total
MP6055SP	1st Floor Staff Lounge		761,322
Pro8200S	2nd Floor Copy Center		1,642,029
ProC5210S	2nd Floor Copy Center		445,810
ProC5210S	Color	26,818	
MPC4504EX	Main Office		154,066
MPC4504EX	Color	37,317	
SPC252SF	Room 225		1,493
SPC252SF	Color	4,140	
SP311DNW (24 Units)	Classrooms and Offices		165,021
Totals		68,275	3,169,741

**Requested Minimum Requirements:**

**MFC:** Replacement equivalent of existing equipment.

Web interface device manager.

Remote Meter Reading.

Scan to PDF via Office 365/Google Drive.

Maintenance, Toner and Staples included.

Setup and configuration of new equipment with training.

**Desktop Printer:** Provide maintenance and toner for existing desktop printers (24 Ricoh SP311DNW and 1 Ricoh SPC252SF) or a suitable replacement device.

## **COST OF PROPOSALS**

Expenses incurred in the preparation of proposals are the responsibility of the vendor.

## **PROPOSAL SUBMISSION**

Proposals should be submitted to the following by mail or delivery service to South Buffalo Charter School Attn: Director of Information Technology, 154 South Ogden Street, Buffalo, NY 14210 or email to [spaterek@southbuffalocs.org](mailto:spaterek@southbuffalocs.org) no later than 11:59 P.M. March 31, 2020.

## **REQUIREMENTS**

1. Proposal should be no more than 10 pages, including attachments, excluding cover page, table of contents and product brochures.
2. Cost Proposal for 36 month term.
  - a. Term: 36-month period to begin August 1, 2020 through July 31, 2023.
  - b. Replacement equivalent of existing equipment in existing location.
  - c. Maintenance plan to include toner/staples for all equipment.
3. Detailed Implementation plan, including project schedule with milestones.
4. Description of organization's experience and capabilities.
5. Evidence of financial capacity, including most recent audited financial statements.

## **EVALUATION CRITERIA**

Cost effectiveness of service	40%
Experience and capabilities	35%
Implementation Plan for minimal disruption	15%
Financial and historical stability	10%
Total	100%

## **QUALIFICATIONS OF BIDDERS**

South Buffalo Charter School may make such investigation as they deem necessary to determine the ability of bidder to perform the work.

SBCS has the right to reject any and all proposals from any bidder that is in or contemplates bankruptcy of any chapter or nature. Bidder must notify SBCS in writing of any existing condition or knowledge.

No proposals will be allowed after 11:59 PM on March 31, 2020.

## **RESTRICTIONS ON COMMUNICATIONS**

From the date this RFP is issued until the contract award has been announced, no bidder initiated contact with any SBCS official shall be permitted regarding this RFP, other than written inquires, as described in this section. This includes, but not limited to, any lobbying of individuals considered to have any influence over proposal evaluation and selection. Violation of this provision will be grounds for disqualification. All questions or requests for clarification regarding this RFP must be submitted via email and must come from one point of contact per company to Scott Paterek at [spaterek@southbuffalocs.org](mailto:spaterek@southbuffalocs.org) no later than 2:00 PM on March 28, 2020. Questions or requests for clarification received after such time and date will not receive a response from SBCS. All questions and answers will be posted online at [www.southbuffalocs.org/CopierRFP](http://www.southbuffalocs.org/CopierRFP). No verbal instructions or information to bidders will be binding.

## **MODIFICATIONS TO RFP**

SBCS may modify any part of the RFP prior to the deadline for submission of proposals by issuance of an addendum. Any addendum issued by SBCS will be

posted to [www.southbuffalocs.org/CopierRFP](http://www.southbuffalocs.org/CopierRFP) and email notification of such posting will be distributed to all bidders that provided contact information as requested.

## **FORM OF CONTRACT**

The successful bidder will be required to execute a written contract with SBCS within thirty (30) business days after acceptance of proposal or proposals.

## **SPECIFICATIONS**

Equipment and/or material to be furnished shall meet with the approval of the Director of Information Technology or designated representative.

## **ADDITIONS OR DEDUCTIONS**

SBCS shall have the right, without invalidating this RFP or any and/or all contracts, to make additions to or deductions from the work covered by these specifications, and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost shall be made between SBCS and the bidder, as shown in a written amendment to the contract.

## **RESERVATIONS**

Any bidder who has demonstrated poor performance during either a current or previous agreement with SBCS may be considered as an unqualified source and their proposal may be rejected. SBCS reserves the right to exercise this option as is deemed proper and/or necessary.

## **EXEMPTION FROM NEW YORK SALES TAXES**

South Buffalo Charter School is exempt from New York State Sales Tax. Net prices as shown in the proposal shall exclude New York State tax amounts. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of South Buffalo Charter School. Following a contract award, exemption documentation will be furnished by South Buffalo Charter School.