


<p>Request for Proposals</p> <p><b>Copy Machine &amp; Managed Print Services</b></p> <p>August 2023</p>	 <p>South Shore Charter School</p>
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South Shore Charter School is seeking competitive proposals for copy machine and managed print services.

Proposals are due no later than 5:00pm on February 1<sup>st</sup>, 2023.

The last day for questions is January 31<sup>st</sup>, 2023. No phone calls, please.

### School Overview

South Shore Charter School is a tuition-free public charter school serving approximately 150 students in kindergarten and first grade in Central Islip, NY. Its mission is to cultivate in students the tenacity, integrity, and curiosity needed to become innovative and socially responsible leaders, ready to face and solve the ever-changing challenges facing our society.

Additional information on the school is available at [www.southshorecharterschool.org](http://www.southshorecharterschool.org).

### Timeline

Responses must be received by 5:00 pm on February 1<sup>st</sup>, 2023. Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

Service	Anticipated Notification Date	Anticipated Contract Start Date
Copy Machine & Managed Print Services	<b>March 1, 2023</b>	<b>August 1, 2023</b>

This schedule reflects anticipated dates but may be modified by South Shore Charter School at any time in its sole discretion.

### Contact Information

All communication regarding this RFP shall be delivered via e-mail only (no telephone calls) to [dmattison@southshorecharterschool.org](mailto:dmattison@southshorecharterschool.org) and [rmiller@southshorecharterschool.org](mailto:rmiller@southshorecharterschool.org). Please include your point of contact's email to get answers to questions, updates, etc.

### Site Visits and Presentations

Please note that the facility is currently undergoing renovation. Please direct all facilities related questions by email to [dmattison@southshorecharterschool.org](mailto:dmattison@southshorecharterschool.org) and [rmiller@southshorecharterschool.org](mailto:rmiller@southshorecharterschool.org).

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## Response Submission Guidelines

Responses to the RFP must be no more than thirty (30) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

All responses must be submitted via PDF to [dmattison@southshorecharterschool.org](mailto:dmattison@southshorecharterschool.org) and [rmiller@southshorecharterschool.org](mailto:rmiller@southshorecharterschool.org).

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Submission of response in manners other than through the upload link provided above.
- Inquiries/questions regarding this RFP or RFP that are directed to any other South Shore Charter School representative, vendor, agent, or email address other than [dmattison@southshorecharterschool.org](mailto:dmattison@southshorecharterschool.org) and [rmiller@southshorecharterschool.org](mailto:rmiller@southshorecharterschool.org)

## Scope of Work

South Shore Charter School is requesting proposals for the following services:

South Shore Charter School is seeking proposals from qualified, knowledgeable, and experienced companies to provide efficient, reliable and dependable copy machine service. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service.

The nature of the service will be ongoing support and coordination with the Director of Operations/Finances to ensure proper implementation of copy machines, general management and operation, along with maintenance and/or troubleshooting of copy machines. The company chosen will need to work closely with a variety of departments within the organization, providing support as needed or instructed.

Contractor will provide general professional services on an as-needed basis primarily during normal business hours: Monday - Friday 7:45am to 4:00pm either remotely or on-site. In determining whether a respondent possesses the minimum qualifications to provide the Services, Respondent must demonstrate the following to the satisfaction of South Shore Charter School:

Copy machine equipment:

- 2-Large Capacity Black & White Copy Machine
- 2-Small Capacity Black & White Copy Machine
- 2-Small Capacity Color Copy Machine

Be registered and maintain proper business licenses and remain in good standing within the State of New York:

- Have sufficient size and depth of management, resources and staff to support the services required in the specifications;
  - Have sufficient financial resources to meet payroll, equipment and supplies to meet operational requirements and ensure quality service;
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- Have measurable and demonstrated successful experience in providing specified services for like size charter and public schools;
  - Have been in business for at least five (5) years providing services to charter and public schools;
  - Contractor shall, at its own expense, carry and maintain, during the period of performance: State required Worker's Compensation Insurance and Employer's Liability Insurance for its employees with limits of \$1,000,000, per occurrence, or evidence of self-insurance where permitted by law; Comprehensive General Liability Insurance with minimum limits of \$1,000,000 and on which South Shore Charter School, its Board Members, employees, agents and volunteers and the City, are named as additional insured. Scope of work to be performed by Contractor will be coordinated and managed by South Shore Charter School' Director of Operation/Finance. South Shore Charter School is seeking a single vendor who provides maintenance, customer support, and print supplies. The proposal should include costs assigned to each copier and calculations for a two (2) year lease. South Shore Charter School is looking for a cost per copy agreement for both black & white and color units.

A. Copy Machines must meet or exceed the following specifications:

- A3 classification
- Must include duplex copying, collating/sorting, hole punch, stapling
- Speed must be 50 ppm or higher
- Must have paper capacity of 2,000 sheets or higher
- Speed must be 35 ppm or higher
- Must include duplex copying
- Must include printing
- Must include finisher
- Must include finisher relay unit
- Must include hole punch
- Must include toner, supplies and service

B. Must have a connection to the local area network will require the following:

- 10/100/1000 ethernet interface Driver compatibility with latest version of Windows 10
- Driver compatibility with latest version of Macintosh OS
- Vendor will be assigned an IP address for each copier and connect copier to the network at the time of install
- Copy machines should support an eFax solution
- eFax solution should be user friendly
- eFax solution should not require a server
- eFax solution should allow users to fax from the copy machine and from email to fax
- If eFax solution requires user authentication, it should integrate with Active Directory or MS 365 to simplify user authentication
- Proposal should include estimates of any third-party costs associated with eFax solution

C. Scanning Requirements:

- Single pass duplex scanning on all machines
  - Integrate with MS 365 without using SMTP
  - Integration with One Drive without using SMB
  - Scan to user workstation hard drive without using SMB
  - Scans must be encrypted in transit
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D. Vendor shall utilize remote management software to gather data and report information on the fleet of copy machines Remote management software must have the following functionality:

- Push firmware upgrades
- Pull meter reads
- Remote support
- Proactive maintenance & repair

E. Installation

- The vendor is responsible for ensuring that they provide all electrical requirements for copier installations at least 4 weeks in advance to allow schools to bring in electricians to provide necessary outlets
- The vendor is required to work with our IT vendor to deploy copiers as printers on our print servers to be distributed via AD

F. Pricing & Billing: Proposers must separate the cost of the copier equipment into two components:

- The lease cost for the equipment for a 2-year lease period; and,
- The maintenance costs are expressed as a per page/copy cost to include costs of keeping the equipment in proper working condition (service and supplies) and providing toner as needed.
- Provide cost options for per page and unlimited black and white copies
- Provide cost options for per page and unlimited color copies

### **Contract Terms**

The term of the resulting contract shall be in effect for an Initial Term of two (2) years, commencing on July 1, 2023, and terminating on June 30, 2025. Prior to expiration of the Initial Term, the Contract may be extended by mutual agreement, for a Renewal Term.

### **Response Requirements**

Responses to the RFP should include, at a minimum, the following information:

- Name of the organization, contact person, telephone number, and email address.
  - A brief discussion of the company, its organization, services offered, and certifications, etc. Other information may also be included to demonstrate the company's experience and partnerships.
  - Overview of the proposed service delivery model, including services excluded from the proposal.
  - Qualifications of proposed staff, including experience with charter schools.
  - Resumes/CVs/work histories of proposed staff.
  - Information that demonstrates a history of providing successful solutions in the field matter of this RFP.
  - Contact information for recent clients to serve as references.
  - Cost estimate, including hourly rate or overall cost, discounts for bulk or multiple services, any necessary retainers, and estimated expenses.
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- Details of any products and services not included in the proposed price.
  - Requirements, if any, the company would request from South Shore Charter School to make the implementation and long-term relationship a success.

## Respondent Qualifications

Vendors who are able to provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to South Shore Charter School that:

- It is licensed to do business in New York State;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;
- It and its employees who will provide services to South Shore Charter School are legally and professionally qualified to provide services in New York State;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

## Background Checks

Vendors entering into contracts with South Shore Charter School must agree to ensure all of their employees, contractors, and service providers providing direct services at South Shore Charter School have satisfactory background checks, which must include, but are not limited to, a criminal background check. Vendors also agree to conduct and certify that they have performed due diligence for all employees, contractors, and agents that have direct interaction with children at the School as required by the School Safety Omnibus Amendment Act of 2018. Background checks for Vendors' employees, contractors, and service providers should be satisfactory as of the first date services are provided and should be updated no less than every two years thereafter. Vendor will sign a certification of due diligence and provide evidence of satisfactory background checks upon request by South Shore Charter School.

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## Response Evaluation Criteria

South Shore will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in New York State, for provision of relevant services;
- Clarity of goals and objectives;
- Reasonableness of cost structure;
- Capacity for success;
- Potential impact;
- Interviews with senior personnel to be assigned to the school;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to South Shore Charter School.

The contract will be awarded to the firm, which in South Shore Charter School's judgment, best represents the interests of South Shore Charter School. South Shore Charter School, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.

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