



HOPKINTON SCHOOL DISTRICT
School Administrative Unit 66

204 MAPLE STREET · CONTOOCOOK, NH 03229
TEL: (603) 746-5186 FAX: (603) 746-5714
Sau66@hopkintonschools.org

January 22, 2010

The Hopkinton School District is seeking to replace copiers. Quotations will be accepted until 1:00 pm, Eastern Daylight Time, on February 10, 2010. The quotations shall be submitted to Hopkinton School District; Superintendent's Office; 204 Maple Street; Contoocook, NH 03229. Quotations should be submitted in an envelope clearly marked "RFQ-0910 Copiers". A quotation received after the time and date specified will be disqualified.

Bidders may submit quotations on more than one type of machine, but must submit each quotation separately. Manufacturer's brochures and/or specification and a copy of the annual maintenance agreement shall be submitted with each quote. A fully executed copy of the "REQUEST FOR QUOTATION" and pages 3 of 5 through 5 of 5 must be submitted with each quote. No page may be left blank and must be marked "No Bid" if appropriate.

The Hopkinton School District reserves the right to reject any or all offers and to waive informalities in the RFQ. A notice of award will be sent to all responding to the Request for Quotation once a determination has been reached at the School Board Meeting on February 16, 2010.

Sincerely,

Michelle R. Clark, RSBO
Business Administrator

Enclosure

Steven M. Chamberlin
Superintendent
schamberlin@hopkintonschools.org

Michelle R. Clark
Business Administrator
mclark@hopkintonschools.org

Dr. Valerie Aubry
Director of Student Services
vaubry@hopkintonschools.org

Matthew Stone
Director of Technology
mstone@hopkintonschools.org

SUBMIT TO: Hopkinton School District 204 Maple Street Contoocook, NH 03229		<h1 style="text-align: center;">REQUEST FOR QUOTATION</h1> <p style="text-align: center;">www.hopkintonschools.org</p>	
CONTACT PERSON: Michelle R. Clark, Business Administrator 603-746-5186			
TITLE: Copier Equipment Lease		NUMBER: RFQ-0910 COPIERS	SUBMITTAL DEADLINE: Wednesday, February 10, 2010 @ 1:00 PM
<i>SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED</i>			
RESPONDENT NAME:		<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div> <div style="border-bottom: 1px solid black; flex-grow: 1;"></div> <div style="margin-left: 10px;">Authorized Signature</div> </div> <div style="margin-top: 20px;"> <div style="border-bottom: 1px solid black; flex-grow: 1;"></div> <div style="text-align: center; margin-top: 5px;">Typed Name</div> </div> <div style="margin-top: 20px;"> <div style="border-bottom: 1px solid black; flex-grow: 1;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Title Date </div> </div>	
MAILING ADDRESS:			
CITY – STATE - ZIP:			
TELEPHONE NO:			
FAX NO:			
FEDERAL ID NO. OR SOCIAL SECURITY NO.			
<p>By my signature I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting an offer for the same materials, supplies, equipment, or service(s), and is in all respects fair and without collusion or fraud. I further agree that if the offer is accepted, the offeror will convey, sell, assign, or transfer to the Hopkinton School District all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of New Hampshire for price fixing related to the particular commodity(s) or service(s) purchased or acquired by the Hopkinton School District.</p>			
<p>THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE</p> <p>GENERAL CONDITIONS AND INSTRUCTIONS</p> <p>*** PLEASE READ CAREFULLY ***</p> <p>All equipment supplied under this RFQ must be compliant with the Federal Section 508 of the Rehabilitation Act: Electronic and Information Technology Accessibility Standards.</p>			

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| <ol style="list-style-type: none"> 1. SUBMISSION OF OFFERS: All offers shall be submitted in a sealed envelope or package. The invitation numbers, title, and opening date shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to the Hopkinton School District prior to the specified date and time is solely and strictly the responsibility of the offeror. Any submittal received in the Superintendent's Office after the specified date and time will not be considered. Responses shall be submitted on forms provided by the District. Additional information may be attached to the submittal. Facsimile submissions are NOT acceptable. No offer may be modified after acceptance. No offer may be withdrawn after opening for a period of sixty (60) days, unless otherwise specified. 2. EXECUTION OF OFFER: Offer shall contain a manual signature in the space(s) provided of a representative authorized to legally bind the offeror to the provisions therein. All spaces requesting information from the offeror shall be completed. Responses shall be typed or printed in ink. Use of erasable ink or pencil is not permitted. Any correction made by the offeror to any entry must be initialed. 3. TABULATION: Anyone wishing to receive a copy of the tabulation of offers is required to enclose a stamped, self-addressed envelope with submittal. 4. CLARIFICATION/CORRECTION OF ENTRY: The Hopkinton School District reserves the right to allow for the clarification of questionable entries and the correction of <u>OBVIOUS MISTAKES</u>. | <ol style="list-style-type: none"> 5. INTERPRETATION/ADDENDA: Any questions concerning conditions and specifications shall be directed to the designated contact person and must be in writing. Those interpretations, which may affect the eventual outcome of the invitation/offer, shall be furnished in writing to prospective offerors. No interpretation shall be considered binding unless provided in writing by the District in the form of an addendum. Any addenda issued shall be acknowledged by signature and returned with offeror's response. Failure to acknowledge addenda may result in the offer not being considered. 6. INCURRED EXPENSES: This invitation does not commit the District to make an award, nor shall the District be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement. 7. PRICING: Unless otherwise specified prices offered shall remain firm for a period of at least one hundred eighty (180) days; all pricing of goods shall include FOB DESTINATION, all packing, handling, shipping charges and delivery to any point(s) within the District to a secure area or inside delivery; and shall include installation, set-up, and all training on the equipment at no charge throughout the life of the equipment/lease. 8. ADDITIONAL TERMS & CONDITIONS: The Hopkinton School District reserves the right to reject offers containing terms or conditions contradictory to those requested in the invitation specifications. 9. DISCOUNTS: All discounts except for those for prompt payment shall be considered in determining the lowest net cost for evaluation purposes. |
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10. **MEETS SPECIFICATIONS:** The offeror represents that all offers to this invitation shall meet or exceed the minimum requirements specified. All items quoted must be new, unused, and in first-class condition, packaged in containers suitable for shipment and storage. No remanufactured or discontinued models shall be accepted.
11. **SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications or any supplemental specifications as to details or the omission from same of any detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship shall be first quality. All interpretations of specifications shall be made upon the basis of this statement.
12. **GOVERNING LAWS:** the laws, regulations, and ordinances of the State of New Hampshire and the Hopkinton School District shall govern any agreement to lease or purchase resulting from this invitation.
13. **ASSIGNMENT:** Any agreement issued pursuant to this invitation and award thereof and the monies, which may become due hereunder, are not assignable except with the prior written approval of the Hopkinton School District Business Administrator.
14. **CONTENT OF INVITATION/RESPONSE:** The contents of this invitation, all terms, conditions, specifications, and requirements included herein and the accepted and awarded response thereto may be incorporated into an agreement and become legally binding. Any terms, conditions, specifications, and/or requirements specific to the item or service requested herein shall supercede the requirements of the "GENERAL CONDITIONS AND INSTRUCTIONS".
15. **LIABILITY:** The supplier/provider shall hold and save the Hopkinton School District, its officers, agents, and employees harmless against claims by third parties resulting from breach of contract or negligence by the supplier/provider.
16. **PATENTS, COPYRIGHT, AND ROYALTIES:** The supplier/provider, without exception, shall indemnify and save harmless the Hopkinton School District, its officers, agents and employees from liability of any nature of kind, including cost and expenses for or on account of any copyrighted, registered, patented, or un-patented inventions, process, or article manufactured or used in the provision of goods and/or services, including use by the Hopkinton School District. If the supplier/provider uses any design, device, or materials covered by letters, patent, copyright, or registration, it is mutually agreed and understood without exception that the quoted price shall include all royalties or costs arising from the use of such design, device, or materials in any way involved.
17. **REQUIRED SERVICE:** The successful bidder shall provide the following services on the items quoted, at no additional cost to the District: (a) Provide transportation of items to facility; (b) place the items in the proper location within the facility; (c) uncrate and completely assemble; (d) provide adjustment by trained installation mechanic; (e) remove all debris from site; (f) provide training to District personnel in the operation and maintenance of the item. Additionally, the provider will guarantee emergency service response within four working hours and provide all preventative maintenance as required.
18. **ACCEPTANCE:** Products leased as a result of this invitation may be tested for compliance with specifications. Items delivered not conforming to specifications may be rejected and returned at bidder's expense. Delivery is expected within fourteen (14) days of the signed leased instrument. Those items and items not delivered by the delivery date specified in accepted offer and/or purchase order may be purchased on the open market. Any increase in cost may be charged against the bidder.
19. **SAFETY WARRANTY:** Any awarded supplier/provider including dealers, distributors, and/or manufacturers shall be responsible for having complied with all Federal, State, and local standards, regulations, and laws concerning the product or service specified, and the use thereof, applicable and effective on the date of manufacture or use or date in service including safety and environmental standards as apply to both private industry and government agencies. All electrical items must bear the appropriate listing form US, FMRC, NEMA, or U L Laboratories. Materials Safety Data Sheets (MSDS) on chemicals or any other products customarily requiring MSDS Sheets must be delivered along with the shipment within the contract period.
20. **WARRANTY:** The offeror agrees that, unless otherwise specified, the product and/or service furnished as a result of this invitation and award thereto shall be covered by the most favorable commercial warranty the offeror gives to any customer for comparable quantities of such products and/or services and that the right and remedies provided herein are in addition to and do not limit any rights afforded to the Hopkinton School District by any other provision of the invitation/offer.
21. **AWARD CONSIDERATIONS:** It is not the policy of the District to award a contract on the basis of low price alone. The following considerations will be taken into account to determine the best value for the District: (a) purchase price; (b) reputation of the vendor and of the vendor's goods or services; (c) quality of the vendor's goods or services; (d) extent to which the goods or services meet the district's needs; (e) vendor's past relationship with the District; (f) total long-term cost to the district to acquire the vendor's goods or services; and (g) any other relevant factor listed in the request for proposals.
22. **VIOLATIONS:** Any violation of any of the stipulations, terms, and/or conditions listed and/or included herein may result in the offeror being removed from the District's Quotation list and the offeror/supplier being disqualified from doing business with the District for a period of time to be determined on a case-by-case basis.
23. **EVALUATION:** For purposes of this Invitation and evaluation of responses hereto, the following shall apply: unit prices shall prevail over extended prices; written matter shall prevail over typed matter: numbers spelled in word form shall prevail over Arabic numbers ("one" over "1"). When not inconsistent with context words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.
24. **NON-APPROPRIATION BY DISTRICT VOTERS:** If the District fails to appropriate funds to provide for the annual payment, the District may cancel without termination charge. This is provided the Contractor receives at least thirty (30) days written notice of the termination stating the lack of funding as the reason for the termination. The Hopkinton School District shall not be held liable for non-funding of a contract caused through no fault of its own.
25. **FINANCING:** The District reserves the right to obtain an independent lease arrangement.
26. **PRESENTATION TO BOARD:** Quotation results will be presented to the Hopkinton School Board for approval at the earliest opportunity following the quotation opening.
27. **DELIVERY/INSTALLATION:** Copiers supplied under the contract must be installed and fully tested by March 15, 2010.
28. **DEFINITIONS:**
DISTRICT – The term "District" herein refers to the Hopkinton School District, and its duly authorized representatives
OFFEROR – The term "offeror" used herein refers to any dealer, manufacturer, representative, distributor, or business organization submitting an offer to the District in response to this invitation.
BIDDER – The term "bidder" used herein refers to any dealer, manufacturer, representative, distributor, or business organization that will be or has been awarded a contract and/or purchase order pursuant to the terms and conditions of this invitation and accepted offer.
USING AGENT – The term "using agent" used herein refers to any department, division, agency, board, committee, authority, or another unit in the District using supplies or procuring contractual services as provided for in the District.
HEAVY DUTY – The item(s) to which the term "Heavy Duty" is applied shall exceed the usual quality and/or capacity supplied with standard production equipment and shall be able to withstand unusual strain, exposure, temperature, wear and use.

THE HOPKINTON SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL OFFERS, TO WAIVE INFORMALITIES, AND TO ACCEPT ALL OR ANY PART OF ANY OFFER AS MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE DISTRICT

Hopkinton School District
Digital Copier Specifications

I HMHS Teachers room

The copier shall be **DIGITAL** and include, at a minimum, the following features and accessories:

- Minimum manufacturer's suggested volume of 650,000 copies per year
- Minimum copy speed of 60 copies per minutes
- 128 MB RAM Memory and Include a 20 GB Hard Drive
- 600 dpi x 600 dpi Minimum Resolution, 256 Levels
- Automatic Document Processor, Minimum Capacity 100 Originals
- Ability to connect to our WINDOWS OS Computer Network
- Automatic Document Processor, Minimum Scan Per Minutes 50 Originals
- Zoom Reduction and Enlargements from 25% to 400% in 1% increments, XY Zoom
- Minimum 5 each Preset Reduction & Enlargement Ratios
- Copy at 100% from 5.5" x 8.5" up to 11" x 17"
- Must be able to copy onto bond paper from 16 lbs up to 90 lbs
- Must include an Automatic Stackless Duplexer and able to duplex (1:2, 2:2, 2:1, book: 1, book: 2), Mixed one & two sided, invoice to ledger
- (2) 500 sheet universal paper drawers, 3000 sheet LCT, with drawer switching while running and 100 sheet intelligent bypass (12 lb to 90 lb index, Labels, Transparencies and Envelopes).
- Must include a Finisher with a minimum 3000 sheet capacity, an automatic stapler with a capacity up to 50 sheets, capable of handling from letter to ledger (8.5" x 11" to 11" x 17"), and 2 or 3 hole punching at the same time
- Optional Booklet Saddle Stitch Finisher with Fold Capabilities may be Substituted
- Must include Computer Network Print System, with at least 256MB printer memory and attached hard drive. Must include at least 10/100 Ethernet connection, with all software and print driver updates included at no charge.
- Must include Network Scan System, capable of scanning 60 ppm to PDF, and include ability to scan to SMB file server, email and file with TWAIN drivers; all software and driver updates must be included at no charge.
- Must include the following digital features: Page Numbering, Image Reverse, Image Combination, Image Overlay (Watermark), Booklet Mode, Book Copy, Auto Paper Select, Copy Interrupt, Auto Exposure, Job Build, Proof & Modify Copy
- Document Management: Store Documents, File Merge, Forms Composition, Repeat Copy.

ALL SUPPLY AND MAINTENANCE COSTS TO BE FIRM FOR 4 YEARS.

Hopkinton School District
Digital Copier Specifications

II (3) HMHS Office, HMHS – Middle School, Maple Street Office

The copier shall be **DIGITAL** and include, at a minimum, the following features and accessories:

- Minimum manufacturer's suggested volume of 400,000 copies per year
- Minimum copy speed of 50 copies per minutes
- 64 MB RAM Memory and Includes a 20 GB Hard Drive
- 600 dpi x 600 dpi Minimum Resolution, 256 Levels
- Ability to connect to our WINDOWS OS Computer Network
- Automatic Document Processor, Minimum Capacity 100 Originals
- Automatic Document Processor, Minimum Speed 50 Originals per Minutes
- Zoom Reductions and Enlargements from 25% to 400% in 1% increments, XY Zoom
- Minimum 5 each Preset Reduction & Enlargement Ratios
- Copy at 100% from 5.5" x 8.5" up to 11" x 17"
- Must be able to copy onto bond paper from 16 lbs. up to 90 lbs.
- Must include an Automatic Stackless Duplexer and able to duplex (1:2, 2:2, 2:1, book: 2), Mixed one & two sided, invoice to ledger
- (2) 500 sheet universal paper drawers, 3000 sheet LCT, with drawer switching while running and 100 sheet intelligent bypass (12 lb. Bond to 90 lb. Index, Labels, Transparencies and Envelopes).
- Must include a Finisher with a minimum 3000 sheet capacity, an automatic stapler with a capacity up to 50 sheets, capable of handling from letter to ledger (8.5" x 11" to 11" x 17"), and 2 or 3 hold punching at the same time.
- Optional Booklet Saddle Stitch Folder with above Finisher capabilities may be substituted
- Must include Computer Network Print System, with at least 256MB printer memory and attached hard drive. Must include at least 10/100 Ethernet connection, with all software and print driver updates included at no charge.
- Must include Network Scan System, capable of scanning 60 ppm to PDF, and include ability to scan to SMB file server, email and file with TWAIN drivers; all software and driver updates must be included at no charge.
- Must include the following digital features: Page Numbering, Image Reverse, Image Combination, Image Overlay (Watermark), Booklet Mode, Book Copy, Auto Paper Selection, Copy Interrupt, Auto Exposure, Job Build, Proof & Modify Copy
- Document Management: Store Documents, File Merge, Forms Composition, Repeat Copy

ALL SUPPLY AND MAINTENANCE COSTS TO BE FIRM FOR 4 YEARS.

Hopkinton School District
REQUEST FOR QUOTATION

Date: _____

I. (1) 60 CPM Digital Copiers:

Brand/Model Proposed: _____

Basic Unit Price: \$_____, Includes Auto Doc Feeder, Duplexer, (2) 500 Sheet Paper Drawers, 3000 Sheet LCT Computer Network Print/Scan System, and Interface 3000 Sheet Finisher with Multi Position Stapling and 2/3 Hole Punch.

Option: \$_____, Basic Unit, 3000 Sheet Finisher, Multi-Position Stapling, 2/3 Hole Punch, Saddle Stitch Folder (10 Pages or 40 Page Signature).

LEASE INFORMATION:

Name of Lease Company: _____

48 Mo FMV Lease, "0" Down, \$1-buyout, 30 Days Deferred Payment Lease Factor Rate:

Monthly Factor: \$_____ Annual Lease Factor: \$_____

A. Includes Basic Unit and 3000 Sheet Finisher:

Monthly Factor: \$_____ Annual Lease Factor: \$_____

B. Includes Basic Unit and 3000 Sheet Saddle Stitch Folding Finisher:

Monthly Factor: \$_____ Annual Lease Factor: \$_____

PURCHASE PRICE TO OWN OUTRIGHT

A. Includes Basic Unit and 3000 Sheet Finisher: \$_____

B. Includes Basic Unit and 3000 Sheet Saddle Stitch Folding Finisher \$_____

Warranty Period: _____

Items Not Included in Warranty: _____

Deviation from minimum specifications: _____

PRICES QUOTES ARE GOOD FOR FOUR (4) YEARS.

Company/Firm Name: _____

Representatives Name: _____ Telephone No.: _____

Authorized Signature: _____ Title: _____

Hopkinton School District
REQUEST FOR QUOTATION

Date: _____

II. (3) 50 CPM Digital Copiers:

Brand/Model Proposed: _____

Basic Unit Price: \$_____, Includes Auto Doc Feeder, Duplexer, (2) 500 Sheet Paper Drawers, 3000 Sheet LCT Computer Network Print/Scan System, and Interface 3000 Sheet Finisher with Multi Position Stapling and 2/3 Hole Punch.

Option: \$_____, Basic Unit, 3000 Sheet Finisher, Multi-Position Stapling, 2/3 Hole Punch, Saddle Stitch Folder (10 Pages or 40 Page Signature).

LEASE INFORMATION:

Name of Lease Company: _____

48 Mo FMV Lease, "0" Down, \$1-buyout, 30 Days Deferred Payment Lease Factor Rate:

Monthly Factor: \$_____ Annual Lease Factor: \$_____

C. Includes Basic Unit and 3000 Sheet Finisher:

Monthly Factor: \$_____ Annual Lease Factor: \$_____

D. Includes Basic Unit and 3000 Sheet Saddle Stitch Folding Finisher:

Monthly Factor: \$_____ Annual Lease Factor: \$_____

PURCHASE PRICE TO OWN OUTRIGHT

B. Includes Basic Unit and 3000 Sheet Finisher: \$_____

B. Includes Basic Unit and 3000 Sheet Saddle Stitch Folding Finisher \$_____

Warranty Period: _____

Items Not Included in Warranty: _____

Deviation from minimum specifications: _____

PRICES QUOTES ARE GOOD FOR FOUR (4) YEARS.

Company/Firm Name: _____

Representatives Name: _____ Telephone No.: _____

Authorized Signature: _____ Title: _____

Hopkinton School District
REQUEST FOR QUOTATION

Date: _____

ANNUAL BLANKET MAINTENANCE CONTRACT:

MAINTENANCE CONTRACT: BASED ON 1,489,000 copies per year for these 4 units.

NOTE: CREDIT TO BE GIVEN TOWARDS THE FOLLOWING YEAR FOR ALL UNUSED COPIES.

A. One-year base cost to include all parts, labor, consumables, travel, drums, developer, toner and staples.

1st Year Base Cost: \$ _____/per copy 2nd thru 4th Year Cost: \$ _____/copy

Additional Copy Charge (over 1,489,000 copies/yr): \$ _____/per copy

B. One-year base cost to include all parts, labor, travel, drums, developer and staples.

1st Year Base Cost: \$ _____/per copy 2nd thru 4th Year Cost: \$ _____/copy

Additional Copy Charge (over 1,489,000 copies/yr): \$ _____/per copy

Please provide three references:

Name _____

Phone number _____

Name _____

Phone number _____

Name _____

Phone number _____

PRICES QUOTED ARE GOOD FOR FOUR (4) YEARS.

Company/Firm Name: _____

Representative's Name: _____ Telephone No.: _____

Authorized Signature: _____

Title: _____

ALL QUOTATIONS MUST BE SIGNED