

**Kathy Westfall**  
**Assistant Superintendent**

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**Adrian Public Schools**

785 Riverside Ave, Suite 1  
Adrian, MI 49221  
Phone 517-264-6647

**INVITATION TO BID**

DATE: January 17, 2022

**SEALED BIDS** will be received for **COPIERS** in the office of Kathy Westfall, Assistant Superintendent, at the address at the top of this Invitation, until 2:00 p.m. on Monday, February 28, 2022. **The envelope** must be clearly marked "**BID PROPOSAL FOR COPIERS**". If unable to bid, please note on this page and return. Your bid shall be considered firm for 120 days from the bid opening date.

**Right To Reject Bid**

Adrian Public Schools reserves the right to waive irregularities and to accept and/or reject any or all Bids.

**Mandatory Pre-Bid Walk Through**

A mandatory pre-bid walk through will take place February 7, 2022 at 12:00 p.m., beginning at Adrian High School, 785 Riverside Ave., Board of Education office.

**Award**

It is the intent of Adrian Public Schools to award the Bid by March 29, 2022. It is highly desirable for all equipment to be installed and operational by July 31, 2022. All equipment is to be installed, operational, and on site personnel trained no later than July 31, 2022.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the Instructions to Bidders and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award:

- a) Cost of equipment lease and maintenance/service agreement
- b) Conformity to listed specifications
- c) Delivery of the copiers within the required time schedule
- d) Service and warranty provided
- e) References

**Instructions to Bidders**

1. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review not listed, could be a basis for rejection of the bid. In addition to providing the brand name, bidder

- must include the model number and manufacturer's number.
2. Bidders must clearly indicate extent of warranties, guaranteed response time and ability to provide parts and services for the equipment on which they are bidding. Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the bidder be unable to do so over the life of the contract.
  3. The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by Adrian Public Schools. The copiers are to be delivered to the individual schools in the location(s), and in the time frame(s) determined by the building administrators.
  4. It is understood that Adrian Public Schools is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes.
  5. The following items must be included in your bid price:
    - a) The machines and devices offered including brand name, model number and market introduction date.
    - b) Delivery and installation of the machines.
    - c) Instructions and in-services to individual school building personnel concerning operation of equipment on a mutually acceptable date as agreed to between the building administrator and Bidder.
    - d) Maintenance of all machines in good working condition, including but no limited to all necessary inspections, repairs and adjustment, including replacement of parts and drums. Bidders must indicate annual cost of maintenance and supplies on a cost per copy basis for duration of contract.
  6. Machines shall be kept in good working order so that work delays and copy problems will be minimized. Machines must meet the total volume requirements listed under Copier Equipment Needed. The School District reserves the right to request a new replacement copier at the Bidder's expense in the event that a recurring problem cannot be corrected to the satisfaction of the School District or in the event that the copier is unable to meet the total volume requirements. The conclusion that a copier is experiencing a recurring problem or unable to meet the total volume requirement, therefore requiring replacement, is at the sole discretion of the District.
  7. The proposal should be for a 60 month FMV lease, with the equipment returned at the end of the lease, with the initial payment beginning 30 days after the equipment is installed. Property tax should be included in the rate. A copy of the bidder's lease agreement should be included with the bid proposal.
  8. The bidder must submit the names of three (3) school districts that have an equal or larger amount of equivalent copier equipment and have had the equipment for at least three years. Please provide district name, contact name, address, phone number and number of years the Bidder has serviced the district.
  9. The attached bid proposal sheet must be completed and enclosed as part of the bid proposal.

### **Equipment Specifications**

Copiers furnished must be digital and include all new parts of standard first grade quality, constructed of 100% new components.

Copiers furnished must produce readable, useful, plain paper prints/copies of such typical originals as handwritten and typewritten pages, copies of copies, halftones, carbon-less forms, books and colored stock determined by the School District. Under normal office use and storage conditions, copiers shall be resistant to smudging and shall have readability and file life in excess of seven (7) years.

Copier noise level, when in stand-by mode, shall not produce a noise level from fans or other device which exceeds the normal office background noise level as determined by the District.

All equipment shall meet or exceed the requirements of Underwriters Laboratory (U.L.). Each machine shall have the U.L. label affixed in a conspicuous place. The School District will furnish suitable electric current to operate the equipment with properly grounded receptacles.

The preferred copier brand is Ricoh.

Minimum copier equipment specifications are:

- #4 bond to 25% cotton paper
- Recycled paper
- Heavy stock paper from 28 – 110 lb. through all paper sources
- Copy from bound volumes
- Clean legible copies from all colored original stocks
- Copy up to 11” x 17”
- Stop copy button
- Automatic Document Feeder up to 50 originals
- Stapling up to 50 sheets (corner, double left side, double top side)
- Reduction/enlargement
- Automatic stackless duplexing
- Toner cartridge
- 600 DPI minimum
- Built in finisher with offset stacking capability
- Job Interrupt
- Two copies of an operator manual

Minimum copier equipment specifications for table top print hub models:

- #4 bond to 25% cotton paper
- Recycled paper
- Clean legible copies from all colored original stocks
- Stop copy button
- Automatic Document Feeder up to 50 originals
- Reduction/enlargement
- Automatic stackless duplexing
- Toner cartridge
- 600 DPI minimum
- Job Interrupt
- Two copies of an operator manual

**Copier Equipment Needed:**

Department/Building	# of machines	Min. Copies/Minute	Black/White/Color	Tabletop/printhub
Alexander	1	45	Color/Black/White	No
Alexander	1	65	Black/White	No
Alexander	3	57	Black/White	Yes - MFP
Lincoln	1	45	Color/Black/White	No
Lincoln	1	65	Black/White	No
Lincoln	3	57	Black/White	Yes - MFP
Michener	1	45	Color/Black/White	No
Michener	1	65	Black/White	No
Michener	3	57	Black/White	Yes MFP
Prairie	1	45	Color/Black/White	No
Prairie	1	65	Black/white	No
Prairie	1	57	Black/White	Yes MFP
Springbrook	1	45	Color/Black/White	No
Springbrook	1	65	Black/White	No
Springbrook	2	90	Black/White	No
Springbrook	2	57	Black/White	Yes MFP
Board Office	1	45	Color/Black/White	Yes – 3 paper trays
Board Office	1	45	Color/Black/White	No
Board Office	1	90	Black/White	No
Board Office	1	57	Black/White	Yes MFP
AHS	2	45	Color/Black/White	No
AHS	1	55	Color/Black/White	Yes MFP
AHS	5	57	Black/White	Yes MFP
AHS	2	90	Black/White	No
AHS	3	65	Black/White	No
Race Street	1	65	Black/White	No
Comstock	1	65	Black/White	No (Tentative)

**Meter Reading and Copy Allowance**

The bidder shall provide a system for collecting copier meter readings monthly and shall report this information to the APS Business Office. The report should include: location, contact person, copier model, model accessories, number of copies made per month and monthly average volume. Estimated annual volume is 5,400,000 copies.

**Installation and Site Preparation**

The sites should not require any modification or preparation. Most already have office equipment in use. Any proposed modifications are subject to APS approval prior to the placement of any office equipment at any location. The bidder shall provide APS with written requirements for the installation of their equipment if different than existing. It is the responsibility of the bidder to profile the requirements of the

site. It is APS responsibility to provide the electrical and site preparation. Surge protectors, if required, shall be provided by the Bidder.

### **Maintenance**

In addition to the supply of the equipment, the successful vendor will be required to perform all maintenance and repairs necessary to maintain the copier office equipment.

Equipment maintenance and repairs shall be performed by qualified maintenance personnel during regular office hours. Regular office hours vary at each school location, but are generally 7:30 a.m. to 3:30 p.m. Monday through Friday. The vendor is required to provide services at other times as required.

Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 48 hours. A "loaner" copier machine must be placed in the building for any equipment that cannot be repaired and restored to normal operating service within 48 hours. Excluded from the requirements are delays resulting from acts of God, accidents, extreme weather conditions, strikes or similar causes. The intention is that necessary repairs be made.

Preventive maintenance will be performed according to manufacturer's recommendations. It is the bidders responsibility to schedule preventive maintenance that meets those manufacturer's recommendations. APS requires advance notice for preventive maintenance. Bidders shall give the individual site location 24 hour advanced notice of the bidders intent of performing preventive maintenance. The bidder's service technician shall check in and out with the appointed key operator. Each machine should have a permanent record of machine maintenance kept with the machine.

**BID PROPOSAL SHEET**  
**ADRIAN PUBLIC SCHOOLS**  
**REQUEST FOR PROPOSAL - COPIERS**

THE UNDERSIGNED HEREBY Agrees to deliver the items specified herein in accordance with the terms, conditions, specifications, and prices set forth.

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

60 Month Lease for Equipment:

Monthly Payment: \_\_\_\_\_

Total Payments: \_\_\_\_\_

Maintenance and Supplies (Including Staples):

Cost per Copy: \_\_\_\_\_

Total Cost based on Estimated Volume: \_\_\_\_\_

Total Cost of Proposal: \_\_\_\_\_