



**April 18, 2024**

**SALINE AREA  
SCHOOL  
DISTRICT  
REQUEST FOR  
PROPOSAL**

***PURCHASE OF DOCUMENT IMAGING SYSTEMS***

***RFP # 23-24-SAS-TECH-COPIERS***

**Due Date: *May 2nd, 2024***

***2:00 PM***

***Saline Area School District Administrative Offices  
7265 N Ann Arbor St, Saline, MI, 48176***

# REQUEST FOR PROPOSAL

## *PURCHASE OF DOCUMENT IMAGING SYSTEMS*

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## 1.0 BIDDER INSTRUCTIONS

### 1.1 Overview of RFP

Your proposal must be prepared in compliance with provisions, conditions, specifications and instructions of this Request for Proposal. Failure to comply with all provisions, conditions, specifications and instructions of this RFP may result in disqualification of your proposal.

Completed proposal documents must be received by mail or delivery **no later than 2:00 p.m. local time prevailing, Thursday, May 2nd, 2024.** A public bid opening will be immediately following. You must submit one (1) signed original and one (1) copy of the proposal. Any proposal received after the time stipulated will not be considered, but will be rejected. Proposals received by facsimile transmissions or electronic mail will not be considered.

A. Address Proposals to:

Saline Area School District  
Attn: Jay Grossman, Director of Technology  
RFP # 23-24-SAS-TECH-COPIERS  
7265 N Ann Arbor St  
Saline, MI 48176

- B. Before submitting a proposal, each Vendor shall make all investigations and examinations necessary to ascertain conditions, requirements and obstacles, if any exist, affecting the operation of the proposed services. Failure to make such investigations and examinations shall not relieve the successful Vendor from the obligation to comply, in every detail, with all provisions and requirements of the Request for Proposal.
- C. Questions concerning this RFP should be directed to Jay Grossman, Director of Technology (734) 401-4751.
- D. If a Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they shall immediately notify Saline Area School District of such error in writing and request modification or clarification of the document. Modifications will be made by issuing a revision and will be given by written notice to all parties who have received this RFP from Saline Area School District. The Vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP prior to submitting the proposal or it shall be deemed waived.
- E. Products and services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Vendor, shall be included in the proposal.
- F. All addenda will become part of this RFP. No allowance will be made after proposals are received for oversight, omission, error or mistake by Vendor. In order for addenda to be available to vendors in a timely manner, we will require the e-mail address of the main contact for all addenda communications.

- G. Saline Area School District reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- H. Receipt of proposal materials by Saline Area School District or submission of a proposal to the District offers no rights against the District nor obligates the District in any manner.
- I. Saline Area School District reserves the right to reject any or all proposals in whole or in part, and in the interest of uniformity of design and equipment, delivery time or preference, to waive minor irregularities in proposals, and to award to other than the low respondent. Any such waiver shall not modify any remaining RFP requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is awarded the contract. Pursuant to Saline Area School Board of Education Policy 6320 and M.C.L 18.1268, preference may be provided to Michigan-based businesses.
- J. All proposals shall be a matter of public record subject to the provisions of Michigan law.

## 1.2 Bid Schedule

The following schedule outlines the major activities that will occur in the bid process and the due dates. Any changes in deadlines will be communicated to all suppliers in writing. The District reserves the right to disqualify any supplier who cannot or does not comply with these deadlines.

Activity	Description	Due Date
RFP Made Available	SAS posts RFP on website and with an email to interested vendors. RFP posted at the <a href="#">District-Bids &amp; Proposals Site</a> (SalineSchools.org->Departments->Finance->Bids&Proposals)	Thursday April 18, 2024
Vendor Interest	Vendors interested in bidding on this RFP are to email Jay Grossman at grossmaj@salineschools.org with contact information including company, representative, phone number and email. Not responding does not preclude a vendor from submitting a bid; however, addenda communicated through email will not be received by prospective vendor.	Thursday May 2, 2024

Submit Questions	Questions must be submitted in writing via email. Email: grossmaj@salineschools.org Answers to questions will be emailed to all vendors who submitted contact information.	Throughout the Process

Vendor Meeting	There will not be an official vendor meeting. Any vendor that wishes to meet with the school district or take a walkthrough should email grossmaj@salineschools.org to schedule a time.	Throughout the Process
Submit Proposal Response	See Section 1.0 for Bidder Instructions. Public bid opening will be immediately following.	Thursday May 2nd, 2024 2:00 pm
Bid Review & Interviews	Opportunity for SAS to schedule interviews with potential vendors to ask/answer clarifying questions	Week of May 6-10, 2024
Vendor Selection/Contract Execution	Successful vendor will be contacted. Bid will be presented to the Board of Education. Executed PO will be presented following Board Approval.	Presentation to the Board of Education for Approval: Tuesday May 14, 2024
Installation	Delivery and setup in each location as defined in Attachment A	August 2024-August 2025
Network Installation	Installation into the Saline Network with Saline IT staff	As completed, but no later than August 31, 2025

### 1.3 Submission Instructions

Your proposal should be submitted in the following format:

<b>Tab #</b>	<b>Label</b>	<b>Contents</b>
No Tab		Letter of Introduction
No Tab		Table of Contents
1	General Supplier Information	Responses to questions in Section 6.1
2	Organizational Structure and Philosophy	Response to questions in Section 6.2

3	Staffing	Response to questions in Section 6.3
4	Financial Considerations	Response to questions in Section 6.4
5	Transition	
6	References	
7	Form W-9	Completed W-9 Form
8	Attachments	Required and Optional Attachments as outlined in Section

## 1.4 Evaluation Process

- A. Saline Area School District, at its sole discretion, shall determine whether particular Vendors have the basic qualifications to conduct the desired service for the District. In determining whether a Vendor possess the basic qualifications to operate, the District may consider the following: (a) the proposal price; (b) company experience; (c) thoroughness of the proposal and compliance with specifications; (d) clarity and detail of submitted proposal; (e) reputation and prior performance; (f) client responsiveness. At the sole discretion of the District, bidder presentations may be requested prior to the awarded of the contract. The District may also request the opportunity to conduct an on-site review of the supplier's facility and/or other locations where the equipment is maintained.
- B. Award shall be made to the most responsible Vendor whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation factors set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between the District and the Vendor.
- C. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.
- D. It is our intention to consider the original proposal as a best and final offer. Only clarifications, as part of the discussion, will be considered after the evaluation of the proposal.
- E. By submission of proposals pursuant to this RFP, Vendors acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
- F. The proposal of the successful respondent becomes a formal contract, and should be signed by an authorized representative. A proposal in response to this RFP is an offer to contract with Saline Area School District based upon the terms, conditions, and scope of work and specifications contained in the RFP.
- G. All Vendors, by submitting proposals, agree that they have read and are familiar with all the terms and conditions of the RFP and will abide by the terms and conditions thereof.
- H. Saline Area School District has the right to use, as the District determines to be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFP, the proposal and the contract.
- I. The successful proposal or portions thereof shall be incorporated into the resulting Agreement.
- J. Vendors must submit proposals that are complete, thorough and accurate. Brochures and other similar material may be attached to the proposal.



K. Submission of a proposal will be construed to mean that the respondent is fully informed as to the extent and character of the software required and can furnish the item(s) in complete compliance with the specifications and at prices quoted. All proposals must be valid for 60 days from the proposal submission date.

## 2.0 SCOPE

The intent of this Request for Proposal and resulting contract is for the purchase of multiple document imaging systems all in accordance with the provisions, conditions, specifications and instructions set forth in this RFP. The proposal is not and should not be construed as a contract unless and until it is approved by the Saline Area School District Board of Education. The placement of the systems is to be completed after acceptance of the bid.

It is expected that the bid submitted will be on a per-unit basis which will allow the District to modify the number/type of machines to fit District needs. The per unit cost of the machine is to take into consideration the cost of all of the following components:

1. New equipment as defined in Attachment A;
2. Disposal of current equipment as noted in Attachment B
3. Warranty on all machines that will extend through the greater of a five (5) year period OR 55,000,000 black & white clicks/5,000,000 color clicks all inclusive of the following:
  - i. Parts, labor, call fees, service calls, drums, trip charges and firmware updates
  - ii. Unlimited toner ink (black and color), masters, toner cartridges, developer, color toner (where applicable) and staples
  - iii. A 4 hour down machine response time guarantee
  - iv. A free loaner if the unit will be down in excess of 48 hours
  - v. The option for SAS to receive a full factory rebuild if a unit has had 15 service calls during a 10 month school year. If 6 service calls are required during the subsequent 90 days, the unit must be replaced at no charge to SAS. This would exclude calls related to user error.
4. If all included impressions are not exhausted within five (5) years, service calls, warranty, supplies, and service shall continue until all pooled impressions are exhausted, unless an alternative agreement is reached between the vendor and Saline Area School District
5. PaperCut MF with PrintDeploy; embedded connectivity to all copiers; track all MFPs/Printers Control and Report Use and Recover Costs; Secure Print Release with Follow-Me Printing; installation, configuration, training, and 5 years of support.

### **3.0 COMPETITION INTENDED**

It is Saline Area School District's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the District in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. The District must receive such notification not later than ten (10) days prior to the date set for acceptance of proposals.

### **4.0 BACKGROUND INFORMATION**

SAS is an approximately 5,000 student public school district located in Washtenaw County, Michigan. For the purposes of this Request for Proposal (RFP) the District consists of approximately eight (8) facilities within a 10 mile radius. The Administrative Offices are open year round during the hours of 8:00 am to 4:00 pm Monday through Friday (summers are 8:00 am – 3:00 pm). Most facility buildings are open for approximately 200 days of the year for 8 hours per day.

### **5.0 VENDOR RESPONSIBILITIES**

The following is a list of tasks required of the vendor awarded this bid. The list is not meant to be an all inclusive list, but the general guidelines of the duties we will be expecting from Saline Area School District. You are the experts, and in being so, we will count on you as the vendor to have your bid response filling in any areas that are necessary to make this installation a success.

#### **5.1 COPIER SPECIFICATIONS**

- See Attachment A for listing of current copier placements and minimum requirements for this RFP. If the vendor is recommending a copier that does not meet or exceed the minimum requirement, they must bid that copier as an alternative with an explanation of why they are recommending that copier.
- Each machine proposed must be on a per-unit basis. Attachment A (Summary) details out the number of estimated machines that the District is looking to purchase.
- Each machine is to be equipped with a code system and must have the capability to handle both queued jobs and walk-ups simultaneously.

- Each machine that runs at 25cpm or faster must have options for paper size up to 11 x 17 and accept up to 110lb paper.

### **5.2 ALTERNATES**

- Copier speeds are based on the last copiers we purchased and the recommendations of the vendors. If there is an alternative copier that should be bid to replace one or more of the copiers we have specified please do so as an alternative bid with your justification stated with the bid.
- Some of the copiers we currently have very low usage or have been recently purchased. Because of this we may decide to keep those copiers. Would you be able to supply service for those copiers on an ongoing basis? If so, what would be the charges for that service?

### **5.3 TRAINING**

- The successful vendor is expected to train building/department staff within 10 days of installation of machines.
- SAS will be looking at the relationship with the successful vendor as an on-going relationship. As such, it is expected that the successful vendor will be available to respond to users' questions for the life of the lease agreement or manufacturer's guarantee period.

### **5.4 SERVICE/WARRANTY SPECIFICATION**

- Manufacturers' guarantee on the equipment purchased is expected to be the greater of five (5) years in length or 55,000,000 black & white clicks/5,000,000 color clicks, on a district-wide basis, whichever comes first.

## 6.0 Proposal Format

### 6.1 General Supplier Information

The following items are of interest to us concerning your firm. As a quality business relationship is important to both you and Saline Area School District, please include anything else you feel we should understand about your company. Please answer the following questions if they are applicable. If not, please indicate with an "N/A" response.

- 1) What is the legal name of your company?
- 2) Please state the number of years your company has been in business.
- 3) Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
- 4) What is the headquarters location address and relevant phone numbers?
- 5) What is the company ownership structure?
- 6) How many employees do you have locally (Southeast Michigan and Michigan overall)?
- 7) Outline the insurance coverage you carry (see Section 7.1 for specifics required for this contract).
- 8) Provide your Federal tax identification number
- 9) Explain your ability to provide, support and service multiple manufacturers of office equipment and technology. Please include a list of the manufacturers that you are able to buy from and outline your relationship.
- 10) What kind of geographical classification applies to your company?  
Local: (i.e., operates only one city)  
Regional: (i.e., operates only in one geographical location)  
Multi-Regional: (i.e., in more than one region but not national)  
National: (i.e., provide services across the U.S. only)  
International: (i.e. conducts business in U.S. and abroad)

## 6.2 Organizational Structure and Philosophy

How is your organization structured locally and how does this structure support your ability to provide the services you are proposing?

What differentiates your organization from your competition?

If your organization is chosen to provide copiers to Saline Area School District, what added value services will be provided to the district for the life of the contract?

## 6.3 Staffing

How many Equipment Technicians do you have in the local area, as defined in Section 6.1, question 6?

Please attach an organizational Chart of your support teams for SAS; include locations, service representative's names, titles, telephone numbers, areas of responsibility, years of experience in the industry and years with your company

Outline your training programs for your Service Technicians:

## 6.4 Financial Considerations

Please provide a comprehensive cash purchase proposal that includes the following (Based on a total five-year volume of 55,000,000 black & white clicks/5,000,000 color clicks, collectively for the entire District). Use Attachment D to summarize your per unit cost for the contract.

### ***Pricing must include the following:***

- All equipment and accessories listed in Attachment A (Equipment list and location chart)
- Delivery of all equipment to specified locations and operational as coordinated with Saline Area Schools starting July 2024 and to be completed by August 31, 2025.
- Installation of equipment onto the Saline network and the installation of scan to email/Word/Excel/PDF image/PDF readable files, with the assistance of Saline IT staff, will be by a date mutually agreeable by both SAS and successful bidder. Installation needs to be completed by August 31, 2025 for all machines. (Saline Area School District operates in a Windows Active Directory Network).
- Training of building staff prior to the start of the school year.

- Surge Protection of Equipment on all units
- Each machine must ship with two extra black & white toners and one color toner attached
- Quote only a *per machine* inclusive contract to include:
  - Unlimited black and color toner.
  - Unlimited staples
  - Copier service calls, to include all parts, labor, trip charges, drums, toner (black and color), developer, PM kits and firmware updates. No exclusions allowed.
- Cost per copy rates for excess copies should be included in your quote and billed separately at the end of the manufacturer’s guarantee period.
- Removal of all current District machines (See Attachment B). A per unit cost or payback to the district should be included in the bid. Saline reserves the right to keep any/all of the copiers they see fit.

Excess cost per copy rates should the clicks included in the contract not be sufficient to extend through a five (5) year period. This price per copy should include the service calls for the machines during the time period to which the rate applies (i.e. only charge after hitting max clicks will be the per click charge):

B&W \_\_\_\_\_/copy

Color \_\_\_\_\_/copy

Is there a charge per Scan? \_\_\_\_\_Yes \_\_\_\_\_No

a) If yes, cost per scan: \_\_\_\_\_

19) Is there a charge for fax sent? \_\_\_\_\_Yes \_\_\_\_\_No

a) If yes, cost per fax sent: \_\_\_\_\_

20) Please state how additional pieces of equipment could be added to the contract and how the contract would be altered to reflect any additions.

21) What are your billing terms?

22) What is your method and frequency of meter collection for tracking/billing purposes?

23) Please describe any “special features” or “extras” which you have included in your bid that are outside of the bid specs. (Examples: Adding a saddle stitching component to a copier, additional equipment, etc.)

## 6.5 Network Installation Services

**NOTE:** Any additional costs related to network programming assistance are to be specifically identified. If not noted, it will be assumed that the costs are built into the cost of

*purchase/cost per copy. All copiers will need to be configured to print to a universal print queue in which users can print a job to the queue and release that job to any copier in the district using their credentials. This service can be completed with a product like PaperCut or equivalent.*

- 24) The District would like vendors to quote the cost on providing an integrated printing authentication/usage tracking system (i.e. Paper Cut) along with each of its machines. Please complete Attachment C if your company can offer a product to meet these needs.
  - a. Please include all applicable literature regarding the product you are bidding.
  - b. Bid the system on a per-machine basis, as we may not hook up all machines to this product.
  - c. Please include the installation and setup cost for the quoted system.
  - d. Users for purposes of this system will need to be defined by your company. We have approximately 5,000 students, 750 staff members and 8 facilities.
- 25) Please indicate who will provide network installation and support services for the initial install of this equipment.
- 26) Please indicate the number of hours of network support included after install.
- 27) Please indicate any additional costs for firmware and software updates.
- 28) Please indicate any additional costs for support of network for printing, scanning and fax functions.

## **6.6 Transition and Implementation**

- 29) List the members of your implementation team with a brief description of their qualifications.
- 30) Describe your transition and implementation process.

## **6.7 References**

- 31) Please provide four local references where you have implemented similar equipment and services. (Preferably all K-12 public school institutions located within the counties of Wayne, Washtenaw, Livingston and Jackson; however, if this is not attainable, then at least one should be from a K-12 public school institution in these counties.)

## **6.8 Required and Optional Attachments**

- 32) Please provide the following:
  - Agreement Page



- Equipment Specifications (Please respond based on the minimum equipment specifications provided in Attachment A).
- Terms and Conditions
- Service Guarantee (Be sure to respond to the down machine guarantee).
- Indicate if your company would be willing to honor our request of roll-over clicks and a refund at the end of the 5 year lease term at 50% of the cost per copy rate.
- Per Unit Cost (Attachment C)
- Financial Considerations (Attachment D)
- Familial Relationship Disclosure Form (Attachment E)
- Iran Sanctions Act Form (Attachment F)
- Suspended or Debarred Vendor Form (Attachment G)

## 7.0 CONTRACT TERMS AND CONDITIONS

### 7.1 INSURANCE

#### A. Vendor Insurance Guidelines

The Vendor shall provide Saline Area School District at the time the contracts are returned for execution, Certificates of Insurance and/or policies, acceptable to the District, as listed below:

- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance; Proof of this coverage will need to be available if requested by the District.
- 2) Without exception, vendor is required to provide Saline Area School District with proof of General Liability insurance at the following limits:
  - Minimum limit of \$1,000,000 for projects under \$1,000,000
  - Minimum limit of \$2,000,000 for projects with property values between \$1,000,000 and \$10,000,000
  - Liability limit of \$3,000,000 for projects greater than \$10,000,000

#### B. Saline Area School District shall be named as Additional Insured on Commercial General Liability Insurance.

This coverage shall be primary to the Additional Insured, and not contributing with any other insurance or similar protection available to the Additional Insured, whether other available coverage is primary, contributing or excess.

#### C. Insurance Requirements - During the performance and up to the date of final acceptance of the work, the Vendor must effect and maintain insurance hereafter listed below:

- 1) The Vendor shall procure and maintain during the life of this contract, Worker's Compensation Insurance, including Employers Liability Coverage at limits of \$100,000 per person, \$500,000 aggregate, in accordance with all applicable statutes of the State of Michigan.
- 2) The Vendor Shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits as noted in Section & (A) (2) above.

#### D. Worker's Compensation Insurance, Commercial General Liability Insurance's described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to Miranda Owsley, Finance, Saline Area School District, 7265 N. Ann Arbor St, Saline, MI 48176."

#### E. If any of the above coverage expires during the term of this contract, the Vendor shall deliver renewal certificates and/or policies to Saline Area School District at least ten (10) days prior to the expiration date.

## 7.2 INDEMNIFICATION

A. The Vendor shall indemnify and hold harmless Saline Area School District, its officers, agents, and employees from:

- 1) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
- 2) Any claims, damages, penalties, costs and attorney fees arising from any failure of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- 3) Saline Area School District will not indemnify, defend or hold harmless in any fashion the Vendor from any claims arising from any failure, regardless of any language in any attachment or other document that the Vendor may provide.
- 4) The Vendor shall pay Saline Area School District any expenses incurred as a result of the Vendor's failure to fulfill any obligation in a professional and timely manner under the Agreement.

## 7.3 CONFLICT OF INTEREST

The respondent shall disclose and describe any business, financial, pecuniary or familial relationship existing between the Vendor (or any officer, agent, or employee of the Vendor) and any officer, employee, agent or board member of the Saline Area School District. This should be done via a signed, notarized copy of the Saline Area School District "Familial Disclosure Form" in compliance with MCL380.1267.

In addition, in order to be compliant with current legislation, the vendor must disclose any known business conducted with any "Iran linked business" that the vendor deals with via a signed, notarized copy of the Saline Area School District "Iran Economic Sanctions Act".

The Saline Area School District shall not accept a bid that does not include these sworn and notarized disclosure statements.

## 7.4 EXEMPTION FROM TAXES

Saline Area School District is exempt from all federal, state and local taxes. Saline Area School District shall not be responsible for any taxes that are imposed on the Vendor. Furthermore, the Vendor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to the District.

**7.5 ASSIGNMENT OF CONTRACT**

This contract may not be assigned in whole or in part without the written consent of the Jay Grossman, Director of Technology.

**7.6 DEFAULT AND TERMINATION**

In the event the Vendor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, Saline Area School District may notify the Vendor of such default in writing.

Written notice referred to in this article shall be deemed delivered upon presentation to any person designated by the Vendor or, in the case of notice by the Vendor, to any person designated by Saline Area School District or by mailing the same certified or registered mail to the address for the Vendor in the proposal, or the address for Saline Area School District in the case of notice by the Vendor.

Failure on the part of Saline Area School District to notify the Vendor of default shall not be deemed a waiver by the District of the District's rights on default of the Vendor and notice at a subsequent time will have the same effect as if promptly made.

Upon receipt of notice of default from Saline Area School District, the Vendor shall immediately correct such default. In the event the Vendor fails to correct the default to the satisfaction of the District, the District shall have all rights accorded by law, including the right to immediately terminate the Agreement. Such termination shall not relieve the Vendor of any liability to the District for damages sustained by virtue of any default by the Vendor.

The Vendor agrees that, in the event either party deems it necessary to take legal action to enforce any provision of the Agreement, and in the event the Saline Area School District prevails, the Vendor shall pay all expenses of such action including the District's attorney fees and costs at all stages of the litigation.

**7.7 INTEGRATION**

All RFP documents and addendum, respondent's response to this RFP, subsequent purchase orders, and contract to the successful respondent contains the entire understanding between the parties.

All instructions are to be considered an integral part of all proposals. Failure to include in the proposal all information requested may be cause for rejection of this proposal.

**AGREEMENT PAGE**

This bidder certifies that he/she shall operate in accordance with all applicable State and Federal regulations.

The bidder certifies that all terms and conditions within the Bid Solicitation/Proposal shall be considered a part of the contract as if incorporated therein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year.

ATTEST:

\_\_\_\_\_

SCHOOL AUTHORITY:

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_

VENDOR:

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Saline Area School District  
Summary of Units to be Purchased

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ALL Units to be quoted with the following options:

- \* Color Scan
- \* RAFD-DOC Feed
- \* Stapler Finisher
- \* Hole Punch
- \* Network/Print/Scan/Email
- \* Key Card Badge Readers
- \* Alternative Bid to include what it would cost for a "Side Saddle" on the copiers that are 60-80PPM

Estimated Number of Units:		
COPIERS		
CPM	B/W or Color	# Units
25	Color	1
40	Color	7
60	Color	4
35	B&W	9
55	B&W	10
60	B&W	3
80	B&W	12
Total Machines		46

<b>Site Description:</b>	<b>Location:</b>	<b>Black PPM</b>	<b>Color PPM</b>	<b>Color Scan</b>	<b>RAFD-DO C Feed</b>	<b>Stapler Finisher</b>	<b>Hole Punch</b>	<b>Network Print/Scan/Email</b>
Heritage Elementary School	Main Office		40	YES	YES	YES	YES	YES
Heritage Elementary School	Work Room	80		YES	YES	YES	YES	YES
Heritage Elementary School	Work Room	80		YES	YES	YES	YES	YES
Heritage Elementary School	Green Pod	55		YES	YES	YES	YES	YES
Heritage Elementary School	Red Pod	55		YES	YES	YES	YES	YES
Saline Middle School	Operations		25	YES	YES	YES	YES	YES
Saline Middle School	Media Center	80		YES	YES	YES	YES	YES
Saline Middle School	Staff Lounge	55		YES	YES	YES	YES	YES
Saline Middle School	Band	55		YES	YES	YES	YES	YES
Saline Middle School	7 <sup>th</sup> Grade Pod	55		YES	YES	YES	YES	YES
Pleasant Ridge Elementary	Main Office		60	YES	YES	YES	YES	YES
Pleasant Ridge Elementary	Staff Lounge	80		YES	YES	YES	YES	YES
Pleasant Ridge Elementary	Staff Lounge	55		YES	YES	YES	YES	YES
Liberty	District Office	80		YES	YES	YES	YES	YES
Liberty	Superintendent Office		40	YES	YES	YES	YES	YES
Liberty	Finance	55		YES	YES	YES	YES	YES
Liberty	Human Resources	35		YES	YES	YES	YES	YES
Liberty	Workroom/Comm Ed		40	YES	YES	YES	YES	YES
Liberty	Alt HS		40	YES	YES	YES	YES	YES
Liberty	Young Adult Program		40	YES	YES	YES	YES	YES
Liberty	Special Ed Office	35		YES	YES	YES	YES	YES
Liberty	Pooh's Corner	35		YES	YES	YES	YES	YES
Woodland Meadows Elementary	Main Office		60	YES	YES	YES	YES	YES
Woodland Meadows Elementary	Workroom	55		YES	YES	YES	YES	YES
Woodland Meadows Elementary	Green Pod	60		YES	YES	YES	YES	YES
Woodland Meadows Elementary	Red Pod	60		YES	YES	YES	YES	YES
Harvest Elementary	Main Office		60	YES	YES	YES	YES	YES
Harvest Elementary	First Floor Workroom	80		YES	YES	YES	YES	YES
Harvest Elementary	Second Floor Workroom	55		YES	YES	YES	YES	YES
Saline High School	Pool	35		YES	YES	YES	YES	YES
Saline High School	Media Center		35	YES	YES	YES	YES	YES
Saline High School	Main Office		40	YES	YES	YES	YES	YES
Saline High School	Music	35		YES	YES	YES	YES	YES
Saline High School	CTE	35		YES	YES	YES	YES	YES
Saline High School	Food Service	35		YES	YES	YES	YES	YES
Saline High School	Counseling	35		YES	YES	YES	YES	YES

Saline High School	Athletics		40	YES	YES	YES	YES	YES
Saline High School	Mailroom	60		YES	YES	YES	YES	YES
Saline High School	1 <sup>st</sup> Floor Classroom (C136)	80		YES	YES	YES	YES	YES
Saline High School	2 <sup>nd</sup> Floor Classroom (C212)	80		YES	YES	YES	YES	YES
Saline High School	3 <sup>rd</sup> Floor Classroom (C312)	80		YES	YES	YES	YES	YES
Saline High School	3 <sup>rd</sup> Floor Classroom (C336)	80		YES	YES	YES	YES	YES
Huron Valley Beauty Academy	Classroom	35		YES	YES	YES	YES	YES



<b>Site Description:</b>	<b>Location:</b>	<b>Manufacturer</b>	<b>Model</b>
Heritage Elementary School	Main Office	CANON	IRC5535i
Heritage Elementary School	Work Room	CANON	IR6575i
Heritage Elementary School	Work Room	CANON	IR8505i
Heritage Elementary School	Green Pod	CANON	IR400iF
Heritage Elementary School	Red Pod	CANON	IR400iF
Saline Middle School	Operations	CANON	IR5560i
Saline Middle School	Media Center	CANON	IR6575i
Saline Middle School	Staff Lounge (Staff)	CANON	IR6555i
Saline Middle School	Staff Lounge (Student)	CANON	IR4235i
Saline Middle School	Band	CANON	IR6555i
Saline Middle School	7 <sup>th</sup> Grade Pod	CANON	IR6555i
Pleasant Ridge Elementary	Main Office	CANON	IRC5535i
Pleasant Ridge Elementary	Staff Lounge	CANON	IR6575i
Pleasant Ridge Elementary	Staff Lounge	CANON	IR400iF
Pleasant Ridge Elementary	Staff Lounge	CANON	IR6555i
Liberty	District Office	CANON	IR6575i
Liberty	Superintendent Office	CANON	IRC5535i
Liberty	Finance	CANON	IR4245
Liberty	Human Resources	CANON	IR1730iF
Liberty	Workroom/Comm Ed	CANON	IRC5540i
Liberty	Alt HS	CANON	IRC5535i
Liberty	Young Adult Program	CANON	IRC5535i
Liberty	Special Ed Office	CANON	IR4235i
Liberty	Pooh's Corner	CANON	IR400iF
Woodland Meadows Elementary	Main Office	CANON	IRC5540i
Woodland Meadows Elementary	Workroom	CANON	IR400i
Woodland Meadows Elementary	Green Pod	CANON	IR6575i
Woodland Meadows Elementary	Red Pod	CANON	IR6555i
Harvest Elementary	Main Office	CANON	IRC5540i
Harvest Elementary	First Floor Workroom	CANON	IR400i
Harvest Elementary	First Floor Workroom	CANON	IR6575i
Harvest Elementary	Second Floor Workroom	CANON	IR6555i
Saline High School	Pool	CANON	IR400iF
Saline High School	Media Center	CANON	IR5535i
Saline High School	Main Office	CANON	IRC5540i
Saline High School	Music	CANON	IR4245i
Saline High School	CTE	CANON	IR4235i
Saline High School	Food Service	CANON	IR4235i
Saline High School	Counseling	CANON	IR4235i
Saline High School	Athletics	CANON	IRC5540i
Saline High School	Mailroom	CANON	IR6575i
Saline High School	1 <sup>st</sup> Floor Classroom (C136)	CANON	IR6575i
Saline High School	2 <sup>nd</sup> Floor Classroom (C212)	CANON	IR8585i
Saline High School	3 <sup>rd</sup> Floor Classroom (C312)	CANON	IR8585i
Saline High School	3 <sup>rd</sup> Floor Classroom (C336)	CANON	IR6576i
Huron Valley Beauty Academy	Classroom	CANON	IR4235i



**APPENDIX C**  
**Saline Area School District RFP**  
**23-24-SAS-TECH-COPIERS**  
**Document Printing Systems**

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**Printing Authentication/Usage Tracking System**

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

Company Contact: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Our company IS NOT able to provide this product integrated into the copiers being bid.

Our company IS able to provide a printing authentication system to paid with the copiers being bid. *Please complete the information below.*

Name of System to Provide: \_\_\_\_\_

This system is compatible with a Windows Active Directory Network.

This system is compatible with a Google Authentication.

Licensing Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost of Installation Assistance, quoted on a per-diem basis: \_\_\_\_\_/day

Please describe the process/procedure you follow/recommend for the system installation:

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

Cost of System per Unit:                   \$ \_\_\_\_\_

Cost of System per User:                 \$ \_\_\_\_\_

Total Cost of System and Installation \$ \_\_\_\_\_

In a separate attachment, please describe any additional costs that may be incurred in implementing this system

APPENDIX D

Saline Area School District  
VENDOR RESPONSE FORM - FINANCIAL CONSIDERATIONS

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ALL Units to be quoted with the following options:

- \* Color Scan
- \* RAFD-DOC Feed
- \* Stapler Finisher/Unlimited Staples
- \* Hole Punch
- \* Network/Print/Scan/Email
- \* Key Card Badge Readers
- \* Alternative Bid to include what it would cost for a "Side Saddle" on the copiers that are 60-80PPM

Estimated Number of Units:			
COPIERS			
CPM	B/W or Color	# Units	Price Per Unit
25	Color	1	
40	Color	7	
60	Color	4	
35	B&W	9	
55	B&W	10	
60	B&W	3	
80	B&W	12	

Total Contract Price

**APPENDIX E**  
**SALINE AREA SCHOOL DISTRICT**  
**FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT**

***Important: This Disclosure statement must be included with your bid as required by state law (Public Act 232 of 2004).***

*As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Saline Area School District board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. Saline Area School District – board, intermediate school board, or board of director shall not accept a bid that does not include this sworn and notarized disclosure statement.*

+++

I state that no familial relationship exists between the owner or any employee of the company and any member of the *Saline Area School District board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy.* If such a relationship exists, please explain:

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

By: \_\_\_\_\_(signature)

Title: \_\_\_\_\_(type or print)

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

Subscribed and Sworn to Before Me:

This \_\_\_\_ day of \_\_\_\_\_, A.D., in and for the County of

\_\_\_\_\_

Michigan. My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

**APPENDIX F**

**AFFIDAVIT OF BIDDER  
IRAN ECONOMIC SANCTIONS  
ACT**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the “Bidder”), pursuant to the Iran Economic Sanctions Act (MCL 129.313), hereby represents and warrants that it is not an “Iran linked business”.

**BIDDER:** \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_            )

The instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by  
\_\_\_\_\_.

\_\_\_\_\_  
  ), Notary Public  
\_\_\_\_\_, County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of:

**APPENDIX G**

**Suspended or Debarred Vendor**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder") hereby certifies and affirms that it and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Information regarding whether or not a business is suspended or debarred is available at the Federal System for Award Management website ([www.sam.gov](http://www.sam.gov)).

Bidder Name: \_\_\_\_\_

Bidder EIN #: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Its: \_\_\_\_\_

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

\_\_\_\_\_  
(Company Name)

Subscribed and sworn to before me

By: \_\_\_\_\_  
(Authorized Signer)

this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_

\_\_\_\_\_  
(Print/Type Name and Title of Signer)

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
County of