

Bay-Arenac Intermediate School District



Request for Proposal

for

Business Copiers

Proposals due: Wednesday, April 30, 2025, by 1:00 p.m.

Contact:

Eric Allshouse

989-667-3221

allshousee@baisd.net

GENERAL CONDITIONS

Bay-Arenac ISD is requesting proposals from qualified vendors to provide office copier equipment and related services for school use. The selected vendor will deliver, install, and maintain copiers to meet the printing, scanning, copying, and faxing needs of the district. This RFP seeks a turnkey solution to replace existing copiers, ensuring high-quality performance, cost efficiency, and ease of use for staff and students.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Completed proposals must be received by **1:00 p.m. on Wednesday, April 30, 2025** at:

**Bay-Arenac ISD
Educational Service Center
Attention; David Lovely
4228 Two Mile Rd
Bay City, MI 48706**

Proposals must be submitted in an envelope that is clearly marked “**Business Copiers**”. Proposals submitted by facsimile or email will not be accepted.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district. (See *Method of Evaluating Proposals* within the RFP.)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product and does not constitute an agreement for that product. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to Eric Allshouse at the address noted above or by telephone or email. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Eric Allshouse is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

TIME TABLE:

1. Release of RFP on or about Wednesday, April 9, 2025.
2. Proposals are due at 1:00 p.m. on Wednesday, April 30, 2025.
3. Bids will be opened at 1:15 p.m. on Wednesday, April 30, 2025.
4. The Board of Education action on Monday, May 19, 2025.
5. Notification to all firms as soon as possible after Monday, May 19, 2025.
6. Installation by August 1, 2025

PROJECT QUALIFICATIONS:

The Bay-Arenac ISD is soliciting proposals from qualified vendors for a:

All proposed copiers must meet the following minimum requirements:

General Requirements:

- **Output Speed:** Minimum of 55 pages per minute (black-and-white copiers); 35 pages per minute for color.
- **Resolution:** 600 x 600 DPI or higher.
- **Paper Capacity:** Three trays minimum; trays must handle sizes from **5.5" x 8.5" to 11" x 17"**.
- **Bypass Tray:** Required.
- **Finishing Capabilities:** Stapling and sorting are mandatory.
- **Duplex Printing:** Automatic double-sided printing for all functions.
- **Magnification Range:** 25% to 300%.

Networking and Software:

- **Compatibility:** Must integrate seamlessly with Windows and Mac OS platforms.
- **Multi-User Networking:** Ability to operate efficiently in a networked environment with multiple users. Compatible with the current version of PaperCut.
- **Printing Features:**
 - Secure printing via passcodes or user authentication.
 - Wireless printing capabilities are desirable.
 - Ability to track individual user or department usage.
- **Scanning and Faxing:**
 - Scan to email, network folders.
 - Built-in faxing capabilities.

Memory and Storage:

- Minimum of **320GB system memory** or equivalent.

Durability and Usage:

- Equipment must be built for high-volume printing environments (schools).
- Include usage tracking software that allows monitoring of copies/prints by user or department.

SCOPE OF WORK

The awarded vendor will:

1. **Deliver and Install Equipment:**
 - Equipment must be new, fully configured, and operational upon installation.
 - Remove and dispose of all packaging and installation debris (vendor cannot use district dumpsters).
2. **Provide Training:**
 - Offer comprehensive training for building secretaries, administrators, and IT staff.
 - Include a training/implementation schedule in the proposal.
3. **Maintenance and Support:**
 - Provide ongoing support, service, and repair during the contract term.

Supply consumables (excluding paper) and provide timely maintenance.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality of service and delivery of product. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor(s) that is/are most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

NOTICE OF NONDISCRIMINATION

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael Vieau, Superintendent
Bay-Arenac ISD
4228 Two Mile Road Bay City, MI. 48706 (989) 686-4410

**BAY-ARENAC ISD
REQUEST FOR PROPOSAL FORM**

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 1:00 p.m. on Wednesday, April 30, 2025.**

QUALIFICATIONS

NOTE: Each cost listed below must be a total cost that includes any and all shipping and other expenses.

Name of Vendor: _____

Telephone: _____

Address: _____

Name of Person in Charge of Account (Please Print)

Title

Signature

Date

PROPOSAL FORM

Black and White Copier Proposal

Purchasing Details	Cost
Purchase Cost per Copier	_____
Maintenance Fee Per Click	_____
Click Pricing (8.5" x 11", B/W)	_____
Click Pricing (11" x 17", B/W)	_____
Service Response Time	_____
Make/Model of Copier	_____

Leasing Details	Cost
Monthly Lease Payment	_____
Total Lease Cost (3 Years)	_____
Maintenance Fee Per Click	_____
Click Pricing (8.5" x 11", B/W)	_____
Click Pricing (11" x 17", B/W)	_____
Service Response Time	_____
Make/Model of Copier	_____

Color Copier Proposal

Purchasing Details	Cost
Purchase Cost per Copier	_____
Maintenance Fee Per Click	_____
Click Pricing (8.5" x 11", B/W)	_____
Click Pricing (8.5" x 11", Color)	_____
Click Pricing (11" x 17", B/W)	_____
Click Pricing (11" x 17", Color)	_____
Service Response Time	_____
Make/Model of Copier	_____

Leasing Details	Cost
Monthly Lease Payment	_____
Total Lease Cost (3 Years)	_____
Maintenance Fee Per Click	_____
Click Pricing (8.5" x 11", B/W)	_____
Click Pricing (8.5" x 11", Color)	_____
Click Pricing (11" x 17", B/W)	_____
Click Pricing (11" x 17", Color)	_____
Service Response Time	_____
Make/Model of Copier	_____

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Bay-Arenac Intermediate School District Request of Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationship exist between bidder(s) or any employee of BAISD, and any member of the Board of Education of the School District or the Superintendent of the Schools or the LEAs listed in the Request for Proposal.

List any Familial Relationships:

Dated: _____

PROPOSER: _____

By: _____

Its: _____

State of Michigan)
County of _____)^{ss}:

This instrument was acknowledged before me on the ____ day of _____, 20__, by
_____.

_____(Signature)
_____(Printed)
Notary Public, _____ County, Michigan
My Commission Expires: _____
Acting in the County of _____

Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., Bay-Arenac ISD, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with Section 400 (d) (4) of the U.S. Department of Education Compliance Supplement for A-133.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Bay-Arenac ISD as a Michigan public entity is required to follow Public Act 517 of 2012.

Dated: _____

PROPOSER: _____

By: _____

Its: _____

State of Michigan)
County of _____)^{ss}:

This instrument was acknowledged before me on the ____ day of _____, 20__, by
_____.

_____(Signature)

_____(Printed)

Notary Public, _____ County, Michigan

My Commission Expires: _____

Acting in the County of _____

Affidavit of Compliance – Iran Economic Sanctions Act

All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, director, and employees.

The undersigned, the owner or authorized officer of _____ (the “Bidder”), pursuant to Michigan Public Act No . 517 of 2012, the “Iran Linked Business” requirement provided in the BAISD Consortium Universal Service Fund Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not and “ Iran Linked Business” within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the contract. The bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

There is not an “Iran Linked Business” that exists within the bidder and/or owner, officers, directors and employees.

Bidder: _____
(Company Name)

By: _____
(Signature)

Its: _____
(Title)

This instrument was acknowledged before me, a Notary Public, in and for

_____ County, on this _____ day of _____ 20_____

(Notary Public Signature) SS:

My commission Expires: _____

Acting in the County of: _____