

Request for Quotations

**Springfield International Charter School
ITC66: Copiers, Printers, Scanners and Related Devices and Services**

REQ #: FY23-001

Proposal Specifications

ATTACHMENT A: PROPOSER'S STATEMENT OF REFERENCES

ATTACHMENT B: PROPOSAL FORM

06/02/2022

Springfield International Charter School

**REQUEST FOR QUOTATIONS FOR:
ITC66: Copiers, Printers, Scanners and Related Devices and Services**

REQ NUMBER: FY23-001

Bid OPENING DATE: June 15, 2022

Bid OPENING TIME: 9:00 AM

Bid OPENING PLACE: Springfield International Charter School

Springfield International Charter School is seeking proposals for replacing existing copiers in the school. Currently, the bid should include an explanation of how respondent proposes to align the expiration of contracts and any cost to Springfield International Charter School to achieve alignment.

Proposals may be hand delivered, emailed to ajianaces@sics-mail.net or submitted by mail to the address below.

Springfield International Charter School
ATTN: Anthony Jianaces
160 Joan Street
Springfield, MA 01129

Additional information, including the RFQ, is available on COMMBUYS, the school's website www.sics.org under Departments, Purchasing, Current Bids and RFPs, or by calling the Procurement Department at 413-783-2600 during normal business hours. **Each proposer is responsible for checking the School's website to determine if the School has issued any addenda and, if so, to complete its proposal in accordance with the RFQ as modified by the addenda.**

KEY DATES

RFQ Advertised	06/02/2022
Questions Due from Vendors	06/09/2022
Quotation Open Date	06/15/2022
Contract Award By Date	06/22/2022

SCOPE

Current State:

Current leases expire August 1, 2022. SICS currently leases 11 Xerox multi-functional devices.

Requirements:

Springfield International Charter School require certain capabilities, including:

- Color and black & white
- 75 pages per minute or better
- High volume copiers
- Fax capability
- Scan to email
- Address book
- Bypass tray capability
- Follow me printing
- Utilization tracking & reporting by machine and color print vol.
- Security code capability

The bid must include:

- 1) Annual lease cost (per machine) for 3-year lease for 11 MFDs
- 2) Page cost for black & white and color printing (or blanket rate)
- 3) Maintenance cost or identify as "included in the lease cost"
- 4) Delivery & removal should be included in the bid. If delivery and/or removal is additional cost, the costs must be specifically identified in the bid.
- 5) Toner & staples should be included in the bid. If toner and/or staples are additional cost, the cost must be specifically identified in the bid.
- 6) Maintenance (repair) turnaround of 48 hours or less

SUBMISSION REQUIREMENTS

1. Copier models proposed,
2. Lease costs per machine,
3. Cost (per page and/or blanket) for color printing,
4. Maintenance cost and exclusions,
5. Service record, including client feedback if available,
6. Financing company respondent will use if selected.

Springfield International Charter School

ATTACHMENT A: PROPOSER'S STATEMENT OF REFERENCES
FY23-001: COPIER LEASE

Provide at least three (3) references:

- 1. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

- 2. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

- 3. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

Springfield International Charter School

ATTACHMENT B: PROPOSAL FORM

FY23-001: COPIER LEASE

PROPOSER NAME:

PROPOSER ADDRESS:

Pursuant to and in full compliance with the RFQ, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Costs:

- 1) Please provide costs on separate sheet**
- 2) List each annual cost or state that cost will remain flat for the life of the lease**
 - a) Lease cost per machine**
 - b) Cost per page (B&W)**
 - c) Cost per page (Color)**
 - d) Maintenance cost**
 - e) Toner cost**
 - f) Staples cost**
 - g) Lease termination equipment return cost**
 - h) Buyout terms, if available.**

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document comprising the RFQ, unless an exception is described above.

Name and Title of Authorized Representative

Signature of Representative, Duly Authorized

Date

Phone # and E-mail Address