



**an equal opportunity
employer**

Ladies and Gentlemen:

The Savannah-Chatham County Public Schools take this opportunity to announce that we are requesting proposals for **Managed Print Services**. All proposals should be delivered to the Savannah-Chatham County Public Schools Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. Proposals will be accepted prior to **11:00:00 AM, September 6, 2013** at which time they will be publicly opened and a list of offerors registered. If you are unable to submit a bid response at this time, and wish to remain on our list of potential suppliers, complete and return the Certification and Local and/or Minority/Women Business Enterprise Development (LMWBE) Information document found in this packet marked "No Response". All proposals will be evaluated as described in the attached document. Time is of the essence and any proposal received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline indicated. **Late proposals received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late proposals will not be considered.**

All bidders are encouraged to attend a pre-bid conference on Tuesday, 08/06/2013 at 10:00:00 AM in Room 103 at 208 Bull Street, Savannah, Georgia 31401.

Enclosed is a proposal packet, which outlines the items being solicited and instructions which describe the submission of the proposal.

All proposals must be submitted in duplicate in the enclosed special envelope. If proposal materials require additional envelopes, then all mailing articles must be combined together with the special envelope on top. If you wish to receive a copy of the proposal register, enclose a self-addressed stamped envelope and a copy of the register will be returned to you.

Please include in the proposal package a copy of the current business license if the prospective vendor is located within the City of Savannah of the County of Chatham.

If you have any questions concerning this proposal, please submit them in writing to **Sabrina Scales** at the address above or fax them to 912-201-7648. Your interest and participation in submitting a proposal will be appreciated.

Sincerely,

Sabrina Scales
Purchasing Director

REQUEST FOR PROPOSAL #14-10

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the Board") is soliciting sealed proposals for **Managed Print Services** as specified in this Request for Proposal (RFP). The successful bidder(s) (hereinafter referred to as "the offeror") shall meet the terms and conditions set forth in this document and all attachments.

I. Standard Terms and Conditions of Proposal

A. Definition

Competitive sealed proposals are being solicited in response to this RFP. The competitive sealed proposal process differs from competitive sealed bidding in two important ways:

1. It permits discussions with competing offerors and changes in their proposal including price; and
2. It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

B. Pricing

No charge will be allowed for those federal, state or local sales and excise taxes where the Board is exempt by state and Federal law. A tax exemption certificate will be furnished by the Board to the successful offeror upon request.

The Board will factor any rebates offered for total dollar volume or quantities ordered over the performance period of this contract in the award of this proposal.

In the event the offeror wishes to provide additional services above and beyond the stated requirements of this proposal at "no cost" to the Board, these services should be identified and included in the proposal response.

C. Shipping, Delivery, Terms of Payment & Invoicing

All orders shall be shipped F.O.B. Destination to the designated site after receipt of the purchase order. Since the successful offeror(s) will be responsible for all freight expenses, the selection of carrier shall be determined by the offeror.

The successful offeror agrees to reference the following on all shipping documents and invoices:

- 1.) Purchase Order Number
- 2.) Serial Number (as applicable)
- 3.) Part Number/Description/Nomenclature
- 4.) Quantity Ordered
- 5.) Quantity Shipped
- 6.) Site Destination

Failure to ship order in its entirety will prevent payment of your invoices. **Per Board policy, backorders will not be accepted.** Accordingly, successful offeror(s) should not invoice until one shipment has been made for all items on order.

Offerors shall guarantee delivery of supplies and services in accordance with such delivery schedule as may be provided in the specifications.

The Board's Purchasing Director reserves the right to charge the vendor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Board's Purchasing Director and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

All invoices should be mailed to:

Savannah-Chatham Co. Board of Public Education
Attn.: ACCOUNTS PAYABLE
208 Bull Street, Room 119
Savannah, GA 31401

Terms of payment will be 2% 10th Net 40 Days.

D. General Specifications/Scope of Work

Specifications/Scope of Work for **items/services** to be purchased are detailed in the attached Specifications Sheet "Attachment A" following Section III.

When reference is made in the specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event an offeror is proposing another manufacturer and/or model number other than stated in the specification, the offeror must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the offeror. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

Any obvious error or omission in specifications shall not inure to the benefit of the offeror but shall put the offeror on notice to inquire of or identify the same from the Board.

E. Discontinuation of Equipment

In the event items requested are discontinued by the manufacturer, offeror shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Offeror shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

F Submittal of Objections

Objections from offerors to this Request for Proposal and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The offeror should submit any objections in writing not less than (5) days prior to the opening of the proposal. The objections contemplated may pertain to form and/or substance of the RFP documents and specifications. Failure to object in accordance with this

procedure will constitute a waiver on the part of the offeror to protest this Request for Proposal.

G. RFP Interpretations/Addenda

If any questions should arise pertaining to the RFP documents, the offeror may mail or fax a written request for interpretation to:

Savannah-Chatham Board of Public Education
Attn.: Sabrina Scales
Interim Purchasing Director
208 Bull Street, Room 213
Savannah, GA 31401
Fax No.: (912)201-7648

Any interpretation of documents shall be made by addendum to the RFP. Copy of such addenda will be mailed or faxed to each offeror receiving a set of documents. All requests for interpretation must be submitted on or before the close of business, **11:00:00 AM on August 1, 2013**. The Board shall not be responsible for any other explanation of questions submitted after this date. The Board shall mail, fax, or contact offeror for pickup of any addenda prior to the **close of business on August 16, 2013**.

Any addenda issued during the time of the RFP shall be covered in submitted proposals, and in closing the contract shall become a part thereof.

H. Failure to Respond

If a proposal is not to be submitted but the offeror wishes to remain on the Board's list of offerors, the offeror should complete and return the Certification LMWBE Information document found in this packet marked "No Response".

I. Receipt & Registration of Proposals

Proposals and modifications shall be time-stamped upon receipt. Proposals shall not be opened publicly but shall be opened in the presence of two or more Purchasing officials. Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

J. Errors in Proposals

Offerors or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the offeror's own risk. The offeror may withdraw a proposal prior to the proposal opening date and time by requesting to do so in writing.

K. Standards of Acceptance of Proposal for Contract Award

The Board reserves the right to reject any and all proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a proposal of any offeror as being unresponsive when such offeror cannot document its ability to deliver requested services or when investigation shows it is not in a position to perform the contract.

L. Compliance With Laws

The offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the offeror. Any such requirement specifically set forth in any contract document between the offeror and the Board shall be supplementary to this section and not in substitution thereof.

M. Indemnity Provisions

Where offeror is required to enter or go onto property to provide services or gather information, the offeror shall be liable for any injury (including death), damage or loss occasioned by negligence of the offeror, his agent, or any person the offeror has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy DJE provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

N. Cancellation/Default of Contract

In the event the successful offeror, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

O. Certification of Independent Price Determination

By submission of this proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this Request for Proposal:

1. The pricing structure in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
2. The pricing structure which has been quoted in this proposal has not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

P. Local and/or Minority/Women Business Enterprise (LMWBE)

It is Board policy to improve opportunities for Local and/or Minority/Women Business Enterprise (LMWBE) to participate competitively in proposals for materials and supplies, and professional services.

All bidders must read and complete all documents included in Attachment "C" with all pertinent Exhibits.

Q. “Responsive” Offeror Criteria

- * Availability of Products/ Services
- * Warranties/Guarantees
- * Ability to Meet Equipment Specifications/Proposal Conditions
- * Documented Quality of Product and Manufacturer
- * Service and Support Capability

R. Qualification of Offeror

A responsible offeror is defined as one who meets, or by the date of the proposal acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposal. The Board has the right to require any or all offerors to submit documentation of the ability to perform, provide, or carry out the service requested.

S. Proposal Discussion with Individual Offerors

Discussion may be held with offerors submitting proposals acceptable or potentially acceptable. The purpose of the discussions are:

1. Promote understanding of the Board’s requirements and the offeror's proposals; and
2. Facilitate arriving at a contract most advantageous to the Board taking into consideration price and other evaluation factors set forth in the RFP.

T. Compliance with Specification/Terms and Conditions

The Request for Proposal, Legal Advertisement, General Terms and Conditions, Proposal Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Vendor's Response, any addenda, and/or any other pertinent documents form a part of the offeror's proposal and by reference are made a part hereof.

U. Award of Contract

The contract, if awarded, will be awarded by means of a two- step process as described in Attachment “A” Specifications for **Managed Print Services**.

Product quality, service issues and other factors stipulated above in Condition “O” must be met to the satisfaction of the Board for a proposal to be considered responsive. Moreover, the Board will award the contract to the next most qualified offeror if the selected offeror is unable to execute a contract and provide delivery within the time parameters specified in this RFP.

In the case of a tie of more than three offerors at the conclusion of the first step, the top three offerors will be determined by the following criteria:

1. Savannah-Chatham County LMWBE
2. Savannah-Chatham County Vendor
3. Metropolitan Statistical Area Vendor
4. Georgia Vendor

If proposals remained tied, then award will be made by means of a public coin flip performed by the buyer and witnessed by one other Board employee and all interested parties.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal.

At its option, the Board may take either of the following actions in order to form an agreement between the Board and the selected offeror:

1. Accept a proposal by issuing a written "Notice of Award" to the selected offeror, which incorporates the proposal documents by reference and accepts all or selected portions of the offeror's proposal. This "Notice of Award" will represent a contractual obligation, and will be executed by both the Board and the selected offeror.
2. Enter into negotiations in an effort to reach a mutually satisfactory agreement entitled "Memorandum of Agreement for **Managed Print Services**", which represents a contractual obligation and will be executed by both the Board and the selected offeror. This agreement will be based on proposal documents, the submitted proposal and the associated negotiations.

V. Vendor Performance

The successful offeror(s) will be evaluated by the Board over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future proposals.

W. Signed Proposal Considered Offer

The signed proposal shall be considered an offer on the part of the offeror, and shall be deemed accepted upon approval by the Board. In case of a default on the part of the offeror after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

X. Public Information

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

II. Proposal Submittal Instructions

All proposals must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item must be noted and fully explained.

A. Completion of Certification Form & LMWBE Program Information Form

1. Complete the attached Certification Form. Include a contact person for this proposal with a phone number where that person may be reached. **Include this form as the first page of the submittal.**

The offeror is required to provide references, including phone number and contact person, of at least three firms for whom similar items or services have been supplied.

2. Complete the LMWBE Information Form with pertinent information for minority/women/majority

designation.

3. Complete the "Where Did You Hear About This Proposal" section. This information is for statistical use only.

4. Complete all pertinent documents within Attachment "C".

B. Completion of Proposal Submittal Form

For each item listed on the Proposal Submittal Form, complete with the requested information.

C. Proposal Preparation and Submittal

All proposals shall be:

* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

* Submitted in the provided manila envelope, which is plainly marked with the proposal number and title, and date and time of proposal opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.

* Submitted on proposal forms as included in this RFP and in accordance with instructions stated above.

* Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Proposal Opening date and time. Whether sent by mail or by means of personal delivery, the offeror assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. Late proposals will be returned unopened to the offeror.

* Proposals submitted by facsimile transmission will not be accepted.

* Considered an irrevocable offer for a period of sixty (60) days from the date of public proposal opening.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

Offerors shall provide **two (2) copy(s)** of submitted proposal proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

III. Special Terms and Conditions

The offeror agrees that the Board shall have the right to place purchase orders referencing **14-10** for quantities of listed items as the Board may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The Board will award this contract on an "all or nothing" basis or an item by item basis based on the best interest of the Board.

A. Pricing

The offerors shall provide a **unit price for each item** on this RFP which will remain valid throughout the

stipulated performance period or until delivery is completed. Price shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

OR

The bidder shall provide a **lump sum price totaling all items** on this RFP.

B. Samples/Demonstrations

The Board reserves the right to request samples after proposals are opened and before the award is made. Samples, when requested must be submitted in accordance with instructions. Samples must be furnished free of charge and if not destroyed during testing will, upon request be returned at the offeror's expense. A call tag must be furnished and all shipping costs shall be at the offeror's expense. Each individual sample must be labeled with the offeror's name and manufacturer's brand name and part/model number.

C. Warranty

The offeror shall guarantee the products to be free of defects of material and/or workmanship for a period of at least **one (1) year** from the date of delivery. Any additional warranty offered by the offeror should be so stipulated in the proposal documents. If, during the warranty period, such faults develop, the successful offeror agrees to replace the unit or part affected without cost to the Board.

**CERTIFICATION FORM
BOARD OF PUBLIC EDUCATION
FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

RFP #14-10

The undersigned offeror certifies that he/she has carefully read the preceding list of instructions to offerors and all other data applicable hereto and made a part of this Request for Proposal; and further certifies that the proposal submitted is in accordance with all documents contained in this request for Proposal package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This _____ day of _____, 20 _____. By _____
Name (printed)

Title Signature

Company

Address (Street, City, State, Zip)

Phone No. Fax No.

Federal Taxpayer I.D. No. e-Verify No.

Contact Person for This Bid Phone Number

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

2. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

3. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Acknowledge Receipt of Addendum(s) # _____ # _____ # _____



Local and/or Minority/Woman Business Enterprise Development Information

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

OFFEROR: _____ RFP #

Please check ownership status as applicable:

___ Local ___ Woman

___ African American ___ Hispanic

___ Majority ___ Non-Local

Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF
_____, 201_____

Expires: _____ Notary Public; My Commission

HOW DID YOU HEAR ABOUT THIS RFP?

(This information is for statistical use only.)

___ City of Savannah, Department of Economic Development ___ The Herald Legal Ad

___ Received Request for Qualifications by Mail ___ Savannah News Press Legal Ad

___ The Savannah Tribune Legal Ad ___ Visiting the Purchasing Office

___ Other

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Savannah-Chatham County Public School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____, 201_
in _____(city), and _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201_

NOTARY PUBLIC

My Commission Expires: _____

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE
SUBCONSULTANT/SUPPLIERS

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ and _____ on behalf of (Savannah-Chatham County Public School Systems ("SCCPSS")) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS

DISCLOSURE OF RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.
2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
4. List any prior suspensions or debarments by any government agency.
5. List any contracts not completed on time.
6. List any penalties imposed for time delays and/or quality of material and workmanship.
7. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
8. List any pending civil actions against company for nonperformance of contract.

I, _____,
Name of Individual Title & Authority

Of _____
Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____ 20____ by representing him/herself to be of the company named herein.

PROPOSER SUBMITTAL FORM

RFP #14-10

Offeror's who submit a proposal in response to this Request for Proposal (RFP) may be required to give an oral presentation of their proposal and discuss in detailed their approach and plan on providing required services which meets and satisfies the requirements detailed in this RFP. This is a fact finding and explanation session only and does not include any form of negotiations. The Purchasing Director will schedule the time and location of these presentations. Oral presentations are strictly an **option** of Savannah-Chatham County Public School System (SCCPSS) and may not be conducted.

SUBMITTAL REQUIREMENTS:

All proposals shall be:

- * Submitted on 8 1/2" x 11" paper, and prepared simply and concisely.
- * Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.** Facsimile, printed, copied or typewritten signatures are not acceptable.
- * Submitted in a sealed envelope, which is plainly marked with the proposal number and title, and date and time of proposal opening. Elaborate artwork, expensive paper, bindings, visual, and other presentation aids are not required. If proposal materials require additional envelopes, then the proposal package must be combined together with the envelope on top.
- * Thorough and detailed as possible so that the Board may properly evaluate the offeror's capability to provide the required services.
- * Submitted on proposal forms as included in this Request For Proposal and in accordance with instructions stated above.
- * Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Register of Offerors date and time. Whether sent by mail or by means of personal delivery, the proposer assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. Late proposals will be returned unopened to the proposer.
- * Proposals submitted by facsimile transmission or e-mail will not be accepted.
- * Considered an irrevocable offer for a period of one hundred and twenty days (120) days from the date of public proposal opening.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

In order to be considered for selection, proposer must submit a complete response to this RFP; one (1) unbound **original**, **seven (7)** copies of each proposal shall be submitted to the Board as indicated on the cover sheet. Proposers must also submit **one** reproducible CD-ROM of the proposal. Its content must be constructed from commercial grade software such as Microsoft Word or Corel WordPerfect or similar products. No other distribution of the proposal shall be

made by the offeror.

Ownership of all data, materials, and documentation originated and prepared for the board pursuant to the RFP shall belong exclusively to Board and be subject to public inspection. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure. The offeror may prior to or upon submission of the data or other materials to be protected and state the reasons why protection is necessary.

The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal. Proposers are required to submit the following items as a complete proposal:

The return of this **Request For Proposal** document, signed and filled out as required.

1. EXECUTIVE SUMMARY: This section shall provide a summary of the Offeror's price proposal and the services to be provided. The Offeror shall clearly specify the abilities of all proposed printing services software, multi-function devices, print devices and management services to meet specifications as defined in the Request for Proposal to include product information:

- a. documented quality of product relative to similar products on the market
- b. product line performance history
- c. product functionality
- d. product line expansion

The Offeror shall clearly specify **all** qualifications and ability to meet specifications as defined in the RFP.

2. GENERAL: Location of Offeror's headquarters; nearest office; applicable telephone, and facsimile numbers; email addresses, and any other pertinent information relative to the size and organizational structure of the company.

3. PROJECT TEAM: An organizational chart (block diagram) and written description of the proposed Project Team, with names and titles of the key individuals shown. Include supporting narrative to describe the qualifications, education and experience of the personnel to provide print management services (which includes management of fleet, print shop and district mail and delivery service) to Savannah-Chatham County Public School System. A copy of the organization's business license or formal legal documentation with respect to conducting business in the state of Georgia must be submitted with your proposal. Clearly indicate personnel's qualifications, expertise and experience in implementing support services for the District's print management services requirements and solution. Letters of support and endorsements must be included.

4. PROPOSED PROJECT/SUPPORT PLAN WITH TIMELINE AND DELIVERY: Provide a written detailed project plan describing how the offeror intends to approach and execute the plan. The planned approach must clearly state methods to be used on providing support and services to the District. The successful offeror must demonstrate the capability to successfully maintain and support the requirements of the aforementioned as here in described.

5. FINANCIAL DATA: Pertinent data which demonstrates the Offeror's corporate capability to successfully perform. This shall include information about the financial stability of the firm; e.g. annual financial reports and statements, Dun and Bradstreet and/or other credit bureau ratings.

6. PROJECT UNDERSTANDING: The Offeror shall provide a written narrative statement to demonstrate his or her thorough understanding of the scope of work. This would include a project plan and change management plan.

7. APPROACH/METHODOLOGY: The Offeror shall provide a written narrative describing the approach/methodology to providing services. Specifically describe your approach to ensuring all systems are correctly integrated, all necessary diagnostic testing is fully completed and documented and all required management reporting is provided. Describe the process of insuring complete deliveries to each site and the automated job submission process.

8. EXPERIENCE/REFERENCES: Describe the Offeror's prior related experience of providing integration and management of centralizing printing services with site based multi-function devices (fleet) and site based job submission software for school districts of similar size and scope. Responses **must** include the names, addresses, telephone and facsimile numbers, and email addresses of contact persons, telephone number of schools supplied, size and scope (magnitude and complexity) of that served, dollar value of contract, date of award, and period of performance. Offerors **must** provide a minimum of **three** (3) references with a company's name, contact person, telephone and fax number.

9. SUPPORT VERIFICATION: The Offeror shall submit a detailed description of their pre-sales and post-sales telephone and on-site support capabilities. Offeror's shall provide sufficient detailed information to assess their ability to work with the Board's personnel for pre-sales consultation and post-sales support. The information needs to include phone support, available on-site support, including hours available and turn-around time for response follow-up.

10. SUPPORT PLAN: Offeror shall submit a detailed plan for providing support service. The plan shall address Offeror's capability to support all required devices and software according to the terms and conditions as set forth in the RFP. Describe the support plan to ensure reliability and availability of copy/print/scan and job submission capability at each site.

District schools operating hours are from approximately 7:00 a.m. through 4:00 p.m., Monday through Friday. Administration offices including facilities, transportation and central administration are open year around with office hours generally from 7:30 a.m. to 5:00 p.m. It is important to describe the response time for repair and replacement of devices in this section. The Offeror shall also propose compensation to be paid to the district, and criteria to be used to determine the need for compensation if the Offeror fails to meet the reliability and availability criteria proposed. This support plan shall specifically address the Offeror's capability to service the offered products on-site. This section shall include but not be limited to the following:

- A. Number and location of local service centers
- B. Number and location of local service technicians that will support the proposed equipment
- C. Ability to simultaneously respond to multiple service calls
- D. Location of spare parts and procedures for expediting the transporting of parts to site
- E. Telephone support availability (i.e. detailed descriptions of hotline, 1-800 numbers, hours of availability, etc.
- F. State if helpdesk assistance (telephone support) is available to district staff
- G. State operation hours and days that technical support can be provided
- H. What would your proposed Disaster Recovery Plan be for the following:
 - All MFDs fail at a school site
 - Print Service Department loses power for an extended period of time
 - What level of emergency response service can you provide? Is it included in the proposed cost or is this an optional item?
- I. List all methods provided for customer service and ordering of supplies
- J. What methods or practices are used to integrate the BOE Helpdesk with your service/support?

Offerors must provide written responses to all the criteria's listed above.

11. OFFEROR CERTIFICATION: The Offeror will attach the following certifications:

- A. The Offeror does have sufficient warehouse facilities to store and will deliver total integrated systems to each school (or department) within the Savannah-Chatham County Public School System.
- B. The Request for Proposal Cost Submittal contains the cost being offered by the applicable Manufacturer. (**All cost information must be submitted in a separate sealed envelope.**)

12. ADDITIONAL SUBMISSION REQUIREMENTS: In addition to the RFP submission requirements elsewhere detailed in this RFP, offerors shall complete in full the attached six (6) part spreadsheet which includes (1) Instructions (2) Quality of Submitted Proposal (3) Solution capability/Integration (4) Flexibility of Solution Recommended (5) Maintenance and Support and (6) Experience . Also, complete the Printer Specifications Spreadsheet by provided the listed information for each proposed device. Failure to complete the spreadsheets in its entirety may result in the Offeror's response as being deemed non-responsive and will not be considered for further evaluation.

13. TIME/FRAME/SCHEDULE OF EVENTS:

(1) RFP solicitation release/issue date - July 21, 2013

A Pre-proposal Conference will be conducted on Tuesday, August 6, 2013 at 10:00 A.M., at the District's Central Office located at 208 Bull Street, Room 103, Savannah, Georgia 31401.

In an effort for the District's staff to adequately prepare responses to Offerors inquires, the District is requesting that any questions or clarifications related to this RFP

solicitation be submitted in writing no later than **5:00 P.M., close of business on August 1, 2013**. Written responses to all questions and clarifications will be provided to all attendees present at the pre-proposal conference. **All questions or request for clarifications related to this RFP will be responded to in the form of an addendum.**

(2) Deadline for Written Questions Received After Pre-Proposal Conference - August 9, 2013 at 10:00 A.M.

(3) Responses to Written Questions issued by addendum - August 16, 2013

(4) Closing date for Technical/Fee Proposals - September 6, 2013 at 11:00 A.M.

(5) Responses evaluated and firms will be Short-Listed - September 13, 2013

(6) Oral presentations and complete system demonstrations - September 30 - October 4, 2013

Selected Offerors will be notified in writing of the dates and times that their firm will be required to present to District staff. Offerors will be required to provide and demonstrate the model/equipment that they are proposing in their response.

A standard survey will be conducted by District staff, other than those selected to be on the Evaluation Committee for this project. The survey results will become a part of the evaluation scoring criteria.

Final Award Recommendation from Evaluation Committee - October 11, 2013

Contract awarded pending Formal Board Approval - November 6, 2013

Project Deployment - December 2, 2013

This schedule is intended as a guideline for the timing of various events in this effort. Management requirements and other factors may cause certain of these dates to vary from original intentions. In no event, however, shall the deadline for proposal submittal be changed.

14. REQUESTS FOR CLARIFICATIONS OF SUBMITTED PROPOSALS: The District reserves the right to obtain clarification of any point in a Offeror's proposal to obtain information necessary to properly evaluate a proposal. Failure of an Offeror to respond to such a request for additional information or clarification may result in rejection of the Offeror's submitted proposal. The District's retention of this right shall in no way reduce the responsibility of Offeror's to submit complete, accurate, and clear proposals.

15. CONFIDENTIALITY AND OWNERSHIP: All data, school information and data from field tests shall be strictly confidential and shall be the property of the SCCPSS. Any data or tasks/items developed by or for the SCCPSS shall also be strictly confidential and considered the property of SCCPSS unless otherwise agreed to in a written agreement. The Offeror will maintain ownership of the items that been previously developed by and are copyright of the Offeror.

The Offeror may not communicate or transfer said data, school information, and data from field tests in whole or in part, to any third party without the express written consent of the SCCPSS or its designee. In the event said written consent shall be granted by the SCCPSS or a designee, the Offeror shall comply with all requirements of law respecting confidentiality of student records.

16. CONFIDENTIALITY OF DOCUMENTS: All documents submitted as part of the Offeror's proposal will be deemed confidential during the evaluation process. Offeror proposals will not be available for review by anyone other than the SCCPSS Proposal Evaluation Team or its designated agents. There shall be no disclosure of any Offeror's information to a competing Offeror prior to award of the contract. The Savannah-Chatham County Public School System is a public agency as defined by state law, and as such, it is subject to the Georgia Open Records Act section 50-18-70. Under the law, all the SCCPSS' records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Offeror(s) are advised that once a proposal is received by the SCCPSS and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Offeror(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a Offeror feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Offeror(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Offeror's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record", and briefly stating the reasons that each document meets the said definitions.

17. DISCREPANCIES AND OMISSIONS: Offeror is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of Offeror. Should Offeror find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, Offeror shall notify the SCCPSS's Designated Contact, in writing, of such findings at least ten (10) calendar days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of Offeror's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

18. COST PROPOSAL: Cost proposals on the Offeror's proposal solution to the District's requirements shall be submitted in a separate sealed envelope clearly marked "**Cost Proposal**". The Offeror shall clearly outline the cost proposed for the managed print services solution. All prices, costs and conditions outlined in the offerors proposal shall remain fixed and valid for acceptance for one hundred and twenty (120) days starting on the due date for proposals.

Offerors must clearly outline any items with additional cost. The additional cost must be

submitted along with this proposal. If additional costs are not submitted, then the District will assume cost provided includes all cost for the requested managed print services solution.

All costs associated with the Offeror's response to this RFP shall be borne by the Offeror. The Savannah-Chatham County Public School System (SCCPSS) will not be liable for any costs incurred by the Offeror in responding to this RFP.

19. SCCPSS's RIGHT TO REJECT PROPOSALS: The SCCPSS reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the SCCPSS's specifications or Offeror's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the SCCPSS may deem necessary in the best interest of the SCCPSS.

20. SCCPSS's RIGHT TO CANCEL SOLICITATION: The SCCPSS reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The SCCPSS makes no commitments expressed or implied, that this process will result in a business transaction with any Offeror. This RFP does not constitute an offer by the SCCPSS. Offeror's participation in this process may result in the SCCPSS selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the SCCPSS to execute a contract nor to continue negotiations. The SCCPSS may terminate negotiations at any time and for any reason, or for no reason.

21. CHANGE OR WITHDRAWAL OF PROPOSAL:

PRIOR TO PROPOSAL OPENING. Should the offeror or individual withdraw its proposal, they shall do so in writing. This communication is to be received by the Director of Purchasing, 208 Bull Street, Room 213, prior to September 6, 2013. The offerors' name and the proposal number should appear on the envelope.

AFTER PROPOSAL OPENING: After September 6, 2013, proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) days from that date.

22. EVALUATION METHOD CRITERIA: This RFP is not meant to favor any Offeror. Instead, it is intended solely to meet the needs and requirements of SCCPSS. The District will evaluate each proposal based on its technical merit and cost. SCCPSS will also consider the Offeror's ability to provide the required services in the allotted time, any previous work done for SCCPSS, and references of similar projects.

The Board will evaluate proposals and will select the offeror(s) which meets the requirements within this Request for Proposal and the best interests of the Board. The Board shall be the sole judge of its own best interests, the proposals, and the resulting agreement. The Evaluation Committee will make a recommendation as to which proposal best meets the needs of the SCCPSS and which best satisfies the requirements as detailed in this document. While price is an important consideration, it will not be the sole determining factor in the selection of a solution.

Support and flexibility are other very important considerations that will contribute to the selection of the solution.

The Board may at its discretion and at no cost to the Savannah-Chatham County Public School System, invite offeror's to appear for questioning during the evaluation period of the Request for Proposal. Each proposal will be evaluated based on criteria and priorities defined by Savannah-Chatham Public School System.

Each member of the Evaluation Committee shall assign up to the maximum number of points for each evaluation item to each of the proposing Offeror's proposals. All assignments of points shall be at the sole discretion of the individual members of the Evaluation Committee.

*After all evaluations are complete, the evaluation panel shall be responsible for recommending an award based on the established criteria. The award recommendation shall be based upon the established evaluation criteria and overall needs of the district.

After the initial review, SCCPSS will short-list the offeror's responses for further consideration of award recommendation based on the technical evaluation criteria.

If needed, on-site presentations and demonstrations will be scheduled with the firms that have been considered for award recommendation.

Failure to respond to this RFP in its entirety or provide detailed information as requested will be reflected in the scoring assigned by the Evaluation Committee. The categories will be evaluated independently of one another. The Board's decision's will be final. The Board's evaluation criterion may include but shall not be limited to consideration of the following:

ATTACHMENT "A"

SPECIFICATIONS

RFP #14-10

Managed Print Services

All bid postings on this web site are not intended to be official. This information is provided as a public service. Any information presented here is subject to revisions at any time and is reproduced from official documents of the Purchasing Department. In case of errors and/or omissions you are advised to contact the Purchasing Department for the current status of any bid posting. All bids and RFP's submitted to the Purchasing Department must be clearly marked with the Bid/Proposal name and number on the outside of the document.

GENERAL INTENT: The Savannah-Chatham County Public School System (hereinafter referred to as the "SCCPSS") is soliciting sealed proposals from reliable, qualified sources to establish a contract for an award period of five (5) years for Managed Print Services. It is the District's objective to contract with an Offeror to manage the overall print services population using creative methods to lower costs and improve efficiency while making use of the most recently developed technology.

If awarded the contract for a managed print solution will be executed through competitive negotiations to include acquisition of site based multi-function devices, central print shop production printers, web and scan print job submission and print management software and services as specified in this Request for Proposal (RFP). The successful Offeror(s) shall meet the terms and conditions set forth in the document and all attachments.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposal responses. Any requirements listed herein are intended to describe qualifications, certifications and/or experience considered to be vital and should be used as guidelines for proposal submission.

The submission of a response shall be prima facie evidence that the Offeror has full knowledge of the scope and nature of the work to be performed, the detailed requirements of this project and the conditions under which the work is to be performed.

All proposals must conform to the requirements presented in this RFP. Proposals not in conformity may be rejected. Exceptions to any requirements must be clearly noted in the Offeror's response.

The District's current MFD contract ends in December 2013 and it is the intent to replace this contract and its aging fleet with an overall print strategy that combines the school based fleet and the services of the central print shop with a goal of reducing yearly operation cost and improving overall system efficiency. The District currently prints over 65,000,000 images on the site based MFDs and approximately 4,000,000 at the Central Print Shop.. The successful solution must

include a clear plan for and capabilities to move a significant portion of this print volume to the central print service center (Print Shop). This solution will require the right-sizing of the central print shop fleet and adding capabilities to handle the additional demands where needed.

This RFP is a solicitation for proposals for a total solution that encompasses:

- print management software for accountability and control (EquiTrac or equivalent)
- district wide hardware (site MFDs and central print)
- marketing of central print services
- electronic job submission
- management of printing services district wide (schools and print shop)
- management of district mail and delivery service

The District's goals include:

- lowering the total cost of ownership for District printing services
- consolidating printing services in the District
- reducing energy requirement and consumption
- providing flexibility and redundancy in services
- improving school and department function and productivity
- streamlining operations, standardizing equipment and increasing efficiency

Proposed solutions must be flexible, scalable (contract commitment) and provide the framework for a modern, cost-effective print services infrastructure. A phased approach to implementation is expected when possible to minimize impact on the schools.

Proposed solutions must encompass a central software management solution which will track and control usage from staff using ID card readers or username/password, or similar means for pages printed.

The core enabling technology will be digital Multi-Function Devices (or MFDs) that supports at a minimum faxing, copying, scanning, printing, stapling, collating and electronic job submission from a single device. These capabilities are fundamental to achieving our long term strategic objectives of reducing cost, reducing paper and creating a comprehensive print services strategy. Site personal should be able to submit print request from their workstation for electronic documents, from the MFDs for scannable documents and be able to track the progress of their request from submission to delivery.

It is our desire to have a *usage-based contract* that does not penalize the District for under-utilization. Annual and end-of-contract usage reviews should address overage charges and adjust rates to deal with increased usage.

It is the intent of SCCPSS to select an Offeror who is exceptionally qualified , demonstrates leading-edge technology and technology solutions with the goal of reducing yearly operating

cost and increasing overall efficiency. This request for Proposal (RFP) seeks an Offeror to supply a district wide printing solution to support that goal.

PRE-PROPOSAL CONFERENCE: A pre-proposal will be conducted on **August 6, 2013 at 10:00 A.M.**, at the District's Central Office located at 208 Bull Street - Room 103, Savannah, Georgia 31401. The purpose of this conference is to allow staff the opportunity to provide clarification and respond to questions from potential Offerors relative to any facet of this solicitation.

In an effort for the District's staff to adequately prepare responses to Offerors inquires, the District is requesting that any questions or clarifications related to this RFP solicitation be submitted in writing no later than **5:00 P.M., close of business on August 1, 2013.** Written responses to all questions and clarifications will be provided to all attendees present at the pre-proposal conference. **All questions or request for clarifications related to this RFP will be responded to in the form of an addendum.**

All responses to questions and requests for clarifications will be posted to the District 's website by close of business on August 16, 2013. Offerors who seek information, clarification or interpretations from district staff without using this written submission process are advised that such materials is used at the Offeror's own risk and the District shall not be bound by any such representations , whether oral or written.

Offerors are requested to bring a copy of this RFP solicitation document to the pre-proposal conference. Any changes resulting from this pre-proposal conference will be issued in the form of an written addendum.

BACKGROUND INFORMATION: The SCCPSS is a medium-sized school district with an enrollment of approximately 35,246 students in grades Pre-K through 12. There are currently 51 schools (twenty-five elementary schools, seven K-8 schools, nine middle schools and ten high schools), 11 alternative programs and 30 administrative/instructional support sites in this district.

District schools have school-wide networks that provide Internet and Intranet access, electronic mail, financial applications, and imaging technology district wide to the classroom. The infrastructure is based on a fiber-optic ATN WAN providing both mainframe and client-server applications.

FISCAL FUNDING: Not withstanding any other provisions of this agreement, the parties hereto agree that the charges hereunder are payable to the awarded offeror by the SCCPSS solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereafter to as "Event"). In such Event, the Purchasing Director of SCCPSS shall certify to the offeror the occurrence thereof.

QUANTITIES: There is no guaranteed amount of services intended either expressly or implied,

to be purchased or, contracted by SCCPSS. However, the awarded Offeror shall furnish all required services to SCCPSS at the stated contract cost, when and if required.

CONTRACT CHANGES: By written notice to the offeror, the SCCPSS may make changes, within the general scope of the contract, and in the goods or services to be provided.

BASIS OF AWARD: The District intends to award a contract for Managed Print Services as a result of this Request for Proposal. The firm scoring the highest number of points based on the established criteria and meeting and exceeding the stipulated requirements will be recommended for award. The award will be made as outlined in the evaluation criteria including cost and other factors in the proposal submitted . The District reserves the right to waive any technical or formal errors or omissions of the District and to reject any and all proposals, or to award contract(s) for Managed Print Services in the best interest of the District.

PURCHASING POLICY: The District's Purchasing Policy and Procedures are incorporated in this solicitation (and, therefore, any contract awarded as the result of this solicitation) by reference. By participation in this solicitation, the Offerors agree to be bound by the District's Purchasing Policy and Procedures in any issue or action related to this solicitation or subsequent contract resulting from this solicitation.

All Offerors shall offer a percentage discount from list price on all other MFD and Printing related hardware, supplies, software packages, etc. not specifically outlined in this request for proposal. It is preferred that each vendor provide information regarding their electronic catalog. If vendor does not have an electronic catalog, it is requested that a hard copy be included along with proposal.

Any obvious error or omission in specifications shall not error to the benefit of the offeror but shall put the offeror on notice to inquire of or identify the same from the District.

AWARDING OF CONTRACT: Contract, if any awarded, will be awarded to the responsible Offeror(s) submitting the best Proposal for the Managed Print Services solution package , plus any acceptable alternatives complying with the conditions and requirements of the contract that SCCPSS determines the offeror(s) receiving the highest total technical and fee score. Relevant factors other than cost alone will be considered in determining the successful Offeror(s), including, but not limited to, outstanding references, prior relevant experience both in SCCPSS and in other K-12 environments.

CONTRACT: The selected Offeror(s) may be required to execute a contract written for and by Savannah-Chatham County Public School System. The SCCPSS Board of Education may not execute the Offeror(s) standard contract. All proposals should contain a statement indicating the Offeror's willingness to accept a written contract. The Offeror should indicate if this RFP and the Offeror's written material could be included in the contract. Any exemptions to this requirement must be noted in the Offeror's response.

BACKGROUND CHECKS: All employees of the successful Offeror(s) will be required to undergo a background check through SCCPSS, and where applicable, must comply with the requirements of SCCPSS prior to any work commencing on any SCCPSS campus. Any employee of the Offeror(s) who does not clear the background check will not be allowed to participate in any activities on SCCPSS property.

PERFORMANCE PERIOD: If awarded, this proposal will establish a contract to be put in place and remain open for a three (3) year period beginning with contract award. The "Board" reserves the right to renew this contract for two (2) additional one-year contract award periods provided all prices, terms, and conditions remain unchanged and both parties agree to renew the contract. Any renewal will be based on satisfactory performance by the offeror(s) during the previous year as to cost and service provided and approval of the District's Board. The renewal option year(s) cost should reflect reduced cost if lease period has been completed. Cost submitted on the cost submittal form shall be firm during the entire contract award period.

The awarded Offeror(s) agrees that SCCPSS shall have the right to place purchase orders referencing RFP Number 14-10 for Managed Print Services and other related technology and services as outlined in Attachment "A" Specifications and Offeror's submittal form. The resultant contract shall establish an annual contract for requirements as set forth in this RFP. SCCPSS shall award this contract to the Offeror submitting the proposal(s) deemed most advantageous to SCCPSS.

COST PROPOSALS: Cost should be proposed on an annual basis with a projected cost annually for five (5) years. Pending solution provided, the district reserves the right to implement solution in multiple phases. **The SCCPSS will neither honor nor consider any price increases, fuel surcharges or add-on cost during the established performance period.**

OFFERORS QUALIFICATIONS: The District will only consider firms that have been engaged in the business of performing the services as described in these specifications. The offeror must be able to produce evidence that they have an established satisfactory record of performance for a reasonable period of time and to ensure that they can satisfactorily execute the services if awarded a contract.

The District reserves the right, before awarding the contract, to require an offeror to submit such evidence of its qualifications as it may deem necessary, and may consider any evidence available to it (including but not limited to, the financial, technical and other qualifications and abilities of the offeror, including past performance and experience with the District) in making the award in the best interest of the District. Offerors must be engaged full time in the supply or services rendered that are particular to this Request for Proposal.

NEGOTIATIONS: After evaluation of all proposal responses received, SCCPSS reserves the right to enter into negotiations with the Offeror or Offerors that SCCPSS considers best qualified to meet its requirements. Negotiations may be conducted by the District, in its best interest, best and final offer requirements may also be part of the negotiation process or award may be made based on the results of the original offers. SCCPSS reserves the right to reject any and all proposals and to waive any nonconformity, whenever such actions are in its best interest, as

determined solely by SCCPSS. Negotiations may include, but are not limited to:

- Cost of the items or services so specified in the offer
- Delivery time after receipt of order, or time of completion of the project
- Determining whether the Offeror has the financial capabilities, facilities, personnel and equipment necessary to provide required items or services.

NEW TECHNOLOGY AVAILABILITY: SCCPSS recognizes the continuous nature of technology advancements in the area of Print Management Services. If during the term of the resultant contract, the successful Offeror(s) can provide the SCCPSS with advanced technology which meets or exceeds SCCPSS' minimum specifications, SCCPSS and the successful Offeror(s) may choose by mutual agreement to install the new hardware, software and/or peripherals. These changes may be proposed to save money, improve performance, to save energy, or to satisfy increased requirements.

The successful Offeror(s) shall submit a price change proposal to SCCPSS for evaluation. This will be finalized when SCCPSS confirms the product substitution in writing. If requested, offerors shall provide SCCPSS with new product demonstrations and a reasonable evaluation period prior to product substitution.

If during the term of the resultant contract, price is reduced on the equipment in this RFP by the offeror(s) or manufacturer; such price reductions must be provided to SCCPSS and be transferred to subsequent equipment that is to be purchased. The offeror(s) will, within 10 days of offeror's or manufacturer's price reduction, notify SCCPSS of such reduction by letter. Failure to do so may result in termination of the contract.

DELIVERY: The successful offeror(s) shall agree to coordinate the delivery of all devices specified on the purchase orders. The Offeror shall agree to contact the Data and Accountability Division two (2) weeks before equipment is delivered to the school site. The successful Offeror shall also agree to notify the Data and Accountability Department and provide the completed signed-off delivery checklist form within eight (8) business hours after delivery is completed.

DISCONTINUATION OF EQUIPMENT TECHNOLOGY UPGRADES: In the event that configurations or models offered are discontinued or upgraded by the manufacturer due to technological advances, the Offeror(s) shall recommend an equivalent replacement item from the same manufacturer at equal or lower pricing. Offeror(s) shall advise SCCPSS' Purchasing Department and/or SCCPSS' Data and Accountability Department of any anticipated discontinuation along with a recommended replacement. The Offeror(s) shall advise SCCPSS of any anticipated discontinuation or upgrades with thirty (30) days advance notice.

SERVICE COMMITMENT/VENDOR PERFORMANCE: A commitment to service excellence is required of all District offerors. The successful offeror(s) will be evaluated by SCCPSS along with the products offered over the duration of the term of the resulting contract. Poor performance may result in contract termination and disqualification on future RFPs. The successful offeror(s) warrants that their firm shall:

- repair, replace or exchange any defective piece of equipment that the Offeror or the District determines to be defective within thirty (30) days of installation within a period not to exceed fifteen (15) working days.
- bear all costs and risks regarding the return of any defective equipment.
- provide all parts during the support service period at no additional cost to Savannah-Chatham County Public Schools.
- complete all repairs within 72 hours.
- replace any equipment that has required remedial work more than two (2) times in one month, due to no fault or negligence of the District, at no additional cost to SCCPSS.
- provide detail steps and procedures, contact person(s) and phone numbers for reporting and requesting service.
- provide equipment technical support in a professional manner with qualified personnel.
- insure that all onsite support personnel adhere to District policy regarding check-in and professional conduct. At a minimum:
 - notification of equipment installation shall be done in advance
 - visitors must sign in at the main office
 - visitors must display appropriate identification at all times
 - visitors shall minimize disruptions to the instructional process (i.e., cell phones in vibrate modes).

PRODUCT DEMONSTRATION:

If selected, Offerors will be required to coordinate and set up a product demonstration event. This event will provide District staff the opportunity to view all proposed equipment to this Request for Proposal.

AUTHORITY: The Director of Purchasing has the sole responsibility and authority for issuance of Invitations to Bid, Request for Proposals, Negotiations, placing and modifying invitations requests, purchase orders and awards issued by and for the Savannah-Chatham County Public Schools. In the discharge of these responsibilities, the Director of Purchasing may be assisted by delegating to Buyers and other Purchasing Department staff. No other School Board officers or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the School Board for indebtedness. Any purchase orders or contract made which is contrary to these provisions and authorities shall be of no effect and void, and the Savannah-Chatham County Public Schools shall not be bound thereby.

INCORPORATION OF RFP AND PROPOSAL IN THE FINAL AGREEMENT: This RFP and the Offeror's submitted proposal, including, without limitation, all promises, the warranties, commitments, demonstrations and representations made during the proposal selection process, shall be binding and incorporated by reference into the district's contract with the Offeror.

PROPRIETARY MATERIAL: The district will attempt to protect legitimate trade secrets of any vendor. Examples of such information would be unpublished descriptions of proprietary

system design. Any proprietary information contained in the proposal must be designated clearly and should be separately bound and labeled with the words "Proprietary Information." Marking the entire proposal proprietary may result in the rejection of the proposal. Offerors should be aware that the district is required by law to make its records available for public inspection, with certain exceptions. This legal obligation may not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings, or documentation. However, the offeror, by submission of materials marked "Proprietary Information," acknowledges and agrees that the district will have no obligation or liability to the offeror in the event that either must disclose these materials.

VALUE-ADDED SUPPORT: The district is soliciting, at the discretion of the proposers, any "value-added" support that you, as the proposer feel will be helpful to our schools. Offerors who are interested in providing "value-added" support are asked to enclose considerations in a separate cover to be opened after contract award. Offerors are encouraged to provide other cost savings initiatives such as discounts on products and services that can be provided by their companies and implemented into our District environment.

RIGHT OF SELECTION OR REJECTION OF PROPOSALS: The district offers this Request for Proposal on multi function devices (MFDs) as a competitive negotiation. The district, at its sole option, may select or reject any or all proposals for any reason, may waive any informality in the proposals received, and may waive minor deviations from the specifications and shall be the sole judge thereof. The release of this Request for Proposal does not convey the initiation of a purchase.

Selection of a Offeror shall be construed as a contract award. The district may award a contract on the basis of information in addition to that received in a proposal. Therefore, it is emphasized that all proposals should be complete and submitted with the most favorable financial terms.

STATEMENT OF NEED: Proposals must be for standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified. Contract resulting from this RFP shall allow SCCPSS sites to purchase managed print services and equipment on an as required basis. SCCPSS reserves the right to negotiate further price reductions based on large quantity orders. All Offerors shall offer a percentage discount **from list price** on all other managed print services and equipment related, etc. not specifically outlined in this request for proposal. Any obvious error or omission in specifications shall not error to the benefit of the Offeror but shall put the Offeror on notice to inquire of or identify the same from SCCPSS .

OFFEROR'S STANDARD OF CARE: All work shall be done in a thorough and conscientious manner according to the highest standards of care within the industry and shall be subject to inspection by SCCPSS its agents, architects, consultants and others and by the proper authorities. It is expressly understood and agreed that such observations and inspections by SCCPSS, its other contractors and consultants shall not relieve the Offeror from

any responsibility for the proper supervision and execution of the Work described in the RFP or agreed to at a later date.

AMENDMENTS AND MODIFICATION: The contract, which will be issued upon award, shall be amended or modified only in writing signed by the parties. The modification, amendment, or waiver of part of this Contract shall not constitute a waiver of the whole.

TRANSFER OF CONTRACT: The contract, which will be issued upon award, shall not be assigned or transferred without the District's prior written consent. The Offeror shall not assign, transfer, delegate or in any way give its rights, title or interest therein, or its power to execute such contract to another person, company or corporation, without prior written consent of the Savannah-Chatham County Public School System.

DISCLOSURES: By signing its Proposal, a Offeror affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the proposal submitted.

By signing its Proposal, a Offeror affirms that, to the best of his/her knowledge, the Proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other offerors in the award of this RFP.

VENUE: The contract, which will be issued upon award, shall be construed under the laws of the State of Georgia, and venue arising out of this agreement is in Chatham County, Georgia, regardless of the place of execution or performance.

INSURANCE REQUIREMENTS: All Offerors shall provide documentation of Worker's Compensation and Liability Insurance as specified by attachment 'B' of this document, along with proposal response.

INDEMNITY/HOLD HARMLESS: Successful offeror shall, at all times, fully indemnify, hold harmless, and defend SCCPSS and its officers, members, agents, and employees from an against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Offeror and its employees, or because of any act or omission, neglect or misconduct of the Offeror, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise. Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting SCCPSS , its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

Successful offeror shall likewise be liable for the cost, fees and expenses incurred in SCCPSS' or the offerors defense of any such claims, actions, or suits.

Successful offeror shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors , omissions or negligent acts.

TERMINATION FOR CAUSE/DEFAULT: In case of failure to deliver the material or services in accordance with the contract terms and conditions, the Board, after due oral or written notice, may procure them from other sources and hold the offeror(s) responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Board may have.

Specifically, if, through any cause, the offeror(s) shall fail to fulfill in a timely and proper manner their obligations under this contract, or if the offeror violate any of the covenants, agreements, or stipulations of this contract, the Board shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination.

Notwithstanding the above, the offeror shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of contract by the offeror. The Board may withhold any payments to the offeror for the purpose of set off until such time as the exact amount of damages due to the Board from the offeror is determined.

TERMINATION FOR CONVENIENCE: The Board reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Purchasing determines that such a termination is in the best interest of Board. Any such termination shall be effected by delivery to the proposer, at least ten (10) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the vendor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the proposer of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

RFP ACCEPTANCE PERIOD: A one hundred and twenty days (120) period from RFP closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed during this time. If we envision the process will not be completed by the end of the one hundred and twenty day period, the district will request a time extension, if the evaluation process is inactive.

TRANSITION PERIOD: Due to the nature of our purchasing process, oft times a transition period is required during the evaluation period, final contract negotiations or contract award and execution. The successful Offeror shall agree to maintain the same terms and conditions as the original contract/agreement for a period not to exceed ninety (90) days, if necessary, as a transition period. In addition, if the current provider is not the successful offeror, he or she shall agree to provide the same level of services for a period not to exceed ninety (90) days, allowing for an orderly transition.

AMBIGUITY, CONFLICT, OR OTHER ERRORS IN RFP: If an Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify the Purchasing Director of such error in writing and request modification or clarification of the document. Modifications shall be made by issuing an amendment and shall be given by written notice to all parties who have received this RFP from the Savannah-Chatham Public School System's Purchasing Department. The Offeror 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. The Board of Education will not be responsible for any oral instructions. All addenda shall be acknowledged by the offeror(s).

INQUIRIES: Interested OFFERORS may contact the DISTRICT to get clarification of the proposal. All questions shall be directed to Sabrina L. Scales, Interim Purchasing Director, in writing, to The Savannah-Chatham County Board of Public Education, Purchasing Department, Room 213, 208 Bull St., Savannah, GA, 31401, or by fax at (912) 201-7648 by 5:00 P.m. on August 1, 2013. No employee of the District is authorized to interpret any portion of the proposal or to give information as to the requirements of the proposal in addition to that contained in the written document. Interpretations of the proposal or additional information as to its requirements, where necessary, shall be communicated to proposers by written addendum to all OFFERORS who requested the RFP. **No questions will be answered by telephone or emails.**

PROTEST: Any bidder or offeror who wishes to protest the handling or fairness of a solicitation shall express his/her concerns in writing to the Director of Purchasing within five working days of the matter being protested. The letter of protest shall be taken under consideration by the Chief Financial Officer and the Superintendent and the protesting bidder/offeror shall be notified within ten (10) business days of the result of such consideration.

GENERAL/BACKGROUND INFORMATION: (MFD Equipment Profile): Currently 171 digital MFDs provide on-site services for schools and departments. These devices are detailed along with annual usage in the attachment below:

There are over 3,700 desktop printers in use throughout the District. The District supports a variety of models; however, schools are encouraged to purchase printers that are network-ready.

Print Shop Center

- The Xerox Nuvera 100 EA Production System is a 100 page per minute black and white digital production device with requirements of departmental walkup, commercial printers, in-plant centralized reprographics departments, quick printers, and service bureaus and data centers. The Xerox Nuvera Digital Production System delivers benchmark capabilities in the areas of productivity , image quality, flexibility, and reliability. It is used for High Speed Output, programming for complex jobs, rapid scanning, efficient stock programming and re-load on the run. It is also used to manage a fleet of printers and handles high volume printing and finishing . The Xerox Nuvera is used for printing time-critical documents, workgroup printing, promotional documents, variable data, digital book publishing and book printing. Lease expires fall of 2014.
- The Xerox 4112 Copier/Printer is a 110 page per minute black and white digital production device with requirements for large offices and small/medium size central reproduction departments or print shops. The Xerox 4112 provides simple walk-up workflow in offices where a smaller footprint, lower volumes, booklet finishing, and requirements for copying and scanning are the standard. It is used for speed and light production with benchmark image quality. It also runs with uninterrupted run and is flexible with a variety of substrates. This copier is used to create booklets, tri-folds, presentations, reports, and mailers. Lease expires fall of 2014.
- The Xerox 700 Digital Color Press is a mid-production printer that prints up to 70 pages per minute in color or black and white. It has robust production features such as coated paper handling, heavyweight media support, and feeding and finishing options with five color servers. The Xerox 700 provides for expanding a digital printing business for in -plant operations, quick printers, and commercial printers. It is used for color production with robust and enables highly efficient digital printing by integrating with the Xerox FreeFlow Makeready . The Xerox 700 Digital Color Press key applications are coated saddle-stitched booklets, Catalogs, Manuals, Tri-fold brochures, Variable print postcards, photo books and Calendars. Lease expires fall of 2014.
- All copy machines are networked in the Print Shop.

Print Shop Offset Press Area:

- Offset (2-color) printing presses (3) that are not digital:
- Offset (B/W) printing presses (2) that are not digital
- Computer-to-plate (CTP) DPM 2000
- Metal Plate Maker

Print Shop Finishing Area:

- Folding equipment floor model (parts not available)

- Binding equipment:
- Paper cutter (floor model)
- Booklet making Collator
- Scoring machine
- Drilling machine
- Off-line Stitcher
- Off-line GBC Binding equipment (tabletop)

Mail Room - Distribution:

- Digital Mail Processor DM1000 (used to meter mail)
- Continuous Feed Labeling equipment
- Mail Truck (used for transporting mail to and from Post Office, Central Office and Mail Center at Whitney)
- Courier Service (contracted service for delivery of mail, parcels)
- Address Right PA755 Envelope Printer
- Reports sent to Accounts Payable bi-monthly (via e-mail)
- Receive, log and distribute all UPS and FedEx deliveries (this is a manual process)
-

Technology Environment:

- With the exception of several small special-purpose educational centers, our data communication needs are supported by a gigabit fiber backbone.
- Microsoft Server 2008 and Active Directory is the currently supported networking software.

Conceptual Schedule: Upon award, the selected offeror will deliver and set up all the site based software and fleet equipment in as timely a manner as possible. Each location will begin with basic MFD services, as they have now. All hardware must be delivered to the final destination, installed and tested. Scheduling of delivery will be planned one week in advance with the Senior Director of Applications. Network connectivity will be implemented with the assistance of the District Networking staff. Full project schedule is to be provided by the Offeror. When school/site personnel return to school in the fall, their training will begin.

Detailed Specifications:

Core MFD Attributes

- Electronic Forms Capability
- User-level feature lockout
- Integrated 100 / Gigabit network connectivity
- Confidential print (code release to print)
- Scan to e-mail
- Fax integration
- Scanning Functionality
- Staple

- Collate
- Electronic job submission
- Fax connectivity through a printer driver
- Network device management and monitoring

Cost Structure: Offerors will show the unit lease rate and a volume-based cost-per-copy chart that includes maintenance, repair and all supplies (with the exception of paper and staples). The objective is to have a billing process that reflects actual usage and which does not penalize the District for underutilization while providing effective management of any impressions above allotments. The contract will be structured with quarterly reviews of actual usage and a recalibration of unit cost based on actual volume.

Flexibility throughout the life of the established contract award period(s) will be critical to the needs of the District. Offerors must be willing and acceptable to illustrate methods of lowering costs and improving print management services by proposing a comprehensive program which offers the best solution to meet our needs.

Print Management: Offerors will provide the District with a recommendation and cost for software for print management for accountability and control. This includes but is not limited to the following:

- Controlling access to the MFD's to authorized users (via proximity ID card or similar means)
- Output device selection prompting with the standard cost of each choice
- Job cost reporting by user in each location
 - MFD Job cost (copy, print, scan, fax)
 - Attached Printer Job Cost
 - Central Print shop usage

Reports from this data will show aggregate monthly and year-to-date volume and cost for user and device. The objective is to give site Administrators fact-based tools to encourage staff to use MFD's and the central print shop to lower overall cost.

User interfaces should utilize browser technology where appropriate, and provide clear concise information which allows users to locate multifunction devices, printers, printer groups and printer options and see the status of devices, paper supply, printer consumables and other indicators such as submitted jobs. Output selection prompts should display the choices the user has with the associated standard cost.

ATTACHMENT "B"

INSURANCE REQUIREMENTS

Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

1. Worker's Compensation Insurance. Statutory in accordance with OGGA 34-9.
2. Commercial General Liability. Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than \$100,000 combined single limit per occurrence, \$500,000 per project aggregate covering all work performed under this contract.
3. Automobile liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than \$1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of \$1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.
4. Umbrella Liability. With limits of not less than \$1,000,000 per occurrence covering all work performed under this contract.
5. The Board, its officers and/or officials, employees and volunteers shall be named as insured under awarded bidder's insurance policy for the duration of this contract.

ATTACHMENT C

LMWBE BUSINESS PARTICIPATION PROGRAM

It is the policy of the Board of Public Education (“owner”) that minority and women business enterprises shall have the maximum opportunity to participate in school board projects. The bidder who may receive contract award shall take all necessary and reasonable steps in accordance with this solicitation to insure that LMWBE’s have that maximum opportunity to participate in the resulting contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the bidder shall take affirmative action and otherwise make good faith efforts as described in the section below entitled “Good Faith Efforts” to select contractors, vendors, and suppliers from certified LMWBEs.

The following completed documents are to be submitted with all bids:

1. Proposed schedule of LMWBE (Exhibit #1)
2. Documentation of Good Faith Efforts (Exhibit #2)

The following completed documents are to be submitted with all bids if applicable:

1. Joint Venture disclosure requirement form (Exhibit #3)

The successful bidder will be required to submit in duplicate and one copy submitted with contractor’s request for monthly and final payments and the second copy directly to the cooperative minority and women business development program.

1. LMWBE monthly payment form (Exhibit #4)

DEFINITIONS OF LMWBE

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African - American - A person having origins in any of the Black racial groups of Africa;
2. Hispanic - American - A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race;
3. Local - A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.
4. Women Business Enterprise - WBE - A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The School District's Program Management Firm is available to identify and facilitate qualified Local and/or Minority and/or Women Owned Businesses through its community outreach division. The contact person for this assistance is Sylvester Formey, Phone 912-236-1766 and email sylvesterf@vangdist.com.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Gail Delaney
Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)
email: gdelaney@savannahga.gov

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

ATTACHMENT C - Exhibit #1

PROPOSED SCHEDULE OF LMWBE PARTICIPATION

NAME OF BIDDER/PROPOSER: _____ BID NO.: _____

PROJECT TITLE: _____ TOTAL BID AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	SUBCONTRACT VALUE
			\$
			\$
			\$
			\$
			\$
			\$

AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: _____ % \$ _____

WOMEN PARTICIPATION TOTAL VALUE: _____ % \$ _____

OTHER MINORITY PARTICIPATION TOTAL VALUE: _____ % \$ _____

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Proposers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

Signature: _____

Title: _____

Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: _____

Signature: _____

Title: _____

Note: The School District's Program Management Firm is available to identify qualified LMWBE's. Please contact the Office at (912) 236-1766.

ATTACHMENT C - EXHIBIT #2

GOOD FAITH EFFORTS REQUIREMENTS

Vendors are required to submit with bidding documents evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	Yes or No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	Yes or No
Communicating with the School District's Program Management Firm to identify available qualified LMWBEs.	Yes or No If no, which agencies were used to identify potential LMWBE Subcontractors?
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	Yes or No
Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.	Yes or No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

JOINT-VENTURE DISCLOSURE STATEMENT

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

Joint venture firms	Level of work	Financial participation

ATTACHMENT C - Exhibit #4

LMWBE MONTHLY REPORT

NAME OF CONTRACTOR/CONSULTANT: _____

BID NO: _____

PROJECT TITLE: _____

DATE: _____

PROJECT LOCATION: _____

CONTRACT AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUBCONTRACTED	MONTHLY PAYMENTS
			\$
			\$
			\$
			\$

PERCENTAGE OF TOTAL CONTRACT: _____%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: _____%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: Signature: _____ Title: _____

Notes:

1. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Form 1, including an accounting for any changes in LMWBE firms employed.

2. THIS REPORT MUST BE COMPLETED IN DUPLICATE AND ONE COPY SUBMITTED WITH CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS AND THE SECOND COPY DIRECTLY TO THE DISTRICT'S PROGRAM MANAGEMENT FIRM.

LMWBE FORM 4 BID #14-10

Location	Model	Pages per School Year 11- 12
BARTLETT MS	7000	1,468,018
BARTLETT MS	2550	80,563
BARTLETT MS	2550	82,543
BARTOW ES	906	1,052,773
BARTOW ES	2550	52,053
BEACH HS	1106	1,187,435
BEACH HS	7000	974,965
BEACH HS	3550	133,838
BEACH HS	4000	152,724
BEACH HS	4000	275,440
BLOOMINGDALE ES	1106	898,767
BLOOMINGDALE ES	2550	88,313
BUTLER ES	906	988,414
BUTLER ES	4000	23,495
BUTLER ES	3350	57,911
COASTAL GA COMP	3350	89,978
COASTAL GA COMP	5000	337,725
COASTAL MS	3350	117,757
COASTAL MS	2550	21,894
COASTAL MS	7000	961,529
DERENNE MS	1106	1,072,402
DERENNE MS	3350	167,777
DERENNE MS	2550	39,641
DISTRICT OFFICE	3350	39,889
DISTRICT OFFICE	3350	16,309
DISTRICT OFFICE	2550	27,814
DISTRICT OFFICE	2550	58,911
DISTRICT OFFICE	906	246,082
DISTRICT OFFICE	906	307,900
DISTRICT OFFICE	2550	36,297
DISTRICT OFFICE	906	451,062
DISTRICT OFFICE	3350	66,033
DISTRICT OFFICE	2550	70,455
DISTRICT OFFICE	3350	68,427
DISTRICT OFFICE	2550	19,634

DISTRICT OFFICE	3350	54,542
DISTRICT OFFICE	4000	71,540
DISTRICT OFFICE	2550	15,377
EARLY COLLEGE	2550	72,216
EARLY COLLEGE	2550	226,406
EAST BROAD ES	3350	82,447
EAST BROAD ES	2550	36,928
EAST BROAD ES	907	1,201,288
ELLIS ES	3350	60,810
ELLIS ES	1106	875,107
EXCEPTIONAL CHILDREN	4000	177,053
GADSDEN ES	906	840,043
GADSDEN ES	3350	74,839
GARDEN CITY ES	7000	594,335
GARDEN CITY ES	2550	81,880
GARDEN CITY ES	7000	712,442
GARDEN CITY ES	3350	132,762
GARRISON ES	7000	1,503,243
GARRISON ES	3350	162,168
GARRISON ES	3350	114,354
GEORGETOWN ES	2550	42,011
GEORGETOWN ES	1106	1,052,585
GODLY STATION	3350	90,287
GODLY STATION	5000	405,280
GODLY STATION	907	1,743,606
GODLY STATION	5000	297,208
GOULD ES	3350	81,963
GOULD ES	3350	99,610
GOULD ES	906	1,216,527
GROVES HS	3350	90,128
GROVES HS	3350	99,173
GROVES HS	5000	420,820
GROVES HS	3350	90,122
GROVES HS	5000	332,558
GROVES HS	1106	963,792

HAVEN ES	906	928,211
HAVEN ES	3350	47,397
HEARD ES	2550	45,756
HEARD ES	1106	877,764
HEARD ES	2550	27,686
HESSE ES	906	1,780,652
HESSE ES	6000	470,027
HESSE ES	2550	113,699
HODGE ES	906	941,984
HODGE ES	3350	50,274
		992,258
HOWARD ES	7000	680,181
HOWARD ES	7000	840,685
HOWARD ES	3350	97,173
HUBERT MS	7000	1,231,485
HUBERT MS	3350	61,979
HUBERT MS	2550	64,053
ISLANDS HS	4000	194,263
ISLANDS HS	3350	12,910
ISLANDS HS	1106	916,526
ISLE OF HOPE ES	3350	87,921
ISLE OF HOPE ES	906	1,096,491
ISLE OF HOPE ES	3350	184,975
JENKINS HS	3350	37,478
JENKINS HS	906	1,025,363
JENKINS HS	906	705,588
JENKINS HS	3350	100,410
JOHNSON HS	3350	41,636
JOHNSON HS	3350	67,458
JOHNSON HS	3350	211,965
JOHNSON HS	2550	97,623
JOHNSON HS	1106	1,119,151
LARGO-TIBET ES	3350	60,002
LARGO-TIBET ES	1106	1,424,000
LOW ES	906	1,198,754
LOW ES	2550	95,562

MAINTENANCE DEPT.	2550	29,828
MAINTENANCE DEPT.	2550	3,495
MARSHPOINT ES	4000	391,010
MARSHPOINT ES	3350	216,164
MARSHPOINT ES	1106	1,006,871
MASSIE HERITAGE CTR	2550	43,012
MERCER MS	5000	303,115
MERCER MS	1106	630,491
MYERS MS	4000	98,085
MYERS MS	1106	785,481
OATLAND ISLAND	2550	67,002
OGLETHORPE ACAD.	2550	83,713
OGLETHORPE ACAD.	2550	42,188
OGLETHORPE ACAD.	7001	653,888
POOLER ES	3350	213,412
POOLER ES	7000	926,618
PORT WENTWORTH ES	7000	819,757
PORT WENTWORTH ES	2550	70,490
PORT WENTWORTH ES	3350	95,331
PULASKI ES	906	883,131
PULASKI ES	3350	103,894
SAVANAH HS	7000	565,317
SAVANAH HS	7000	512,491
SAVANAH HS	2550	56,373
SAVANAH HS	3350	55,137
SAVANNAH ARTS ACADE	2550	60,507
SAVANNAH ARTS ACADE	4000	330,417
SAVANNAH ARTS ACADE	4000	208,034
SAVANNAH ARTS ACADE	7000	689,279
SCOTT L.C.	6000	475,750
SCOTT L.C.	2550	87,614
SCOTT L.C.	2550	72,626
SHUMAN MS	2550	78,910
SHUMAN MS	1106	1,310,794

SMITH ES	906	641,227
SMITH ES	2550	62,463
SOUTHWEST ES	1106	1,551,440
SOUTHWEST ES	3350	107,881
SOUTHWEST MS	1106	849,157
SOUTHWEST MS	3350	100,783
SOUTHWEST MS	4000	221,847
SPENCER ES	906	789,147
SPENCER ES	2550	63,070
THUNDERBOLT ES	906	1,112,784
THUNDERBOLT ES	2550	49,877
TOMPKINS MS	2550	52,082
TOMPKINS MS	7000	466,160
WEST CHATHAM ES	5000	361,187
WEST CHATHAM ES	2550	58,332
WEST CHATHAM ES	1106	1,306,975
WEST CHATHAM MS	1106	710,765
WEST CHATHAM MS	4000	311,993
WEST CHATHAM MS	4000	323,114
WHITE BLUFF ES	1106	959,215
WHITE BLUFF ES	2550	35,603
WHITNEY	2550	184,668
WHITNEY	2550	11,828
WHITNEY	2550	30,946
WHITNEY	2550	142,187
WHITNEY	2550	62,445
WINDSOR FOREST ES	906	1,403,662
WINDSOR FOREST ES	3350	93,775
WINDSOR FOREST HS	2550	69,193
WINDSOR FOREST HS	906	600,383
WINDSOR FOREST HS	2550	44,339
WINDSOR FOREST HS	1106	841,315

Cost of Services	25
<u>Quality & Completeness of Submitted Proposal</u> <ul style="list-style-type: none"> • demonstrated understanding of the responsibilities of handling products and managed services such as described within • well structured, clear, easy to use • direct, specific to our stated needs • well organized implementation plan • change management • continuous cost reduction with increase service provided • communication plan 	15
<u>Solutions Capabilities/Integration</u> <ul style="list-style-type: none"> • web and device based job submission • print/copy accounting • automation tools for central print shop • integration of systems with large volume print shop • intelligent print shop queue management • security management • management reports (depths and completeness of reports) 	15
<u>Solutions to Manage Print Services</u> <ul style="list-style-type: none"> • effective sizing to location demand and goals of district <ul style="list-style-type: none"> ○ to aid in support, training & consistency in models proposed, usage, variety of models should be minimized • flexibility on MFDs add, moves, changes • functionality control by user • security solution for user identification 	15
<u>Management, Maintenance and Support Services</u> <ul style="list-style-type: none"> • assigned support team to account • level of support solution provided • SLA • preventative maintenance program • plan for replacement of defective equipment (Lemon Solution) • machine load balancing/reassignment plan 	15
<u>Experience and Qualifications</u> <ul style="list-style-type: none"> • firms demonstrated experience providing similar services to similar organizations • fleet MFDs, accounting and management software, central print devices, and management of print services • firms credentials and professional affiliations and recognitions 	10
<u>References</u> <ul style="list-style-type: none"> • evidence of successful implementation and performance • three (3) or more customers over last five years of similar size or larger with completed implementations similar in size or larger 	5
Total Points Allowed	100

Experience/References			
#	Item	Location(s)	Vendor Comment
5.1	Vendor Name & Corporate Address		
5.2	State of Incorporation		
5.3	Local Sales Office Address		
5.4	Sales Associate Name, Address, Phone and email		
5.5	Years in Business - Overall		
5.6	Does your company have a parent company? If so, what is it and how long has this relationship existed?		
5.7	Number of Employees working in the printing area?		
5.8	Number of Employees working in Managed Print Services?		
5.9	Where are the service locations and hours of support?		
5.10	Has your company been involved in any acquisitions or mergers in the last three (3) years?		
5.11	Is your company for sale or currently involved in any transactions to expand or become acquired?		
5.12	Has anyone brought legal action against you in the last three (3) years? If so, what is the status or was the outcome?		
5.13	Recent Certifications or Awards		
5.14	When it comes to Managed Print Services, how do you differentiate from your competitors?		
5.15	Total number of customers you service in the printing area?		
5.16	Number of fully implemented Managed Print Services in the public sector: A). Government B). Higher Ed C). K12 Education D). Other		
5.17	References - Customers over last five years of similar size or larger with completed Managed Print Services implementation of similar size or larger.		
5.18	Provide details (resume' etc.) on the proposed manager for the district's Print Services. Manager is to oversee consolidation of the district print services, day to day operations of the central print shop and the district fleet of MFDs.		
5.19	Provide details on proposed technician(s) for systems support.		

