

**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, 2023 through July 31, 2026.

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 Toshiba e-STUDIO6518A – Located in the 1st Floor Staff Lounge.

1 Toshiba e-STUDIO1208 – Located in the 2nd Floor Copy Center.

Saddle Stich/Hole Punch/Multi Position Staple.

1 Toshiba e-STUDIO7516AC – Located in the 2nd Floor Copy Center.

Saddle Stich/Hole Punch/Multi Position Staple.

1 Toshiba e-STUDIO5015AC with Fax Board – Located in the Main Office.

1 Ricoh SP311SFNw – Located in Accounts Payable Room 106

26 Ricoh SP311DNW – Located throughout classrooms and offices.

Requested Minimum Requirements:

MFC: Replacement equivalent of existing equipment.

PaperCut for all 4 MFPs with reporting for Desktop Printers.

Remote Meter Reading.

Scan to PDF via Office 365/Google.

Maintenance, Toner and Staples included.

Recycling of consumables with prepaid shipping labels.

Setup and configuration of new equipment with recorded video training.

Desktop Printers: A suitable replacement device for existing desktop printers (28 Ricoh SP311DNW and 1 Ricoh SP311SFNw) to include maintenance and toner. Recycling of consumables with prepaid shipping labels.

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 no later than 11:59 P.M. March 15, 2023. A final decision will be made by March 31, 2023. This should give the winning bidder enough time to arrange for delivery.

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, 2023 through July 31, 2026.
3. Detailed Implementation plan, including project schedule with milestones.
4. Brief description of organization's experience and capabilities.
5. Evidence of financial capacity, including most recent audited financial statements.
6. Additional Information:
 - a. The main office copier must be no wider than 54".
 - b. The main office copier must include fax board and PDF to Office 365.
 - c. The 4 MFPs must be shipped back to the current leasing company.

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 15, 2023.

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 no later than 2:00 PM on March 10, 2023. 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. 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 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.