

REQUEST FOR QUALIFICATIONS  
&  
REQUEST FOR PROPOSAL  
RFQ/RFP # 1314 - 01

DISTRICT-WIDE COPIERS

FOR

SOUTH SAN FRANCISCO  
UNIFIED SCHOOL DISTRICT

398 B Street  
South San Francisco, CA 94080

**Proposals Due**  
**Wednesday, July 31, 2013 at 2:00 PM**

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**NOTICE TO PROPOSERS  
RFQ / RFP #1314-01  
DISTRICT-WIDE COPIERS**

NOTICE IS HEREBY GIVEN THAT THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT, is seeking a Request for Qualifications/Request for Proposal (RFQ/RFP) from experienced vendors for the lease/maintenance and/or purchase/maintenance of copy/scan/print equipment as outlined in RFQ/RFP #1314 -01.

All RFQ/RFP responses should be sealed and clearly marked with the South San Francisco Unified School District name and RFQ/RFP number. All RFQ/RFP responses must be received up to but not later than 2:00 PM on Wednesday, July 31, 2013, at the South San Francisco Unified School District Office, 398 B Street, South San Francisco, CA, 94080.

The Request for Qualifications/Request for Proposal #1314-01 is available electronically. Please e-mail Charlotte Grima at [cgrima@ssfusd.org](mailto:cgrima@ssfusd.org) to request a .pdf version. Hard copies of RFQ/RFP #1314-01 may be obtained from the South San Francisco Unified School District Business Office, located at 398 B Street, South San Francisco, CA, 94080, between the hours of 9:00 AM and 2:00 PM, M-F.

Any questions regarding this notice must be directed in writing to Patricia Ernsberger at [pernsberger@ssfusd.org](mailto:pernsberger@ssfusd.org) . There will be a Non-Mandatory Pre-Proposal Conference held on July 23, 2013, from 10:00 AM – 11:00 AM at the South San Francisco Unified School District Office, 398 B Street, South San Francisco, CA, 94080 in the Boardroom.

Dates Published:

July 12, 2013

July 19, 2013

Publication:

The San Mateo Times

BY ORDER OF THE GOVERNING BOARD OF TRUSTEES

South San Francisco Unified School District  
San Mateo County, California

## INSTRUCTIONS TO PROPOSERS

No responses shall receive consideration by the South San Francisco Unified School District for Request for Qualifications (RFQ)/Request for Proposal (RFP) unless made in accordance with the following instructions:

1. Deadline for Receipt of RFQ/RFP: Ten (10) copies of the RFQ/RFP response plus one (1) copy on CD shall be sealed and filed with the District Office, 398 B Street, South San Francisco, CA 94080 on or before Wednesday, July 31, 2013 at 2:00 PM.
2. Requests for Information: Any questions relative to the RFQ/RFP regarding documents, discrepancies, omissions or doubt as to meanings shall be in writing and must be directed to Assistant Superintendent Patricia Ernsberger at [pernsberger@ssfusd.org](mailto:pernsberger@ssfusd.org)
3. General Information: The General Information Cover Page must be completed, signed, and submitted with response (see page 19).
4. Forms: RFQ/RFP responses shall be made in the format specified by the District (see page 9). All items should be addressed, numbers should be stated in figures, and the signatures of all individuals must be in long-hand and be persons who are authorized officers of the organization that have legal authority in such transactions. The submission should be made without interlineations, alterations, or erasures. Please see checklist on page 18 for required documents to be submitted with RFQ/RFP response.
5. Non-Collusion Declaration: Each Proposer shall return a fully executed Non-Collusion Declaration as required by Public Contract Code section 7106, with the completed RFQ/RFP response. A copy of the Non-Collusion Declaration is included on page 12.
6. Execution of Forms: Each RFQ/RFP response shall give the full business address of the Proposer and must be signed by the Proposer with his or her usual signature. RFQ/RFP responses by partnerships shall furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. RFQ/RFP responses by corporations shall be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A Proposer's failure to properly sign required forms may result in rejection of the RFQ/RFP response.
7. Addenda or Bulletins: Any addenda or bulletins issued prior to the RFQ/RFP due date shall form a part of the specifications issued to Proposers for the preparation of their proposals.
8. Rejection of Proposals: The District reserves the right to accept or reject any and all RFQ/RFP responses, or any portion or combination thereof, or award on the basis of the total response.
9. Evidence of Responsibility: Upon the request of the District, a Proposer shall submit promptly to the District satisfactory evidence showing the Proposer's financial resources, the Proposer's experience in the type of work being required by the District, the Proposer's organization available for the performance of the required services and any other evidence of the Proposer's qualifications to perform the proposed services.

10. Proposal Exception: All exceptions which are taken to the requirements of this RFQ/RFP must be stated clearly. The taking of exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the RFQ/RFP. Allowance of exceptions will be determined by the District.
11. Proposal Negotiations: An RFQ/RFP proposal response to any specific item of this RFQ/RFP with terms such as “negotiable”, “will negotiate” or similar, will be considered as non-compliance with that specific term.
12. Indemnity: The Proposer shall hold harmless and fully indemnify the District, its Board of Trustees, officers, employees and agents from all damages or claims for damages, costs or expenses that may at any time arise out of the Proposer’s performance of, or failure to perform acts, required by the contract documents, including but not limited to infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this RFQ/RFP response.
13. Prevailing Law: In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all services to be performed under the RFQ/RFP response shall conform to all applicable requirements of local, state and federal law.
14. Governing Law and Venue: In the event of litigation, the RFQ/RFP documents, specifications and related matter shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in San Mateo County.
15. Cost of Proposal Preparation: All costs for preparation of RFQ/RFP response shall be borne by the Proposer.
16. Retention of Proposals: The District reserves the right to retain all responses, whether selected or rejected.
17. Statement of Confidentiality: Responses to this RFQ/RFP become the exclusive property of the District upon receipt. All proposals received in response to this RFQ/RFP become a matter of public record and shall be regarded as public records either when (1) Staff recommends a responsive RFQ/RFP to the Board of Trustees for action on a contract or (2) if disclosure is required under the Public Records Act. A Proposer may designate elements in its proposal which are defined as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary.” Any proposal which contains language purporting to render all or significant portions (including, without limitation, prices) of the proposal “Confidential,” “Trade Secret,” or “Proprietary” shall be regarded as nonresponsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the District may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the District will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

18. Non-Mandatory Pre-Proposal Conference: The District will be conducting a non-mandatory, pre-proposal conference on July 23, 2013 at 10:00 AM to last approximately one (1) hour. The conference will be held at the South San Francisco Unified District Office located at 398 B Street, South San Francisco, CA 94080, in the Boardroom.

## **RFQ/RFP #1314-01 CONTENTS & SPECIFICATIONS**

- Section 1 Purpose of RFQ/RFP and General Provisions
- Section 2 RFQ/RFP Schedule of Events
- Section 3 RFQ/RFP Scope of Services
- Section 4 RFQ/RFP Evaluations
- Section 5 Contracting Requirements
- Section 6 RFQ/RFP Instructions and Format Information

### **SECTION 1 PURPOSE OF RFQ/RFP AND GENERAL PROVISIONS**

The South San Francisco Unified School District (District) operates under a locally-elected five member Board form of government and provides educational services to grades PreK-Adult as mandated by the State and/or Federal agencies. The District operates nine (9) elementary schools, three (3) middle schools, two (2) comprehensive high schools, one (1) alternative education high school, one (1) community day school and other programs as well.

The District wishes to upgrade and perform a sweep of our existing fleet of copiers throughout the District. The proper functioning and reliability of copy machines serves an important role in our schools and the District would like to refresh our existing equipment with more modern, cost effective, reliable equipment and provide greater equity throughout all sites. Contained in this RFQ/RFP, on page 20, is a listing of all of the District's current equipment which includes each machine's location, model number, ppm, and annual usage.

The successful Proposer will propose a solution to the District that will meet the needs of all of our sites. The District intends to select a vendor that will provide both copiers and service to the District and will meet the specific demands of a K-12 environment. This document contains instructions and requirements including the format in which responsive proposals shall be submitted. Proposers are urged to carefully read all sections of the RFQ/RFP #1314-01 to insure that the scope of required services and responsibilities is to be fully understood.

Proposers shall provide evidence of their expertise, professional management capabilities and qualifications in all areas concerning the RFQ portion of the RFQ/RFP.

#### **Questions Concerning RFQ/RFP #1314-01**

Any questions, interpretations or clarifications, either administrative or technical about this RFQ/RFP, must be requested in writing. All written questions will be answered in writing. Oral statements concerning the meaning or intent of the contents of this RFQ/RFP by any persons

are unauthorized and invalid with the exception of statements during the non-mandatory, pre-proposal conference. All questions, technical, programmatic, or process must be in writing and directed to:

Patricia Ernsberger  
Assistant Superintendent Business Services  
South San Francisco Unified School District  
pernsberger@ssfusd.org

## **SECTION 2 RFQ/RFP SCHEDULE OF EVENTS**

The following schedule will be used by the District for this RFQ/RFP.

First Advertisement	July 12, 2013
Second Advertisement	July 19, 2013
Non-Mandatory Pre-Proposal Conference	July 23, 2013, 10:00 – 11:00 AM
End Written Question Period	July 24, 2013, 4:00 PM
Deadline for Addressing Written Questions	July 26, 2013, 4:00 PM
Proposal Submitted to District	July 31, 2013, 2:00 PM
Selected Vendor Presentation(s) to Committee	August 6, 2013
Recommendation to Board	August 15, 2013
Begin District-Wide Implementation	December 1, 2013

## **SECTION 3 RFQ/RFP SCOPE OF SERVICES**

It is the desire of the South San Francisco Unified School District to select a vendor that will provide a copier solution that works best for our District. The successful Proposer will provide the required hardware as well as the service portion or maintenance agreement. The successful Proposer will work with the South San Francisco Unified School District and coordinate the delivery, installation, training, billing, and service issues with District staff.

A section must be included in each response that outlines the expertise, professional management capabilities and qualifications of the proposer concerning all areas in the RFQ/RFP and include a list of at least five (5) references of which at least three (3) must be school districts within the State of California.

The District is considering two possible options, leasing equipment on a cost-per copy basis or purchasing equipment including a maintenance agreement. The intent of the District is to consider both possible options. To that end, the RFQ/RFP response must include both a & b as follows: (a) lease of copiers with a maintenance agreement (cost-per-copy), not to exceed five (5) years with option of two (2) year renewal, and (b) purchase of copiers with a maintenance

agreement, not to exceed 3 years with option of two (2) year renewal. Both options must be included in the RFQ/RFP response submitted to be considered responsive.

A listing of the District's current equipment and usage is included as part of this RFQ/RFP and is included on page 20. For option (b), the Proposer must have a current piggyback bid in place.

#### **SECTION 4 RFQ/RFP EVALUATIONS**

This RFQ/RFP is designed to evaluate the Proposer that works best for the South San Francisco Unified School District. RFQ/RFPs will be reviewed by a committee for content, completeness, experience, qualifications, price, means of providing the service and ability to provide the best solution for the South San Francisco Unified School District. By responding to this RFQ/RFP, Proposer acknowledges that selection will be based on a comprehensive submission that meets or exceeds the District requirements and that lowest responsible Proposer requirements do not apply.

The District reserves the right without limitation to:

- Reject any or all proposed solutions and to waive any minor informalities or irregularities contained in any submission,
- Execute an agreement with one or more Proposers based solely on the proposal and any approved additions,
- Enter into an agreement with another Proposer in the event that the originally selected Proposer defaults or fails to execute an agreement with the District, and/or
- Enter into negotiations with one or more Proposers.

The District reserves the right to verify any information provided during the RFQ/RFP process, and may contact references listed or any other persons known to have contracted with the Proposer.

#### **SECTION 5 CONTRACTING REQUIREMENTS**

Any contract with recommended vendor must include but is not limited to the following provisions:

1. Warranties and Representations: The supplier, manufacturer, or their assigned agent shall guarantee the product or service performed against all defects or failures of materials and workmanship for a period recommended by the manufacturer from actual delivery date. Where applicable, all merchandise must be warranted to be in compliance with California energy, conservation, environmental, educational, and products liability standards. The manufacturer's warranty must be included as part of any response.
2. Equipment, Tools, Supplies: Vendor will supply all equipment, tools, supplies, personnel, transportation, support services, and insurance required to deliver and install copiers under the Agreement.
3. Termination Appropriation of Funds: If the term of this contract extends into fiscal years subsequent to that in which it is approved, such continuation of the contract is subject to the appropriation of funds for such purpose by the Legislature. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or



amended as appropriate in response to reduction in funds. If the contract is terminated, Vendor agrees to take back any affected equipment, products, software, or hardware furnished under the contract, terminate any services supplies to the District under this contract, and relieve the District of any further obligation therefore.

4. Subcontracting: Vender will clearly describe the reason for using any subcontractors, if applicable. Regardless of approval by the District or any provision in the agreement, Vendor will at all times remain solely and exclusively responsible for the performance of all obligations under this agreement.

## **SECTION 6 RFQ/RFP INSTRUCTIONS AND FORMAT INFORMATION**

To be considered responsive to this RFQ/RFP, Proposer shall submit ten (10) copies of the proposal and one (1) copy on CD in the format identified in this section. All requirements and questions in the RFQ/RFP must be addressed and all requested data must be supplied. The District reserves the right to request additional information that, in the District's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization and financial resources are adequate to perform the required services.

### Preparation

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ/RFP. Responses should emphasize the Proposer's demonstrated capability to perform the required service as well as the proposed equipment that would provide the solution for the District. Literature describing the proposed products and services and extent of support included in the RFQ/RFP response should be forwarded as part of the proposal. Marketing material alone without explaining how the Proposer would provide a solution to the District would not be considered a responsive proposal.

### RFQ/RFP Response Format

The response shall include but not be limited to the following elements:

#### **Part I – General Information Cover Page**

The General Information Cover Page (see page 19) must be signed and included with the RFQ/RFP response. The signer must be an authorized officer of the organization who has legal authority in such transactions. The proposer may also include a cover letter that includes a brief statement of intent to provide a solution for the District and any other pertinent information that the Proposer would like for the District to consider.

#### **Part II – Table of Contents**

The table of contents shall identify the contents of the proposal in a format consistent with the proposal requirements and format set forth herein. The first page should be the signed General Information Cover Page (see above).

#### **Part III – Background, Qualifications, and Experience (RFQ)**

The description shall show that the Proposer possesses the demonstrated skills and experience in specific areas of the RFQ/RFP. The response shall include:

1. Proposer(s) name, address, telephone and fax numbers, e-mail address, and authorized representative(s).
2. Give a background of the company and detail any projects that relate specifically to this RFQ/RFP and include the company's qualifications regarding sales and service/maintenance of copiers.
3. List how long the company has been in business conducting this type of service.
4. Provide information regarding who will handle the District's maintenance/service needs for the equipment including response times and tracking of service calls
5. The Proposer must supply a list of five (5) references of which three (3) must be school districts within the State of California, with whom they have worked at least three (3) years. All references must be direct references, and not general references from a parent company. References must include the contact person's name, organization, address, phone number and email if available. The Proposer will also list the scope of work performed for the listed reference as well as the date when the work was performed.
6. Upon request by the District, a Proposer shall submit promptly to the District satisfactory evidence showing the Proposer's financial resources, the Proposer's experience in the type of work being required by the District, the Proposer's organizations available for the performance of the services and any other required evidence of the Proposer's qualifications to perform the proposed services.

#### **Part IV – Statement of Work/Action Plan**

The work plan shall describe how the Proposer would assist the District in reaching its goals as set forth in this RFQ/RFP. The Proposer should fully explain in detail how they would work with the District and why their solution would be most beneficial to the District. Timelines, meetings, District responsibilities and all other important information should be included in this section with clear detail. Proposers should use this section to address the ability of Proposer's firm to undertake the project, considering Proposer's current and anticipated workload and address the Scope of Services as outlined in this RFQ/RFP.

#### **Part V – Non-Collusion Declaration**

Proposer must return a fully executed Non-Collusion Declaration, as required by Public Contract Code Section 7106, with the completed RFQ/RFP response.

#### **Part VI – Acknowledgement of Addenda**

Proposer shall acknowledge all Addenda received, if applicable, using page 13.

#### **Part VII – Service**

Proposer will describe their service and maintenance portions of the organization and explain how this will benefit the District. Responsive Proposers will describe their plan for implementing the new equipment and maintenance. The successful Proposer will explicitly state the type and amount of training the District will receive. Pamphlets, user guides, manuals, on-line tutorials may also be provided as part of the on-going training. Responsive Proposers will describe their

proposed training plan in detail. The successful Proposer will describe the process of ordering toner and other supplies for the copy machines. The successful Proposer is to provide equipment warranty with their proposal. Responsive Proposers shall include in their proposal a detailed plan that includes costs for removal of the leased equipment at the termination of the lease, if applicable.

### **Part VIII - Billing**

The District reserves the right to notify and change (increase or decrease) the annual copy pool on an annual basis. Responsive proposals will describe their billing process and detail how they would work with the District to ensure accurate and timely billing and describe in detail how they process billing disputes. Proposer's organization will be responsible for ensuring an accurate billing procedure is in place and shall not contract out the billing portion of the service to another company. As a school district, we are exempt from property tax. The successful Proposer agrees to process all property tax exemption claims and complete all paperwork, if applicable.

### **Part IX – Environment**

As part of our District's desire to make environmentally sensitive decisions, the District requests that all hardware and consumables are manufactured, installed, maintained and recycled properly with consideration to the environment. Please describe how your company's policies complement our District's environmental goals.

### **Part X – Equipment**

It is the District's desire to lease or purchase new equipment that is the latest model only. Proposers who submit refurbished units will not be considered responsive. Proposers shall suggest the type of equipment that they feel will serve the District best based on our current environment and needs. Obviously the District will require more than one model throughout our schools and administrative offices, but we would prefer a limited number of machines to increase uniformity. Further information about the equipment specifications is contained later in this RFQ/RFP.

RFQ/RFP responses shall allow for replacement of equipment with like equipment during the contract agreement, if original equipment fails to perform to customer satisfaction. Proposers shall review the District's current equipment and usage and propose a solution that would best serve the District. The successful Proposer will base their recommendation of equipment on the District's current equipment and usage information on the spreadsheet listed on page 20 of this RFQ/RFP.

### **Part XI – RFQ/RFP #1314-01 Price Form**

Proposer shall return a fully executed RFQ/RFP #1314-01 Price Form, fully executed in accordance with the Instruction to Proposers. The RFQ/RFP #1314-01 Price Form shall be submitted in a separately sealed envelope labeled "RFQ/RFP #1314-01 Price Form", and will be opened after proposals have been deemed responsive. The fees shall include the cost of all labor, materials, equipment, supplies and space necessary.

The Proposer must attach to this form a cost breakdown of proposed equipment and copy count information by school site. For school sites, see list of current equipment included in the RFQ/RFP on page 20.

**NON-COLLUSION DECLARATION  
TO BE EXECUTED BY PROPOSER  
AND  
SUBMITTED WITH RFQ/RFP RESPONSE**

State of California    )  
  ) ss.  
County Of San Mateo )

I, \_\_\_\_\_, being duly sworn, declare that I am  
\_\_\_\_\_ of \_\_\_\_\_ the party  
making the foregoing proposal that the RFQ/RFP is not made in the interest of, or on behalf of,  
any undisclosed person, partnership, company, association, organization, or corporation; that  
the RFQ/RFP is genuine and not collusive or sham; that the Proposer has not directly or  
indirectly induced or solicited any other Proposer to put in a false or sham RFQ/RFP, and has  
not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or  
anyone else to put in a sham RFQ/RFP, or that anyone shall refrain from proposing; that the  
Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or  
conference with anyone to fix the RFQ/RFP price of the Proposer or any other Proposer, or to fix  
any overhead, profit, or cost element of the RFQ/RFP price, or of that of any other Proposer, or  
to secure any advantage against the public body awarding the contract or anyone interested in  
the proposed contract; that all statements contained in the proposal are true; and further, that  
the Proposer has not, directly or indirectly, submitted his or her RFQ/RFP price or any  
breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or  
paid, and will not pay, any fee to any corporation, partnership, company association,  
organization, proposal depository, or to any member or agent thereof to effectuate a collusive or  
sham RFQ/RFP.

I declare under penalty of perjury under the laws of the State of California that the foregoing is  
true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013 at \_\_\_\_\_, California.

\_\_\_\_\_  
Signature

**ADDENDA**

The undersigned acknowledges receipt of the following Addenda and the cost, if any, of such revisions has been included in the Lump Sum Grand Total of your proposal.

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Proposer \_\_\_\_\_

## **EQUIPMENT SPECIFICATIONS**

It is the District's desire to lease and/or purchase new equipment that is the latest model only. Proposers who submit refurbished units will not be considered responsive. Proposers shall review the District's current equipment and usage and propose a solution that would best serve the District. The successful Proposer will base their recommendation of equipment on the District's current equipment and usage information on the spreadsheet included on page 20.

RFQ/RFP responses shall allow for replacement of equipment with like equipment during the contract agreement, if original equipment fails to perform to customer satisfaction.

Requirements listed below are minimums. The successful Proposer will also detail the power requirements of each machine proposed as well as identify the power plug configuration for each device. All machines must be Energy Star Compliant and have a sleep/powersave mode.

### **Office/Library Copier Requirements**

#### Copying

Networkable

75 ppm

Color option

1 side → 2 side

2 side → 1 side

2 side → 2 side

Collate

Staple - multiple options

Hole punch

Up to 11" x 17" copying area

Multiple paper trays and paper size options including card stock, labels

Enlarge/reduce option

Lighten/darken option

Transparencies setting: if special transparencies are required, specify type

#### Scanning

Scan and email documents

Scan to a PDF document (with optional graphic formats, i.e., gif, tif, jpg)

Scan 2-sided documents in single pass

Scanning with storage and retrieval capability

Scan at minimum 25 pages per minute

#### Printing

Networkable

Confidentiality – Secure print/print lock

Duplex printing

Staple – multiple options

Color option

Hole Punch

Multiple paper selection options including card stock, labels

Transparencies setting: if special transparencies are required, specify type

Print on recycled content paper

Print construction paper in bypass mode

## **Site Work Room Copier Requirements**

### Copying

Networkable

75 ppm

1 side → 2 side

2 side → 1 side

2 side → 2 side

Collate

Staple - multiple options

Hole punch

Up to 11" x 17" copying area

Multiple paper trays and paper size options

Enlarge/reduce option

Lighten/darken option

Transparencies setting: if special transparencies are required, specify type

### Scanning

Scan and email documents

Scan to a PDF document (with optional graphic formats, i.e., gif, tif, jpg)

Scan 2-sided documents in single pass

Scanning with storage and retrieval capability

Scan at minimum 25 pages per minute

### Printing

Networkable

Confidentiality – Secure print/print lock

Duplex printing

Staple – multiple options

Multiple paper selection options

Transparencies setting: if special transparencies are required, specify type

Print on recycled content paper

Print construction paper in bypass mode

## **Copy Room Copier Requirements**

### Copying

Networkable with mailbox feature

Minimum 85 ppm

Color option

1 side → 2 side

2 side → 1 side

2 side → 2 side

Mix Simplex and duplex in one job

Collate

Staple - multiple options

Hole punch

Document feeder capacity of 250 pages

Up to 11" x 17" copying area

Multiple paper trays and paper size options including card stock, NCR paper, labels, index tabs

Large capacity trays

Offset stacking

Output stacker  
Programming of covers and inserts  
Reprint without rescan  
Booklet layout/saddle stitch  
Enlarge/reduce option 25% - 400%  
Lighten/darken option  
Transparencies setting: if special transparencies are required, specify type  
Subset scan or job builder

### Scanning

Scan and email documents  
Scan to a PDF document (with optional graphic formats, i.e., gif, tif, jpg)  
Scan 2-sided documents in single pass  
Scanning with storage and retrieval capability  
Scan at minimum 50 pages per minute

### Printing

Networkable  
Color option  
Confidentiality – Secure print/print lock  
Duplex printing  
Mix Simplex and duplex in one job  
Collate  
Hole punch  
Staple – multiple options  
Multiple paper selection options including envelopes, card stock, NCR paper, multiple paper weights, index tabs  
Large capacity trays  
Booklet layout/saddle stitch  
Enlarge/reduce option 25% - 400%  
Quality of 600 dpi resolution or higher (optimum is 2400 x 2400)  
Transparencies setting: if special transparencies are required, specify type  
Subset scan or job builder  
Print on recycled content paper  
Print construction paper in bypass mode



**RFQ/RFP #1314-01 PRICE FORM**

The RFQ/RFP #1314-01 Price Form shall be submitted in a separately sealed envelope labeled "RFQ/RFP #1314-01 Price Form" and will be opened after proposals have been deemed responsive. The Proposer must attach to this form a cost breakdown of proposed equipment and copy count information by school site (for school sites, see list of current equipment included in the RFQ/RFP on page 20).

(a) COST-PER-COPY PRICING FOR TERM OF CONTRACT

Total Cost for Recommended Solution: \$ \_\_\_\_\_ per year for 5 years

Total number of copies included: \_\_\_\_\_ per year

Cost-per-copy of overages \$ \_\_\_\_\_

+++++

(b) EQUIPMENT PURCHASE PRICING and MAINTENANCE AGREEMENT PRICING FOR TERM OF CONTRACT

Purchase Price Total for Recommended Solution \$ \_\_\_\_\_

Maintenance Agreement Total for Recommended Solution \$ \_\_\_\_\_  
Per year for 3 years

Submitted by:

Company Name: \_\_\_\_\_

Proposer Name: \_\_\_\_\_

Title of Proposer: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

**CHECKLIST OF DOCUMENTS TO BE INCLUDED WITH  
RFQ/RFP #1314-01 RESPONSES**

**The following documents must be included but are not limited to the following:**

- \_\_\_\_\_ General Information Cover Page, signed
- \_\_\_\_\_ Non-Collusion Declaration, signed
- \_\_\_\_\_ Reference Information as outlined
- \_\_\_\_\_ Qualification Information as outlined
- \_\_\_\_\_ RFQ/RFP #1314-01 Price Form, sealed separately, including additional pages

**GENERAL INFORMATION COVER PAGE**

Firm name, address, and contact information:

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The undersigned acknowledges:

1. Having read carefully the RFQ/RFP #1314-01 conditions and specifications.
2. The Governing Board of the South San Francisco Unified School District reserves the right to reject any and all responses and/or waive any irregularities or informalities in the RFQ/RFP process.
3. Receipt of addenda, if applicable, using page 13.
4. Having read carefully the RFQ/RFP #1314-01 conditions and specifications, the undersigned submits the attached response.
5. List any special conditions the School District needs to know in regards to your response:

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Company Name: \_\_\_\_\_

Proposer Name: \_\_\_\_\_

Title of Proposer: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

E-mail of Proposer: \_\_\_\_\_

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
CURRENT EQUIPMENT LIST**

Site	Location	Location Details		Model #	PPM	Number of copies	
002	Buri Buri	Work Rm	Oce Model #	3165	62	420,183	
002	Buri Buri	Work Rm	Oce Model #	3165	62	780,353	
002	Buri Buri	Office	Oce Model #	IM2330	23	28,736	
						<b>Total BB</b>	<b>1,229,272</b>
006	Junipero Serra	Work Rm	Oce Model #	IM2330	23	13,397	
006	Junipero Serra	Work Rm	Oce Model #	3165	62	572,355	
						<b>Total JS</b>	<b>585,752</b>
007	Los Cerritos	Work Rm	Oce Model #	3165	62	635,523	
007	Los Cerritos	Office	Oce Model #	FX2100		6	
007	Los Cerritos	Library	Oce Model #	IM2330	23	48,531	
						<b>Total LC</b>	<b>684,060</b>
008	Martin	Work Rm	Oce Model #	3165	62	540,953	
008	Martin	Work Rm	Oce Model #	3165	62	453,376	
008	Martin	Office	Oce Model #	IM2330	23	24,199	
						<b>Total MN</b>	<b>1,018,528</b>
009	Monte Verde	Work Rm	Oce Model #	3165	62	462,111	
009	Monte Verde	Work Rm	Oce Model #	3165	62	570,041	
						<b>Total MV</b>	<b>1,032,152</b>
010	Ponderosa	Work Rm	Oce Model #	3165	62	605,753	
010	Ponderosa	Work Rm	Xerox Model #	W5655T	55	436,393	
						<b>Total PD</b>	<b>1,042,146</b>
012	Skyline	Work Rm	Oce Model #	3165	62	534,287	
012	Skyline	Office	Oce Model #	IM2330	23	24,243	
						<b>Total SK</b>	<b>558,530</b>
013	Spruce	Office	Oce Model #	3165	62	828,215	
013	Spruce	Office	Oce Model #	3165	62	708,905	
013	Spruce	Library	Oce Model #	IM2330	23	3,615	
						<b>Total SP</b>	<b>1,540,735</b>
014	Sunshine Gardens	Work Rm	Oce Model #	3165	62	508,120	
014	Sunshine Gardens	Office	Oce Model #	3165	62	667,075	
						<b>Total SG</b>	<b>1,175,195</b>
021	Alta Loma MS	Office	Oce Model #	3165	62	600,136	
021	Alta Loma MS	Office	Xerox Model #	W5675PT	75	927,925	
						<b>Total AL</b>	<b>1,528,061</b>
022	Parkway MS	Work Rm	Oce Model #	3165	62	372,225	
022	Parkway MS	Work Rm	Oce Model #	3165	62	389,130	
022	Parkway MS	Work Rm	Xerox Model #	W5675PT	75	736,420	
						<b>Total PKY</b>	<b>1,497,775</b>
025	Westborough MS	Office	Oce Model #	3165	62	738,801	
025	Westborough MS	Office	Xerox Model #	W5665PT	65	795,205	
						<b>Total WB</b>	<b>1,534,006</b>
031	Baden High	Office	Oce Model #	3165	62	179,426	
						<b>Total BN</b>	<b>179,426</b>
031	Foxridge	Office	Oce Model #	FX2100	20	2,265	
						<b>Total FX</b>	<b>2,265</b>
032	El Camino HS	Library	Oce Model #	FX2100	20	653	
032	El Camino HS	Office	Oce Model #	FX2100	20	5,633	
032	El Camino HS	Office	Xerox Model #	W5665PT	65	664,725	
032	El Camino HS	Office	Oce Model #	IM2330	23	47,937	
032	El Camino HS	Copy Room	Oce Model #	VP2090	91	2,954,071	
						<b>Total ELC</b>	<b>3,673,019</b>
033	SSF HS	Office	Oce Model #	IM2330	23	26,642	
033	SSF HS	Library	Oce Model #	IM2330	23	40,888	
033	SSF HS	Office	Xerox Model #	W5675PT	75	1,213,793	
033	SSF HS	Office	Oce Model #	IM2330	23	81,189	
033	SSF HS	Copy Room	Oce Model #	VP2090	91	2,048,131	
						<b>Total SSF</b>	<b>3,410,643</b>
090	District	IMC Office	Oce Model #	FX2100	20	243	
090	District	Facilities Office	Oce Model #	IM2330	23	19,231	
090	District	Copy Room	Oce Model #	VP2090	91	1,313,335	
090	District	Personnel Office	Xerox Model #	WC4150	50	141,525	
090	District	Supt Office	Xerox Model #	WC7665	65	750,190	
090	District	Business Office	Xerox Model #	WC7345	45	178,425	
						<b>Total DO</b>	<b>2,402,949</b>
	Children's Ctr	Office	Oce Model #	3165	62	136,284	
						<b>Total CC</b>	<b>136,284</b>
	El Camino Kitchen	Office	Oce Model #	FX2100	20	6,191	
						<b>Total ELK</b>	<b>6,191</b>
						<b>Total Copies</b>	<b>23,236,989</b>