



**COUPEVILLE SCHOOL DISTRICT No. 204  
Coupeville, Washington**

**REQUEST FOR PROPOSALS**

**Copy Machine Leases and Maintenance  
for  
Coupeville School District**

Proposals Due: September 6, 2019 at 4:00 PM PST

# **REQUEST FOR PROPOSALS**

## **COPY MACHINE LEASES AND MAINTENANCE**

Notice is hereby given that sealed proposals will be received by the Coupeville School District No. 204, Coupeville, WA, from qualified Bidders for Copy Machine Leases and Maintenance. Proposals are due at 4:00 P.M., September 6, 2019. District is requesting proposals for new lease and maintenance agreements for approximately 3 color Multi-Function Devices and 3 black and white Multi-Function Devices. Additional services needed include installation, training, and ongoing maintenance. District intends to execute a five-year lease and maintenance agreement.

Publication:           Seattle Daily Journal of Commerce  
                              August 27-29 2019

## **COPY MACHINE LEASES AND MAINTENANCE**

**PART 1 – INSTRUCTIONS TO BIDDERS**

- A. District is requesting proposals for new lease and maintenance agreements for approximately 3 Multi-Functional Devices (MFDs) and 3 black and white MFD in 3 schools and departments with a yearly average of 2.5 million copies. Additional services needed include installation, training, and ongoing maintenance. District intends to execute a five-year lease and maintenance agreement with an estimated value of \$250,000.00. District is also requesting software or web-based solutions that may be added to this five-year agreement at the sole discretion of the District.
- B. Interested firms are invited to submit one original signed proposal and five (5) separate digital copies (individual CDs or flash drives) in PDF format. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than September 6, 2019 to the following address:
- Coupeville School District  
Attention: William Smith  
501 S. Main Street  
Coupeville, WA 98239
- C. This Request for Proposals (RFP) does not commit The Coupeville School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFP. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.
- D. All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.
- E. REQUESTS FOR INFORMATION  
Questions related to this RFP should be submitted email to William Smith at [williamsmith@coupeville.k12.wa.us](mailto:williamsmith@coupeville.k12.wa.us) no later than September 3, 2019.
- F. PREPARATION OF PROPOSAL FORM  
Bidder must fill in all spaces provided on the proposal forms. All costs in submitting a proposal, responding to inquiries, and demonstration of products and services shall be borne in full by the Bidder.

## G. SIGNATURES

The proposal cover letter and all required forms must be signed in the name of the Bidder and must bear the title and signature of the person duly authorized to sign the proposal. The copy of the proposal designated as the original shall contain original signatures.

## H. WITHDRAWAL OF PROPOSAL

Any Bidder may withdraw its proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

## I. EXAMINATION OF RFP REQUIREMENTS, QUESTIONS

- I. Bidders shall thoroughly examine and be familiar with all instructions, conditions, and/or specifications. The failure of a Bidder to receive or examine any form, attachment, clarification, addendum or other document, or visit to the site when required in order to acquaint the Bidder with existing conditions, shall in no way relieve the Bidder from obligations concerning the proposal or the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.
- II. If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the proposal request, or finds discrepancies in, or omissions from the specifications, they may submit to District a written request for an interpretation or correction thereof. The Bidder submitting the request will be responsible for its prompt delivery and it must be received by District at least four business days prior to the date proposals are due. Questions or requests for interpretation of specifications must be emailed to William Smith, Supervisor of Technology, [williamsmith@coupeville.k12.wa.us](mailto:williamsmith@coupeville.k12.wa.us), referencing the title of this RFP in the subject line. Interpretations and answers to questions shall be communicated by a formal Clarification document that will be made available to all Bidders. No oral interpretation of any provision in the proposal documents will be made to any Bidder.
- III. During the time period that this RFP is active beginning with the date of first advertisement and ending with the date of contract award, no Bidder shall have any communication with any employee or contractor of District about this RFP except for William Smith, Supervisor of Technology. Violations of this requirement may result in disqualification of Bidder.

## J. CONTRACT

Bidder shall provide a sample contract that meets or exceeds the District requirements.

## K. SAFETY CONDITIONS

All items and equipment furnished will be required to satisfy any applicable requirements of the Occupational Safety and Health Act and/or the Washington Industrial Safety and

Health Act in effect at the time of delivery. It shall be the responsibility of the Bidder to comply with this requirement insofar as compliance is within his/her control

L. DELIVERY

Delivery of products and services must occur during District-agreed upon hours.

M. TAXES

Proposals shall include 8.7% sales tax.

N. PUBLIC INFORMATION/CONFIDENTIALITY

The District understands that Bidders may include within their proposal information that which is deemed confidential in the opinion of the Bidder. The Bidder must understand that the District is subject to clear legislation governing open records and public information requests within the State of Washington. Bidders must clearly mark portions of their proposal that they feel are exempt from disclosure pursuant to RCW 42.56 or any other state and federal statute and include an explanation as to why they believe the indicated documents are exempt. The District will not be bound by any blanket confidentiality agreements, and the District makes no assurances that confidential materials will be held in confidence if they are not deemed qualified for exemption.

Bidder acknowledges the obligations for maintaining the confidentiality of any student records and access to the parents and students of such records in accordance with the Family Education Rights and Privacy Act (FERPA).

## COPY MACHINE LEASES AND MAINTENANCE

### PART 2 – SPECIFICATIONS AND SCOPE OF WORK

#### OVERVIEW

The District currently utilizes Copy Machines/Multifunctional Devices (MFDs) for the following purposes:

- A. Administration and School-Based Convenience MFDs: These networked copy, print and scan devices are for staff and internal District usage located in schools and other District-related offices.

District is seeking an experienced, knowledgeable Bidder who can provide the District with efficient and user-friendly service as well as cost-effective and well-maintained equipment and software/services.

Bidder shall provide the following required products and services:

1. 3 Color MFDs and 3 Black and White MFDs that meet or exceed the specifications listed below.
2. Delivery, installation and on-site training using a phased approach. The awarded bidder will be required to work out a schedule for delivery with District that will minimize downtime for District schools and offices. Manuals for each location that contain instructional materials on scanning, copying and print functions, including double and single-sided printing, collating, stapling, color scanning and other functional use for each model to be deployed within the location. Manuals must include a digital version either in PDF format or as an online service.
3. Maintenance of MFDs. This service shall include but is not limited to hardware repairs, technical support in coordination with District's Technology Department, and toner cartridge and staple supply.

Districts current Color MFD fleet includes 2 devices that are located at both our High School and Elementary School. We are looking into adding a third color MDF to our Middle School in this contract.

Bidder shall propose products that meet or exceed the following MDF specifications:

<p>Functions</p>	<p>Copying with the ability to copy in the following modes: 1:1, 1:2, 2:2,2:1;                  Printing over network using IP printing connections or connections from Google Cloud Print.                  Scanning in black-and-white, grayscale, or color up to 600 DPI and 24-bit color with the ability to scan to email                  Auto-sizing functionality;                  Enlargement/Reduction- 25%-150%;                  Full job interrupt functionality- ability to utilize all copier features when selected;                  Scan once, rip once, print many architecture;                  Systems must be able to receive and rip additional network print jobs while printing and copying is taking place.</p>
<p>Speed</p>	<p>Minimum of 65 copies per minute in simplex mode.                  Minimum scanning speed of 120 impressions per minute.</p>
<p>Volume</p>	<p>Recommended volume up to 100,000 copies per month. Volume varies by device and location. Monthly volume per device is included below.</p>
<p>Paper Capacity</p>	<p>Tray 1- 1,500 x 2 for 3,000 sheets;                  Tray 2&amp;3- 550 sheets (user adjustable) ;                  Bypass Tray 100 sheets;                  Adjustable paper tray and auto tray switch capability; Single Pass Document Feeder with a 220 sheet capacity; Original size 5.5" X 8.5 up to 11" X 17".</p>
<p>Finishing</p>	<p>Offset; group; sort; staple; punch; post insertion; z-fold; center-fold; letter fold; booklet</p>
<p>Paper Sizes and Weights</p>	<p>5.5x8.5-11x17                  Run 16# up to 110# cover</p>
<p>Response Time</p>	<p>Warm up time less than 20 seconds;                  Recovery time from sleep less than 20 seconds.</p>

<p>Access</p>	<p>Ability for local staff to configure at least two access codes that would be required for copying, scanning and printing;                  Must use separate admin access codes for access to change configuration, get reports, and manage queues;                  Must offer at least three different levels or roles of admin user with the ability to set a unique password for each;                  MFD must be able to be locked so access code is required for all functions;                  Staff must be able to log out of their access with their jobs continuing to run and other staff must be able to log in to start new jobs without interrupting previous jobs.</p>
<p>Additional Requirements</p>	<p>Easy to operate controls;                  Ability to copy transparencies;                  Web-based service on MFD for configuration, reporting, viewing and managing job queues, viewing machine status, and downloading scans from local MFD storage;                  Web-based service must provide a prompt when it is time to order staples or toner;                  Web-based service must work with versions of Chrome, Firefox, and Safari browsers released in the last 12 months;                  Network interface must be able to auto-negotiate an Ethernet connection at 100 Mbps full duplex or faster;                  Operates on 20-amp electrical circuit.</p>

Equipment Up-time: Each copier must maintain 98.5% uptime in any given month (equals downtime of no more than 10.5 hours in the month, per machine), or the District reserves the right to deduct \$150.00/day from any invoice for any one of the 6 copiers that does not maintain a 98.5% uptime (no more than 10.5 hours in a month).

The total volume of black and white copies is approximately 2,000,000 per year, using 6 MFDs. During the length of this agreement the District will be renewing another MDF contract bringing the total to 7 MFDs. District reserves the right to add additional devices at the lease and maintenance rates specified in the proposal. If the originally contracted model has been replaced by a newer model at the time additional machines are requested, Bidder will provide the newer model of the same capacity at the same lease rate as the original model proposed.

All on-site equipment must be "brand new". Lease fees should be specified per device model and should apply to the entire lease period.



Current Volume by Machine and Location

The following data shows the device counts (black and white prints and copies) by machine for the one-year period of August 1, 2018 through July 31, 2019.

Building	Device Counts	Device Location
CHS	148,225	HS Office
CHS	162,679	Upstairs copy room
CHS	230,683	Downstairs copy room
CMS	385,243	MS Faculty
CES	410,505	ES Faculty
CES	570,064	ES Work Room

Current Volume by Machine and Location

The following data shows the device counts (color prints and copies) by machine for the one-year period of August 1, 2018 through July 31, 2019.

Building	Device Counts	Device Location
CHS	40,074	HS Office
CES	91,170	ES Faculty

All on-site equipment must be "brand new". Lease fees should be specified per device model and should apply to the entire lease period.

District reserves the right to add additional devices at the lease rates specified in the proposal. If the originally contracted model has been replaced by a newer model at the time additional machines are requested, Bidder will provide the newer model of the same capacity at the same lease rate as the original model proposed.

**DELIVERY, INSTALLATION, AND TRAINING SERVICES**

Bidder shall propose a plan for delivery, installation and training as part of their response. Bidder will coordinate with a designated contact at each location to schedule delivery, installation, and on-site training. Bidder should use a phased approach to deliver, install, and train a few locations at a time until these services are complete. Bidder shall coordinate with current vendor to immediately install a replacement as machines are removed by current vendor. Bidder must work with Technology staff who will be on-site during delivery to verify the correct operation of the device for copying, scanning and printing. Upon confirmation from Technology that the machine is fully functional, Bidder

can move to the next MFD and repeat the process.

Prior to scheduling the delivery of any equipment, Bidder must provide the District with all technical and environmental requirements for the delivery and installation of the equipment including:

- Electrical circuit,
- Special grounding,
- Actual space requirements, and
- Temperature limits.

Upon installation of any MFD, the School Site must receive a manual (either hard-copy, digital, or online access) with the necessary functional instructions for each MFD. Manuals for each location should contain at a minimum instructional material on scanning, copying and print functions, including double and single-sided printing, collating, stapling, color scanning and other functional use for each model to be deployed within the location, as well as information on how to replace consumables in the MFD.

Bidder is responsible for removing any and all packing supplies upon delivery, as well as coordinating with the District's Installation Team for access, placement, and initial setup. Equipment to be networked must be coordinated with the District Technology Department network staff for appropriate configuration before connecting to the District network.

Any equipment delivered must perform to manufacturer's specifications within two (2) days of the receipt of the equipment, and at District Administrator's request be replaced or the defective unit repaired under the manufacturer's warranty to meet the specifications.

Bidder will provide on-site training to the Technology department. Training should include technical instruction on machine functionality. Training should include, at a minimum: device operation (including scanning, printing and copying), replacement of staples, how to load paper, how to report issues with device (service calls), how to run reporting or diagnostics, and how to clear jams or resolve other issues.

Bidder is responsible for the removal of all leased equipment at the end of the lease term. This includes:

1. Coordination of the removal process with the selected finance or banking institution, as well as with District staff for admission into buildings.
2. Removal within twenty (20) days of the end of the lease term. Any exception to this timeline requires signed approval by the DISTRICT ADMINISTRATOR. Failure to remove devices within 20 days will result in damages equal to actual costs

associated with the delay FOR EACH DAY, FOR EACH MACHINE THAT EXCEEDS THE 20 DAY REMOVAL PERIOD. Additionally, any fines associated with safety violations will be paid by Bidder.

3. Responsibility for costs associated with removal including, but not limited to labor, packing, trucking/shipping, damage, and/or disposal.
4. Responsibility to purge data from the MFD storage (hard drive, flash drive, or other built-in storage that could retain data from scans, copy jobs, or print jobs) by either erasing the storage or physically destroying the storage. A reset of the device to factory defaults will NOT qualify as erasing the storage.

### **MAINTENANCE OF MFDs**

Bidder shall provide dedicated technicians to exclusively support the District's fleet. Technicians will call back or respond within one hour to District service calls. If Technicians are required to come on-site to address issues, they will arrive within four hours of this determination. If parts are not readily available and need to be shipped, Technician will have all parts shipped for next-day delivery. Technicians will be required to have background checks completed in accordance with the terms of the Sample Contract. Technicians will be required to sign in and sign out at the front desk of each school site for every visit. Technicians will provide scheduled maintenance of the MFDs and Copiers including cleaning devices at least once per month based on machine usage.

Bidder shall provide technical support to provide software solutions, hardware training, software updates and maintenance at no additional charge for the length of the contract.

Bidder shall include all supplies required for the operations of the devices with the exception of paper. Toner and Staples should be available for order both online and via phone. These supplies must be shipped within 3 days of placing an order.

Bidder shall specify its process for executing firmware updates. Bidder shall include in its proposal the process for updating firmware. Firmware updates shall be scheduled at least two weeks in advance. All firmware updates must be tested by the District Technology Department before they are implemented District-wide.

Bidder will meet with District Representative quarterly and review machine service report. The machine service report should be an Excel or Google spreadsheet containing service records for each machine. At the conclusion of each quarterly meeting it will be determined which machines did not maintain a 98.5% uptime and the district will enforce the \$150.00 deduction from the next month's invoice.

District shall not be charged for scans. Service and repair fees will be charged as a cost

per page print charge. The price per page must be proposed at a flat rate. Escalating charges will not be accepted. The cost per page must be a fixed rate for all paper sizes at all District sites for the five-year lease term.

**OPTIONAL PRODUCTS AND SERVICES**

Bidder shall provide information and pricing for solutions that will meet additional District requirements. District reserves the right to purchase the proposed solution at District's sole discretion

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### PART 3 – CONTENT, FORM, AND EVALUATION OF PROPOSALS

#### CONTENT

- A. Interested Bidders are cautioned to provide as much detail as possible pertaining to their capabilities and experience to the services outlined in this proposal, however Bidders should not include extraneous marketing materials. Information shall be presented in a clear, comprehensive, and concise manner and in the format prescribed below.
- B. At a minimum, each proposal must include the following items:
- a. Cover Letter
  - b. Company Information and References (Attachment A.)
  - c. Certifications (Attachments B, C, & D)
  - d. Technical Proposal
  - e. Cost Proposal
- C. The proposal shall be organized in the following format:
- a. Cover Sheet
  - b. Table of Contents
  - c. Cover Letter
    - i. No longer than 1 double-sided page.
  - d. Company Information and References
    - i. Provide response to Evaluation Criteria below using Attachment A form.
    - ii. Resumes requested.
  - e. Technical Proposal
    - i. Provide Responses to the Evaluation Criteria below.
    - ii. No longer than eight (8) double-sided 8 ½" x 11" pages.
  - f. Cost Proposal
    - i. Provide response to Evaluation Criteria.
  - g. Appendix
    - i. Include all required certification forms in this section (Attachments B, C and D).
    - ii. Include a breakdown of costs for the lump-sum Optional task price included on the Cost Proposal form.

**EVALUATION CRITERIA****A. Prior Experience of Bidder, Including References**

Specialized experience and technical competence of the Bidder, any proposed subcontractors, and key staff members. Past record of performance with other School Districts or public bodies and with private industry, including such factors as quality of work, ability to meet schedules, responsiveness, and cooperation. Recent experience of the Bidder and successful completion of work of a similar type and complexity will be a material consideration.

**Proposal Requirements:**

- a. Completion of Attachment A, Company Information and References form, including:
  - i. Brief resume of the Bidder, including: home and branch office information; date established; former name(s); and type of ownership or legal structure.
  - ii. Brief resume of the Account Manager or individual who will serve as the primary point of contact for the Bidder if selected. Brief resumes for two proposed Technicians.
  - iii. Three references from former or current clients related to the required tasks above including contact name, phone number, email address, and a brief description of the work performed. One additional reference from a former or current client relating to Optional Task 3 above, including contact name, phone number, email address, and a brief description of the work performed. Coupeville School District and its current or past retired employees may not be used as references. References will be contacted, therefore accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

**B. Products and Equipment Proposed**

Products proposed should meet or exceed the specifications outlined in Part 2 above. This response should address all required products and equipment. Proposals should demonstrate an understanding of the needs of District and propose a solution to meet those needs.

**Proposal Requirements:**

- a. Device information for the MFDs proposed. Response should demonstrate how the proposed devices meet or exceed specifications in Part 2 above.

### C. Services Proposed

Services proposed should meet or exceed the specifications outlined in Part 2 above. This response should address all required services. Proposals should demonstrate an understanding of the needs of District and propose a solution to meet those needs.

#### **Proposal Requirements:**

- a. Delivery, Installation, and Training Services
  - i. An overview of how the services provided will meet or exceed the requirements of Part 2.
  - ii. Proposed plan for delivery, installation and training using a phased approach. This plan should include suggested timelines and efforts to minimize interruption of access to functioning devices.
  - iii. Brief overview of on-site training to be provided.
- b. Maintenance of MFDs
  - i. An overview of how the services provided will meet or exceed the requirements of Part 2.
  - ii. A description of the maintenance and support services including response times, service levels, etc.
  - iii. A description of the communication protocol for receiving District information, assigning an employee to assist, and management of the account.

### D. Options

Information provided in this response will not be scored, however a response is required. This response should address all requested optional products and services.

#### **Proposal Requirements:**

- a. Provide an overview of the proposed products and services for Option 1.
- b. Provide an overview of the proposed products and services for Option 2.
- c. Provide an overview of the proposed products and services for Option 1.
  - i. Indicate how the proposed products and services meet the minimum requirements.
  - ii. Provide an implementation timeline and plan.
- d. Provide an overview of the proposed products and services for Option 2.
  - i. Indicate how the proposed products and services meet the minimum requirements.

E. Pricing

Pricing should include all applicable costs to the District for the equipment, products and services requested for the length of the contract period.

EVALUATION OF PROPOSALS

- A. Once received, Proposals will be evaluated for responsiveness. A Proposal will receive a pass/fail determination for each of the following criteria:
  - a. Submission of one original proposal, one electronic copy, and the correct number of paper copies. Proposal must comply with all page limit requirements.
  - b. Proposal contains the minimum required sections indicated in Part 3 of the RFP.
  - c. Bidder provided an active Washington Business License number
  - d. Bidder is not debarred from receiving government funds
  - e. All required forms and the cover letter have signatures of authorized person.
  - f. Bidder is able to provide all equipment, products and services requested in Part 3 of the RFP.
  - g. Any other criteria which may be relevant to this determination.
  
- B. If a Proposal receives a pass score from the responsiveness evaluation, it will proceed to responsibility evaluation. Evaluations will be based on the criteria listed below. The District assign points to each responsive proposal at its own discretion.

<b>CRITERIA</b>	<b>MAX. POINTS</b>
Price	35
Prior Experience of Bidder, Including References	15
Products Proposed	25
Services/ Technology Support Proposed	25
<b>TOTAL</b>	<b>100</b>

- a. Points for Price will be awarded based on the anticipated five-year total cost of the 6 MFDs. The lowest cost proposal will be awarded a score of 35. Pricing scores will be reduced by 5 points for each following proposal (ex.- The second lowest cost proposal will receive a score of 30, third-lowest will receive 25, etc.). In the event that proposals indicate the same price, they will receive the same numerical score.
- b. The District reserves the right to contact Bidders to clarify proposals and/or ask for additional information.



- c. The District reserves the right to waive any irregularity in any proposal, to accept or decline any and/or all of the proposals, to take no action whatsoever, and/or to request the submittal of new proposals. All proposals submitted become the property of the District and will not be returned.
- C. District will determine which Bidder has the highest total score. District will issue a Notice of Intent to Award a contract to the highest-ranked Bidder. All Bidders who submitted a proposal will be notified in writing of this decision.

### EXCEPTIONS

- A. Bidder is expected to provide all required equipment, products, and services included in Part 2 above. If Bidder is not able to meet these requirements, Bidder may submit a statement in the Appendix of its proposal indicating any requirements which cannot be met. These requirements should be clearly identified by reference to the Section number of the RFP where the requirements can be found. Bidder shall provide a detailed statement indicating why these requirements cannot be met. District reserves the right to evaluate these requirements and determine whether to determine that the proposal is non-responsive or remove the requirement from consideration for all proposers and equitably evaluate all proposals based on the revised requirements. Bidder is strongly encouraged to request a revision to the requirements using the process indicated in Part 1 of the RFP prior to the due date for proposals.

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### ATTACHMENT A

#### COMPANY INFORMATION AND REFERENCES

##### I. Brief Resume of Bidder

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

Date Established: \_\_\_\_\_

Former Names (if any): \_\_\_\_\_

\_\_\_\_\_

Type of Ownership or Legal Structure: \_\_\_\_\_

Corporate Address: \_\_\_\_\_

\_\_\_\_\_

Branch Address (if applicable): \_\_\_\_\_

\_\_\_\_\_

##### II. Resumes

Attach resumes for the individuals who will serve as the Account Manager and two Technicians. Resumes should be no longer than one single-sided page.

##### III. References

Four references are required. References will be contacted; therefore, accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

**Reference 1**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference 2**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**Reference 3**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference 4- Optional Task 3: Web-Based Job Submission Tool**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**COPY MACHINE LEASES AND MAINTENANCE**

**ATTACHMENT B**

**CERTIFICATION**

Pursuant to and in compliance with this Request for Proposal and all documents relating thereto, the undersigned hereby offers to furnish and deliver any or all of the articles enumerated at the prices quoted herein.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

UBI Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

**Acknowledge receipt of addendum # \_\_\_\_\_ through \_\_\_\_\_.**

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## ATTACHMENT C

### DEBARMENT CERTIFICATION

\_\_\_\_\_ certifies that to the best of their knowledge/belief that neither \_\_\_\_\_ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

“Principals”, for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

\_\_\_\_\_ shall provide immediate written notice to Coupeville School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Coupeville School District should determine at any time that this certification is false, Coupeville School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- (a) Checking the federal Excluded Parties List System (EPLS); or
- (b) Collecting a certification from that person if allowed by this rule; or
- (c) Adding a clause or condition to the covered transaction with that person.

Individual and/or company agree by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

**COPY MACHINE LEASES AND MAINTENANCE**

**ATTACHMENT D**

**COOPERATIVE PURCHASING INFORMATION**

In the event another area school district or public entity has the need for the same services, they may wish to utilize another executed bid in the area. RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies that have, or in the future file an Interlocal Cooperative Purchasing Agreement with the District may purchase from the District’s contracts, provided that the Bidder has agreed to such participation.

If the cooperative purchasing process is allowed, then each district will take responsibility for its own purchase orders, payment procedures, evaluations, and scheduling of Bidder’s services. Each district will take responsibility for performance of any purchasing contract with the Bidder.

Each Bidder shall indicate on this bid form whether it will honor the pricing and terms and conditions to other public agencies in accordance with this Agreement’s terms and conditions. Award of the contract(s) will not be affected by the Bidder’s agreement to allow cooperative purchasing. The District will not have any responsibility or liability for orders issued by other public agencies utilizing the District’s contract through an Interlocal Agreement.

As per the terms and conditions of this contract, will the Bidder allow public agencies in addition to Coupeville School District to purchase from this contract?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ (check one)

If yes, Bidder will have opportunity to review ability to perform/deliver to requesting agencies prior to commencement of services.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name

Company

**COPY MACHINE LEASES AND MAINTENANCE**

**ATTACHMENT E**

**LOCATION LIST**

Coupeville High School 501 S Main St. Coupeville, WA 98239	Coupeville Middle School 501 S Main St. Coupeville, WA 98239	Coupeville Elementary 6th S Main St. Coupeville, WA 98239
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