

**POTTSGROVE SCHOOL DISTRICT
REQUEST FOR PROPOSAL**

Pottsgrove School District hereby invites the submission of sealed Proposals for:

**DIGITAL COPIERS, SCANNERS, AND PRINTERS
AND RELATED SERVICES AND SUPPLIES**

RFP # 17-100

Issued March 6, 2017

The Proposals will be received at the offices of Pottsgrove School District, 1301 Kauffman Rd, Pottstown, PA 19464 until 2:00pm on Thursday, March 30, 2017, at which time they will be publicly opened and read aloud.

Specifications and other information may be obtained at 1301 Kauffman Rd, Pottstown, PA 19464, between 8:30am and 4:00pm Monday through Friday.

**POTTSGROVE SCHOOL DISTRICT
LEASE FOR DIGITAL COPIERS
REQUEST FOR PROPOSAL**

A1.0 REQUEST FOR PROPOSAL

A1.1 GENERAL REQUIREMENTS

Pottsgrove School District is seeking a vendor to provide Digital Copiers to meet the needs of the District including its management, staff, and students. It is also our intent to solicit recommendations from vendors on advancing towards more electronic distribution of information. Recommendations should be included which will help us toward our goal of reducing paper copies, and reducing overall copier expense and increasing network copier capabilities.

A1.2 CONTACT INFORMATION

Any questions pertaining to the Request for Proposal (RFP) should be directed to:

Ronald Linke, Asst. Business Administrator
Pottsgrove School District
610-327-2277 ext. 1024
rlinke@pgsd.org

A1.3 INSTRUCTIONS TO PROPOSER

Each proposal must contain the following items for consideration: Exhibit A (all parts), Brochures/Literature of all equipment, Request for Proposal Response Sheets, Statement of Policy, Non-Collusion Statement and Indemnification Agreement.

A1.4. CLARIFICATION OF PROPOSAL

Any person contemplating submitting a proposal in doubt as to the true meaning of any part of the specifications or other proposed contract documents, may submit a written request for an interpretation thereof. Pottsgrove School District will not be responsible for any other explanations or interpretations of the proposed documents. In case of any doubt or difference of opinion as the true intent of the specifications and in case any dispute between the parties under the contract to be entered into, the decision of Pottsgrove School District shall be final and binding. Under no circumstances will a request for clarification alter the submission deadline stated in paragraph A1.5

A1.5 SUBMISSION OF PROPOSAL

Proposals must be received in the Pottsgrove School District’s Business Office no later than 2:00pm Eastern Standard Time on Thursday, March 30, 2017.

Proposals must be delivered to:

Ronald Linke, Asst. Business Administrator
Pottsgrove School District
1301 Kauffman Rd
Pottstown, PA 19464

Proposals must be submitted in a sealed envelope plainly marked “Proposal – Digital Copiers”. Proposals received after the specified date and time will be rejected and returned unopened. No oral or electronically transmitted proposals will be accepted. Pottsgrove School District reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of the District.

A2.0 TERMS AND CONDITIONS

A2.1 TERM OF AGREEMENT

The term of the lease agreement will be four (4) years with an alternate proposal for three (3) years (Alternate 1). Vendors submitting proposals must state in writing that all information furnished including prices will remain valid for 90 days from the date that the proposal was opened by Pottsgrove School District.

A2.2 PAYMENT TERMS

The payment terms for the lease payments shall be net 45 days.

A2.3 DEVIATIONS AND EXCEPTIONS

Deviations and/or exceptions from terms, conditions, or specifications shall be described fully and submitted with the proposal. Non-compliance to speeds listed in proposal will not be accepted. All proposed copiers must be digital photocopiers. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposer shall be held liable.

A3.0 PROPOSAL EVALUATION

A3.1 QUALIFICATION CRITERIA

Each proposal shall be evaluated first on whether required qualification criteria are met on a pass/fail basis.

A3.2 EVALUATION PROCEDURE

An evaluation team shall evaluate all accepted proposals. Evaluation of contractor shall be based on the information submitted in the proposals. Pottsgrove School District reserves the right to waive formalities in proposals and to reject any and all proposals.

The award shall be made to the proposer with the proposal which Pottsgrove School District determines is in the District's best interest. From the total information required, determination shall be made by Pottsgrove School District of the proposer's demonstrated financial, managerial, and operational ability and resources to serve Pottsgrove School District. Only proposals from financially responsible organizations or individuals, as determined by Pottsgrove School District shall be considered.

A3.3 EVALUATION CRITERIA

In addition to the required qualification criteria, all shall be evaluated based on, but not limited to the following criteria:

Component	Points
Cost	30
Guaranteed service time	25
Satisfaction of specification and requirements	25
Reputation of equipment manufacturer	10
Number of years in business under current name	10
Total	100

A4.0 CONTRACT NEGOTIATION

Pottsgrove School District, may, after the evaluation process, negotiate with any proposer who has been determined by the evaluation committee as being most apt to provide services that are in the best interest of Pottsgrove School District. No contract signed as a result of this RFP process will detract from any or all specifications included herein.

A5.0 REFERENCES

The proposer must include references from five (5) clients, two (2) of which must be school districts currently utilizing your company's equipment. Please include Company Name, phone number and contact person. These references must indicate high quality of service has been performed consistently.

A6.0 INSURANCE

The vendor shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts listed below. The insurer shall provide Pottsgrove School District with Certificates of Insurance signed by an authorized representative of the insurance company at the inception of the contract and annually thereafter.

A6.1 WORKERS' COMPENSATION INSURANCE

The Vendor shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits as set forth by law.

A6.2 COMMERCIAL GENERAL LIABILITY INSURANCE

The Vendor shall carry Commercial General Liability Insurance. A per occurrence limit of \$1,000,000 is required. The Aggregate limit will be not less than \$2,000,000. Any deviations less than the limits noted above must be identified.

A7.0 GOVERNING LAW

The agreement will be governed by the laws of the Commonwealth of Pennsylvania.

A8.0 AWARD AND DELIVERY

Pottsgrove School District Board of Education will accept a recommended vendor or reject all proposals at its meeting currently scheduled on May 9, 2017. The vendor whose proposal is accepted is required to have all equipment delivered, installed and in working condition by July 14, 2017. Trainers must be available for two days immediately following installation to train our secretaries and for 3 days at the District's discretion on or after August 20, 2017 to train our teaching staff.

**POTTSGROVE SCHOOL DISTRICT
LEASE FOR DIGITAL COPIERS
SPECIFICATIONS**

B1.0 OVERVIEW

Pottsgrove School District is seeking a vendor to provide twenty-three (23) digital copiers for use by Pottsgrove School District staff in its school buildings. The vendor selected must be able to meet and satisfy the requirements and specifications outlined in this document.

B2.0 REQUIREMENTS/SPECIFICATIONS – COPIERS

- B2.1 The replacement of copiers will be as per the specifications listed on Exhibit A (all parts). The most current estimated monthly usages are included as Exhibit B.
- B2.2 All copiers delivered must be standard brand new, unused of latest model of regular stock product, currently in production. Re-manufactured or refurbished equipment is not acceptable. Any copier with a meter read of more than 1,000 clicks will not be accepted. The successful bidder will provide a meter read report for each copier after delivery to confirm this requirement.
- B2.3 All copiers proposed must be equal to or better than specifications listed in Exhibit A (all parts). All non-compliance must be detailed. Non-compliance to speeds listed will not be accepted. All proposed copiers must be digital photocopiers.
- B2.4 All copiers must be user friendly to the casual user. The Vendor will guarantee that adequate training at no charge shall be provided to the District's staff upon initial placement, as well as, upon request from time to time throughout the duration of the lease agreement.
- B2.5 The price quoted shall be a monthly fixed cost for a four (4) year term based on a pooled annual volume of 1,200,000 black & white and 150,000 color copies for all units under a rating of 85 ppm and an unlimited volume for all units rated at 85 ppm or above. An alternate bid for three (3) years will also be accepted. The price quoted shall include all equipment, delivery, installation, initial and periodic training, service, parts, labor, supplies (including staples) regardless of yields realized by the district and print drivers including assistance in loading all print drivers and network configuration. Please provide per copy pricing for any copies beyond those specified. Any excess copy charges must be reconciled annually and billed as a lot; not per individual unit.

Pottsgrove School District
Request for Proposal
Copier Services

- B2.6 Manufacturer's brochures and descriptive literature for all proposed equipment must be included with proposal.
- B2.7 Submitting vendor must currently be an authorized supplier of all equipment proposed.
- B2.8 Each vendor submitting a proposal must state their maximum response time for service calls. This may be stated as a response time to service calls placed before a specified time each day and the response time for service calls placed after that time. Service must be available Monday through Friday except for state holidays.

Response time to a request for service shall be no more than four (4) business hours (Monday through Friday 8:00 a.m. to 4:00 p.m. EST). Failure to respond as required will cause the District to take a service call credit and withhold that amount from invoices owed the vendor. The amount of the service call credit shall be \$25.00 per hour, for each hour after the fourth (4th) hour.

- B2.9 Monthly uptime performance – definition of uptime

Each individual unit installed under this contract shall attain at least a 97% monthly uptime performance. Uptime shall be defined as the percentage of time the unit is operational during the District's normal business hours – 8:00am to 4:00pm Monday through Friday.

- B2.10 During the term of this contract, the District may be utilizing recycled paper using 30% post-consumer waste content. The vendor affirms that the use of this recycled paper by the District will not cause the equipment to perform below the uptime performance provisions as set forth in Section B2.9 above.
- B2.11 Each proposal must include a reliability clause that addresses how the replacement of problem copiers will be handled. This is to address equipment with performance issues which service and repairs can not correct. **Each proposal will state a maximum time frame when a loaner/replacement machine will be installed for problems that can not be corrected by normal service.**
- B2.12 MSDS sheets must be provided for all supplies for which they are required. All supplies and replacement parts must be from the Original Equipment Manufacturer (OEM). Vendor agrees to provide copiers that meet the U.S. Environmental Protection Agency's Energy Star guidelines.

Pottsgrove School District
Request for Proposal
Copier Services

- B2.13 All copiers proposed must be capable of operating on Pottsgrove School District's network and include PCL, postscript and XPS drivers.
- B2.14 Each vendor submitting a proposal must include the number of years they have been in business under their current business name and structure and the number of years they have been certified to sell and service their current manufactured equipment.
- B2.15 Each vendor submitting a proposal must complete and submit Exhibit A (all parts), the Certification of RFP Response, Statement of Policy, Non-Collusion Statement and Indemnification Agreement.
- B2.16 Vendors must be prepared to provide additional information as requested by Pottsgrove School District to facilitate a complete and comprehensive review of the proposals. Such requests may include, but not be limited to, number of technicians on staff, average response time for service calls, and number of trainers on staff. Responses to such requests shall be made within 5 business days of the request.
- B2.17 Vendors may provide a remote monitoring system that tracks device usage and malfunctions.
- B2.18 Upon termination of the lease, all equipment must be removed and returned at the vendor's expense within 14 days of the District's request for removal.
- B2.19 Successful proposer will pay off the remaining balance of the current lease as of June 30, 2017, remove existing copiers, package the existing copiers, and ship the existing copiers to the former leasing company as per their instructions at no cost to the District. The estimated balance of the remaining lease payments as of June 30, 2017 is \$17,000.
- B2.20 All copiers must be able to accept print jobs from all OS versions of both Windows based machines and MAC OS X based machines. The copiers must have the capability to send secure print jobs from both the latest Apple and Microsoft operating systems. Secure print jobs are jobs that require a username/password or PIN to release.
- B2.21 Please provide an alternate price quote to provide the ability to set user access using HID cards for all functions on all copiers. This should include the ability to

Pottsgrove School District
Request for Proposal
Copier Services

generate reports through Paper Cut (Alternate #2). The District will purchase the HID card readers for machines that do not have an integrated reader.

- B2.22 The District currently has a 7,000 user license with PaperCut. The proposal should include the cost of the embedded licenses need on the copiers only. The cost of the annual support renewal shall not be part of this proposal. The successful bidder will invoice the District separately for the annual support fee for the PaperCut software.
- B2.232 The successful bidder will provide the network staff/service to completely set the copiers up with the PaperCut embedded licenses, as well as, the connectivity information needed to operate on the District's network

EXHIBIT A – Part 1 Minimum Specifications

Number of systems required: 5			
	Brand name		
	Model number		
Minimum Speed: 85 to 110 pages per minute		Proposed speed:	
Features included in standard base model	Yes	No	If No, additional monthly lease cost per copier
Ability to copy and print in tandem			
150 Sheet Automatic Reversing Document Feeder – single scan two-sided original			
1 – minimum 3,000 sheet large capacity tray			
2 – minimum 500 sheet capacity tray			
100 sheet bypass			
Original and copy sizes of 5.5" x 8.5" through 11" x 17"			
Unlimited automatic duplexing			
Electronic sorting			
Copy paper weight : up to 34lbs from trays and 80lbs through bypass			
50 sheet or more stapling capacity			
Booklet making stapling finisher			
Automatic two and three hole punch finisher			
Network printer/scanner interface/scan to email – including secure print feature and full color network scanning			
Minimum 2GB RAM and 200GB HDD			
Reduction and enlargement (25% to 400%)			
Ability to superimpose titles/labels/and watermarks			
Ability to store scanned documents/forms			

Company Name _____

Signature _____

Printed Name/Title _____

Date _____

EXHIBIT A – Part 2 Minimum Specifications

Number of systems required: 4			
	Brand name		
	Model number		
Minimum Speed: 85 to 110 pages per minute		Proposed speed:	
Features included in standard base model	Yes	No	If No, additional monthly lease cost per copier
Ability to copy and print in tandem			
150 Sheet Automatic Reversing Document Feeder – single scan two-sided original			
1 – minimum 3,000 sheet large capacity tray			
2 – minimum 500 sheet capacity tray			
100 sheet bypass			
Original and copy sizes of 5.5" x 8.5" through 11" x 17"			
Unlimited automatic duplexing			
Electronic sorting			
Copy paper weight : up to 34lbs from trays and 80lbs through bypass			
50 sheet or more stapling capacity			
Automatic two and three hole punch finisher			
Network printer/scanner interface/scan to email – including secure print feature and full color network scanning			
Minimum 2GB RAM and 200GB HDD			
Reduction and enlargement (25% to 400%)			
Ability to superimpose titles/labels/and watermarks			
Ability to store scanned documents/forms			

Company Name _____

Signature _____

Printed Name/Title _____

Date _____

EXHIBIT A – Part 3 Minimum Specifications

Number of systems required: 5			
	Brand name		
	Model number		
Minimum Speed: 50 to 60 pages per minute		Proposed speed:	
Features included in standard base model	Yes	No	If No, additional monthly lease cost per copier
Ability to copy and print in tandem			
Ability to fax			
150 Sheet Automatic Reversing Document Feeder – single scan two-sided original			
2 – minimum 500 sheet capacity tray			
100 sheet bypass			
Original and copy sizes of 5.5" x 8.5" through 11" x 14"			
Unlimited automatic duplexing			
Electronic sorting			
Copy paper weight : up to 34lbs from trays and 80lbs through bypass			
50 sheet or more stapling capacity			
Network printer/scanner interface/scan to email – including secure print feature and full color network scanning			
Minimum 2GB RAM and 200GB HDD			
Reduction and enlargement (25% to 400%)			
Ability to superimpose titles/labels/and watermarks			
Ability to store scanned documents/forms			

Company Name _____

Signature _____

Printed Name/Title _____

Date _____

EXHIBIT A – Part 4 Minimum Specifications

Number of systems required: 1			
Brand name			
Model number			
Minimum Speed: 50 to 60 pages per minute		Proposed speed:	
Features included in standard base model	Yes	No	If No, additional monthly lease cost per copier
Ability to copy and print in tandem			
Ability to print and copy in color			
Ability to fax			
150 Sheet Automatic Reversing Document Feeder – single scan two-sided original			
2 – minimum 500 sheet capacity tray			
100 sheet bypass			
Original and copy sizes of 5.5” x 8.5” through 11” x 14”			
Unlimited automatic duplexing			
Electronic sorting			
Copy paper weight : up to 34lbs from trays and 80lbs through bypass			
50 sheet or more stapling capacity			
Network printer/scanner interface/scan to email – including secure print feature and full color network scanning			
Minimum 2GB RAM and 200GB HDD			
Reduction and enlargement (25% to 400%)			
Ability to superimpose titles/labels/and watermarks			
Ability to store scanned documents/forms			

Company Name _____

Signature _____

Printed Name/Title _____

Date _____

EXHIBIT A – Part 5 Minimum Specifications

Number of systems required: 2			
	Brand name		
	Model number		
Minimum Speed: 50 to 60 pages per minute		Proposed speed:	
Features included in standard base model	Yes	No	If No, additional monthly lease cost per copier
Ability to copy and print in tandem			
Ability to print and copy in color			
150 Sheet Automatic Reversing Document Feeder – single scan two-sided original			
2 – minimum 500 sheet capacity tray			
100 sheet bypass			
Original and copy sizes of 5.5" x 8.5" through 11" x 14"			
Unlimited automatic duplexing			
Electronic sorting			
Copy paper weight : up to 34lbs from trays and 80lbs through bypass			
50 sheet or more stapling capacity			
Network printer/scanner interface/scan to email – including secure print feature and full color network scanning			
Minimum 2GB RAM and 200GB HDD			
Reduction and enlargement (25% to 400%)			
Ability to superimpose titles/labels/and watermarks			
Ability to store scanned documents/forms			

Company Name _____

Signature _____

Printed Name/Title _____

Date _____

EXHIBIT A – Part 6 Minimum Specifications

Number of systems required: 3			
	Brand name		
	Model number		
Minimum Speed: 50 to 60 pages per minute		Proposed speed:	
Features included in standard base model	Yes	No	If No, additional monthly lease cost per copier
Ability to copy and print in tandem			
150 Sheet Automatic Reversing Document Feeder – single scan two-sided original			
2 – minimum 500 sheet capacity tray			
100 sheet bypass			
Original and copy sizes of 5.5” x 8.5” through 11” x 14”			
Unlimited automatic duplexing			
Electronic sorting			
Copy paper weight : up to 34lbs from trays and 80lbs through bypass			
50 sheet or more stapling capacity			
Network printer/scanner interface/scan to email – including secure print feature and full color network scanning			
Minimum 2GB RAM and 200GB HDD			
Reduction and enlargement (25% to 400%)			
Ability to superimpose titles/labels/and watermarks			
Ability to store scanned documents/forms			

Company Name _____

Signature _____

Printed Name/Title _____

Date _____

EXHIBIT A – Part 7 Minimum Specifications

Number of systems required: 1			
	Brand name		
	Model number		
Minimum Speed: 30 to 40 pages per minute		Proposed speed:	
Features included in standard base model	Yes	No	If No, additional monthly lease cost per copier
Ability to copy and print in tandem			
150 Sheet Automatic Reversing Document Feeder – single scan two-sided original			
1 – minimum 500 sheet capacity tray			
100 sheet bypass			
Original and copy sizes of 5.5” x 8.5” through 11” x 14”			
Unlimited automatic duplexing			
Copy paper weight : up to 34lbs from trays and 80lbs through bypass			
Network printer/scanner interface/scan to email – including secure print feature and full color network scanning			
Minimum 2GB RAM and 200GB HDD			
Reduction and enlargement (25% to 400%)			
Ability to superimpose titles/labels/and watermarks			
Ability to store scanned documents/forms			

Company Name _____

Signature _____

Printed Name/Title _____

Date _____

EXHIBIT A – Part 8 Minimum Specifications

Number of systems required: 2			
	Brand name		
	Model number		
Minimum Speed: 20 to 30 pages per minute		Proposed speed:	
Features included in standard base model	Yes	No	If No, additional monthly lease cost per copier
Ability to copy and print in tandem			
150 Sheet Automatic Reversing Document Feeder – single scan two-sided original			
1 – minimum 500 sheet capacity tray			
100 sheet bypass			
Original and copy sizes of 5.5” x 8.5” through 11” x 14”			
Unlimited automatic duplexing			
Copy paper weight : up to 34lbs from trays and 80lbs through bypass			
Network printer/scanner interface/scan to email – including secure print feature and full color network scanning			
Minimum 2GB RAM and 200GB HDD			
Reduction and enlargement (25% to 400%)			
Ability to superimpose titles/labels/and watermarks			
Ability to store scanned documents/forms			

Company Name _____

Signature _____

Printed Name/Title _____

Date _____

Pottsgrove School District
Request for Proposal
Copier Services

EXHIBIT B
CURRENT COPIER INFORMATION AND USAGES

School	Location	Xerox Model #	Exhibit A Part #	Install Date	Current meter reading	Monthly average usage	Copier	Color	Printer	Scanner	Fax	Booklet Finisher	Stapling Finisher	Proposed replacement speed pages per minute
DO	Copy center	5790	2	Aug 2013	928,646	22,650	✓		✓	✓			✓	85-110
DO	Copy center	7845	4	Aug 2013	469,970	11,463	✓	✓	✓	✓	✓		✓	50-60
DO	Spec. Ed	5855	6	Aug 2013			✓		✓	✓			✓	50-60
HS	Copy room	D95	2	Aug 2013	4,262,882	103,973	✓		✓	✓			✓	85-110
HS	Mail room	5790	1	Aug 2013	1,245,622	30,381	✓		✓	✓		✓	✓	85-110
HS	Main office	5855	3	Aug 2013	1,133,274	27,641	✓		✓	✓	✓		✓	50-60
HS	Guidance office	5830	7	Aug 2013	164,876	4,021	✓		✓	✓				30-40
HS	Library	5830	8	Aug 2013			✓		✓	✓				20-30
HS	2 nd Floor	7845	5	Aug 2013	1,050,645	25,625	✓	✓	✓	✓			✓	50-60
HS	Facilities office	5855	6	Aug 2013	104,919	2,559	✓		✓	✓			✓	50-60
MS	Copy room	5790	1	Aug 2013	3,100,000 (est)	75,610	✓		✓	✓		✓	✓	85-110
MS	Library work room	D95	2	Aug 2013	2,725,763	66,482	✓		✓	✓			✓	85-110
MS	2 nd Floor office	5855	6	Aug 2013	390,498	9,524	✓		✓	✓			✓	50-60
MS	Main office	5855	3	Aug 2013	524,855	12,801	✓		✓	✓	✓		✓	50-60
MS	Library	5830	8	Aug 2013			✓		✓	✓				20-30
MS	3 rd Floor	7845	5	Aug 2013	1,046,433	25,523	✓	✓	✓	✓			✓	50-60
LPES	Copy room	D95	2	Aug 2013	4,096,076	99,904	✓		✓	✓			✓	85-110
LPES	Mail room	5790	1	Aug 2013	3,472,952	84,706	✓		✓	✓		✓	✓	85-110
LPES	Main office	5855	3	Aug 2013	709,294	17,300	✓		✓	✓	✓		✓	50-60
RRES	Copy room	D95	1	Aug 2013	4,103,642	100,089	✓		✓	✓		✓	✓	85-110
RRES	Main office	5855	3	Aug 2013			✓		✓	✓	✓		✓	50-60
WPES	Copy room	5790	1	Aug 2013	2,428,833	59,240	✓		✓	✓		✓	✓	85-110
WPES	Main office	5855	3	Aug 2013	594,767	14,507	✓		✓	✓	✓		✓	50-60

Total

REQUEST FOR PROPOSAL RESPONSE SHEET

	Base bid	Alternate #1
Term	48 months	36 months
Monthly payment		
Overage charges in excess of 1,200,000 black & white per year		
Overage charges in excess of 150,000 color copies per year		

GUARANTEED SERVICE TIME/RELIABILITY CLAUSE

REFERENCES		
COMPANY NAME	CONTACT PERSON	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		

The undersigned, on behalf of the company named below, hereby represents and certifies to Pottsgrove School District to the best of his/her knowledge that the company has met or exceeded all specifications and terms and conditions as set forth in the bid specifications.

Company Name _____

Years in Business _____ Years certified to sell proposed equipment _____

Street Address _____

Signature _____

Printed Name/Title _____

Phone Number _____ Date _____

REQUEST FOR PROPOSAL RESPONSE SHEET

Alternate #2 HID card reader functionality for user access per specification B2.21

	Alternate #2a	Alternate #2b
Term	48 months	36 months
Cost		
Monthly payment		

Company Name _____

Signature _____

Printed Name/Title _____

Phone Number _____ Date _____

Pottsgrove School District
Request for Proposal
Copier Services

**POTTSGROVE SCHOOL DISTRICT
1301 Kauffman Rd
Pottstown, PA 19464**

TO: All Vendors
FROM: Business Manager
RE: Affirmative Action

Pottsgrove School District is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendors list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us.

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

_____	_____
Date	Signed (Name/Title of Company Officer)
_____	_____
Telephone	Street Address

	City/State/Zip Code

**REQUEST FOR PROPOSAL
DISTRICT COPIERS
NON-COLLUSIVE PROPOSAL STATEMENT**

All proposers are required to sign a Non-Collusive Statement with all public proposals as follows:

1. The proposal has been arrived at by the proposer independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor or materials, supplies, equipment, or services described in the Advertisement for Proposals, designed to limit independent proposals or competition, and
2. The contents of the proposal have not been communicated by the proposer or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.

Name of Firm: _____

Signature: _____ Date: _____

Typed Name: _____ Title: _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Contractor agrees to indemnify and hold harmless Pottsgrove School District, its employees, agents and servants, from any liability, claim, expense, cause of action, loss or damage whatsoever, for any injury, including death to any person or property; whether covered by insurance or not, unless such injury or damage is caused by the sole negligence of Pottsgrove School District, its agents or servants. Pottsgrove School District shall be held harmless specifically for attorney's fees and the Contractor is expressly obligated to defend any and all claims that shall arise through this contract.

Name of Firm: _____

Signature: _____ Date: _____

Typed Name: _____ Title: _____