

# NORTH PENN SCHOOL DISTRICT

## **Bid for Digital Copiers, Scanners, and Related Services October 5, 2020**

### **Bid Summary**

The North Penn School District is hereby soliciting bids for: Digital Copiers, Scanners, and Related Services.

All bids shall be submitted on the enclosed district forms. The sealed bid proposal package should also include:

- A Bid Bond or Certified Check for 10% of the total highest bid price.
- Completed and notarized Non-Collusion Affidavit.
- Completed and notarized Vendor's Qualification Statement.
- 3 Signed copies (1 original and 2 photocopy)

The North Penn School District is exempt from Pennsylvania state sales tax.

Installation of the copier equipment must occur between December 28, 2020 and December 31, 2020.

All interested providers may attend a **pre-submission** meeting held via Zoom on **Wednesday, October 21, 2020, at 1:00 p.m.** Directions to the Zoom meeting will be posted 30 minutes prior to the meeting at [www.npenn.org/bidspec](http://www.npenn.org/bidspec).

**Sealed bids** will be accepted for the **Digital Copiers, Scanners, and Related Services Bid until October 30, 2020 at 1:00 p.m.**, at the Educational Service Center, 401 E. Hancock St., Lansdale, PA. The bids will be publicly opened via Zoom meeting at **1:30 p.m.** the same day. Directions to the Zoom meeting will be posted 30 minutes prior to the opening at [www.npenn.org/bidspec](http://www.npenn.org/bidspec).

All questions regarding this bid should be directed to:

Kristin Johnson  
Assistant Director of Business Administration  
401 E. Hancock St.  
Lansdale, PA 19446  
[johnsok@npenn.org](mailto:johnsok@npenn.org)  
215-853-1015

## GENERAL CONDITIONS

- 1 The North Penn School District Board of School Directors invites bidders to submit sealed bids for the digital copier, scanner, and related services.
- 2 Bids will be accepted until 1:00 pm on **Friday, October 30, 2020**, at which time they will be opened via Zoom Meeting. Directions to the Zoom meeting will be posted 30 minutes prior to the opening at [www.npenn.org/bidspec](http://www.npenn.org/bidspec).
- 3 The bid should be submitted in a sealed envelope and clearly marked on the outside, **“Digital Copiers, Scanners, and Related Services Bid.”**
- 4 Bids shall be submitted on the enclosed Bid Proposal Form. Bids must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
- 5 The successful bidder shall bid in strict accordance with the specifications as set forth. Exceptions to the specifications must be clearly stated in the bid submission.
- 6 A BID BOND OR CERTIFIED CHECK IN FAVOR OF THE NORTH PENN SCHOOL DISTRICT IN THE AMOUNT OF 10% OF THE TOTAL HIGHEST BID IS REQUIRED FROM EACH BIDDER AND MUST BE ENCLOSED WITH THE BID. THE BOND MUST BE ISSUED BY INSURANCE COMPANY.  
Only the bid bonds or certified checks of the successful bidders will be held until successful installation of the equipment. The bid bonds or certified checks of the unsuccessful bidders will be returned at the time of the awarding of the contract.
- 7 The District is requesting that the vendor confirm equipment will be installed prior to **December 31, 2020**.
- 8 The North Penn School District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law. Bids must remain firm for a period of sixty (60) days from the date of bid opening.
- 9 When a catalog reference follows the description of an item, such catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded only as a part of the description of the item, and is not intended to limit competition.
- 10 Bid items must be equal in all respects to those described in the specifications or referred to by catalog number. Should the bidder quote an alternate, complete specifications of the alternate must be provided, including a picture. It is the responsibility of the bidder to establish the equality of the material offered. Failure to supply these specifications may result in the rejection of the bid.
- 11 Bidder shall insert the price per stated unit and the total cost extension against each item in the schedule hereto annexed, which the bidder has proposed to furnish and deliver. The unit price inserted must be net and must include all delivery charges – No Exceptions. In the event of a discrepancy between the unit prices and the total cost extension, the unit price will govern. The total bid is to be the sum of the quantity times the unit price for each item.
- 12 Bids may be awarded on an item-by-item basis. Quantities included in this bid are subject to change prior to order placement. No additional charge will be allowed for cases, boxes, carboys, bottles, etc., nor for freight expenses, expressage, or cartage. No empty packages, cases, boxes, carboys, bottles, etc., will be returned to the bidder or contractor and none will be paid for by the School District. Such empty cases, boxes, etc., may be removed by the bidder or contractor at his own expense.
- 13 A purchase order issued by the School District covering any or all items included in this bid shall constitute a contract binding upon the bidder and the School District.
- 14 No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The bid price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
- 15 The bidder agrees, if awarded an order, to furnish and deliver the said articles at such time, to such place, and in such quantities as specified, and that all of the articles shall be subject to the inspection and approval of the School District. Acceptance of delivery of materials or equipment to the site shall not constitute final acceptance by the School District. In the event that any articles are rejected as damaged, or not in conformance with these specifications, such articles shall be removed immediately and other articles of proper quality as set forth in these specifications shall be furnished in place thereof, all at the expense of the successful bidder.
- 16 In the event that the successful bidder should neglect or refuse to furnish or deliver any articles or any part thereof, or to replace any articles which are rejected as stated in the preceding paragraph, then the School District is authorized and empowered to purchase articles in conformity with this order from such party or parties, and in such manner as it shall select, at the expense of the successful bidder, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.

General Conditions for Bid

Bid Title: Digital Copiers, Scanners, and Related Services

Due Date: **Friday, October 30, 2020**

- 17 The bidder, upon request, shall submit samples for any or all items on which a price is quoted, within three (3) days after such request is made. These samples shall be plainly marked with the name of the product, the name of the bidder, and the item number as shown on the proposal form. Samples may be returned at the expense of the bidder. Also upon request, the bidder must supply, within three (3) days, a list of schools and/or businesses using the item indicated in their bid.
- 18 Items shipped **DIRECT FROM THE FACTORY** must show North Penn School District purchase order numbers on the cartons.
- 19 **INVOICING:** Invoices must be submitted on one invoice for all equipment and shall include:
  - 19.1 Invoice date and number
  - 19.2 Purchase order number
  - 19.3 Separate location, make, model and serial number for each copier billing
  - 19.4 Number of copies/prints invoiced by account code/unit
  - 19.5 Current and previous reading
  - 19.6 Date of meter reading
- 20 **NON-EXCLUSIVE AGREEMENT:** Provider understands that this is not an exclusive agreement, and NPSD shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by provider, or to perform such services with provider's own forces.
- 21 **ASBESTOS:** In the event a contractor by virtue of his work for the District discovers asbestos, the contractor must immediately notify the District and perform no further work in connection with the asbestos. If directed by the District to remove the asbestos, the contractor must take all steps required by all federal, state, and local agencies regarding asbestos removal. The asbestos removal operations may be the subject of a change order or a supplemental contract to this contract, or a separate contract to another contractor as the District may determine. If a contractor fails to meet the requirements of the federal, state, and local regulations and these specifications related to the discovery, removal, and clean-up, the contractor shall be subject to immediate termination and the contractor shall be responsible for all costs and expenses related to the removal and cleanup of the asbestos including architect and engineering fees.
- 22 **DISCRIMINATION PROHIBITED:** According to Section 755, Public School Code of Pennsylvania, 1949 as amended, the contractor agrees:
  - 22.1 That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or sub-contractor, shall, by reason of race, creed or color, discriminate against any citizen who is qualified and available to perform the work to which the employment relates;
  - 22.2 That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on the account of race, creed or color;
  - 22.3 That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of this contract; and,
  - 22.4 That this contract may be canceled or terminated by the School District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms and conditions of the contract.
- 23 **HUMAN RELATIONS ACT:** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
- 24 **COMPETENT WORKERS:** According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the district where the work is being done.

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- 25 **STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or as approved equal," they shall be subject to equals only as approved by the architect, engineer and/or School District.
- 26 **PREVAILING WAGE:** It is the responsibility of the bidder to determine compliance with the Pennsylvania Prevailing Wage Act and to adhere to all regulations governing this Act.
- 27 **CLEARANCES:** All provider staff members, who will work with NPSD buildings, must have all of the required Federal and State Criminal and Child Abuse clearances in effect during the duration of this contract. Original documentation of these clearances must be presented to the appropriate personnel who will make appropriate copies for NPSD records. All new or substitute individuals must provide this documentation before working with the students. At the time of this request for proposal, required clearances include:
- Act 34, Section III of the Public-School Code (Criminal Record Check)
  - Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History)
  - Act 114 (F.B.I. Fingerprinting Clearances)
  - Act 168 (Sexual Misconduct/Abuse Disclosure Release)

Contractor agrees to comply with the provisions of Act 168 of 2014, Employment History Review Law and, to the extent applicable, Act 126 of 2012, Child Abuse Recognition and Reporting Training.

- 28 **COMPLIANCE WITH POLICY/LAW:** Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.

General Conditions for Bid

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Signature	Title	Date
Printed Name		
Company Name	Address	
Phone Number	Fax Number	Email Address

**North Penn School District**  
Lansdale, Pennsylvania 19446

**Non-Collusion Affidavit**

**Instructions:**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

**Non-Collusion Affidavit**

For Bid for **Digital Copiers, Scanners, and Related Services**

State of \_\_\_\_\_ County of \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers.  
I am the person responsible in my firm for price(s) and the amount of this bid.

**I state that:**

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors, and employees are not currently  
(name of my firm)  
under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the above representations are material  
(name of my firm)

and important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(Name)

and

\_\_\_\_\_  
(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_\_ DAY

OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**North Penn School District**  
Lansdale, PA 19446

**Vendor's/Contractor's Qualification Statement**

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by: \_\_\_\_\_ Corporation \_\_\_\_\_  
Name: \_\_\_\_\_ Partnership \_\_\_\_\_  
Address: \_\_\_\_\_ Individual \_\_\_\_\_  
Principal Office: \_\_\_\_\_ Joint Venture \_\_\_\_\_  
Phone: \_\_\_\_\_ Other \_\_\_\_\_

1. How many years has your organization been in business as a vendor/contractor?
2. How many years has your organization been in business under its present business name?
3. If a corporation, answer the following:
  - a. Date of Incorporation: \_\_\_\_\_
  - b. State of Incorporation: \_\_\_\_\_
  - c. President's name: \_\_\_\_\_
  - d. Vice President's name(s): \_\_\_\_\_
  - e. Secretary's or Clerk's name: \_\_\_\_\_
  - f. Treasurer's name: \_\_\_\_\_
  - g. List names and address of all parties holding greater than 10% interest in the corporation.

4. Trade References:

5. Bank References:

6. Name of bonding company and name and address of agent:

7. Dated at

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_



Title: \_\_\_\_\_

8. \_\_\_\_\_ being duly sworn deposes and says that he/she is the  
\_\_\_\_\_ of Vendor/Contractor and that answers to the foregoing questions and all  
statements therein contained are true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public:

My commission Expires:

Vendor's Contractor's Qualification State Abbrev.

**North Penn School District**  
Lansdale, PA 19446

**Bid Proposal Form**

**Digital Copiers, Scanners, and Related Services**

We, the undersigned, have reviewed the specifications herein for the supply of the above listed item(s). We propose to furnish and deliver all materials and accessories to complete the work, in accordance with the attached Bid Specifications and General Conditions. We understand that the North Penn School District reserves the right to reject any and all bids and to make awards on the basis of quality as well as price.

Company Name		Date
Company Address		
Authorized Signature	Printed Name	Title
Phone Number	Fax Number	Email Address

Service Timeframe	Months	Option A - No Lease Option		Option B - Lease Option		
		Cost Per Click (B/W)	Cost Per Click (Color)	Monthly Lease Payment	Cost Per Click (B/W)	Cost Per Click (Color)
01/01/21-06/30/21	6					
07/01/21-06/30/22	12					
07/01/22-06/30/23	12					
07/01/23-06/30/24	12					
07/01/24-06/30/25	12					
07/01/25-12/31/25	6					

**ANTICIPATED BID AWARD WILL BE NOVEMBER 19, 2020.**

**ALL EQUIPMENT MUST BE INSTALLED BETWEEN DECEMBER 28, 2020 AND DECEMBER 31, 2020. IF YOU CANNOT MEET THIS DEADLINE PLEASE INDICATE IN YOUR BID WHEN ANTICIPATED INSTALLATION WILL OCCUR.**

## **Bid Specifications and General Conditions**

### **Background and Objectives**

With a student population of 12,761, North Penn School District is located in the north central section of Montgomery County, Pennsylvania, and a small portion of south central Bucks County, Pennsylvania, and is comprised of the municipal subdivisions of the Boroughs of Hatfield, Lansdale and North Wales and the Townships of Hatfield, Montgomery, Towamencin and Upper Gwynedd, all located in Montgomery County and a small portion of the Townships of Hilltown and New Britain located in adjacent Bucks County. Geographically, the 42.6 square mile area lies approximately 18 miles north of center-city Philadelphia, 20 miles south of Allentown, 10 miles west of Doylestown and 10 miles northeast of King of Prussia, Pennsylvania. In addition to the incorporated communities, there are several well-known unincorporated communities located within the School District including: West Point in Upper Gwynedd Township, Kulpsville in Towamencin Township, Montgomeryville in Montgomery Township and Line Lexington in New Britain Township.

North Penn School District is a School District of the Second Class, organized and existing under the laws of the Commonwealth of Pennsylvania (the "Commonwealth"). The governing body of the School District is a board of nine school directors who are each elected for a four-year term. The daily operation and management of the School District is carried out by the administrative staff of the School District, headed by the Superintendent of Schools who is appointed by the Board of School Directors.

There are approximately 1,951 employees of the School District, including 1,061 teachers and administrators and 890 support personnel including secretaries, maintenance staff, custodial staff, school nutrition staff, transportation and teacher aides. The 2020-21 annual budget is \$278,122,120. More information about the District can be found at [www.npenn.org](http://www.npenn.org).

The North Penn School District (NPSD) is soliciting bids for "Digital Copier, Scanners, and Related Services" from qualified organizations for a term of five (5) years, January 1, 2021 through December 31, 2025. Installation of new equipment will occur the week of December 28, 2020. NPSD is considering two options for "Digital Copier, Scanner and Related Services" (1) cost per click with no lease payment and (2) cost per click with lease payment. Additionally, the district will be considering the best option for the building fleet and the Reprographics production fleet.

<b>Click Category</b>	<b>FY 2020 07/01/2019 - 06/30/2020*</b>	<b>FY 2019 07/01/2018 - 06/30/2019</b>	<b>FY 2018 07/01/2017 - 06/30/2018</b>
Black and White	21,996,887	31,608,027	33,677,240
Color	1,592,488	2,074,403	2,076,650
Grand Total	23,589,375	33,682,430	35,753,890

\* The district was closed March 13 through June 30 with minimal copy needs.

### **Copier Minimum Standards**

All copiers supplied will be new and energy star compliant. Demonstrator copiers are considered used and should be noted as such for the purpose of this proposal. In addition, all copiers supplied at the

time of initial installation will be the latest current models of modern technology using dry toner, and in current production.

Proposals are to include complete descriptive literature showing specifications of equipment offered. Literature must contain information on electrical and space requirements, as well as the dimensions of the copier with and without option features. Measurements must include their maximum footprint widths, with optional features and paper cassettes attached. Copiers must be able to produce clean, acceptable images using a 30% post-consumer waste recycled paper made for xerographic purposes.

Each copier provided by the successful provider shall be expected to perform the intended functions, to operate satisfactorily, and to produce acceptable copy/print/scan quality during normal operating hours. Normal operating hours are between 7:30 a.m. and 4:00 p.m. Monday through Friday, excluding district recognized holidays.

If a copier fails to operate at a minimum of 95% uptime during normal operating hours, then the copier shall be replaced with a new copier within 30 days. The measurement of 95% uptime will be based upon any consecutive three-month period over the duration of the agreement. Such replacements will be at no-charge. This performance guarantee shall apply for the entire agreement term beginning with the delivery/acceptance date of the equipment.

### **Software and User Features**

- Employee ID scan (26-bit proximity cards) access for prints/copies/scans
- Print Management Software, currently using Equitrac
  - Ability to have “follow me/you” printing
  - Programmable rules and restrictions for printing
  - Licensing, service and support for the entire term of agreement
  - Card readers required for all units
  - Web-based
- Easy user-friendly menu interface
- Easy access user directory/address book with configurable quick access directory
- Configurable print/copy job presets
- User scan/copy features which include reduce, enlarge, darkness control
- Setup scanning ability for color and black/white PDF, JPG, and TIFF to existing Windows Server shared folders and google drive
- Interface for direct scan to Google drives and SMB (file shares)
- Must integrate with XMedius Enterprise Fax
- Software for print job management of production site, currently using PRISMAprepare Document Preparation Software and PRISMAdirect Document Submission Software
  - Ability of employee to submit jobs electronically while onsite and offsite (web-based)

### **Security, Maintenance, and Support**

- Must be compatible with Windows 10 (32 bit and 64 bit)
- Must be compatible with Apple OSX 10.10 and later
- Must be able to setup and integrate with Active Directory
- Download/furnish from manufacturer, the very latest 32 bit and 64-bit drivers for each device

- Must allow Administrators ability to perform bulk changes and resources for copier users/user groups and device configurations
- Must provide access to copier graphical user interface for administrator duties
- Must allow administrators ability to perform adds, moves, changes to copier user(s)/user group(s)
- Allow administrators ability to configure security settings
- Provide diagnostic tools for administrators to perform maintenance and troubleshooting
- Must allow administrators ability to perform copy/print meter read reports
- Must provide long term warranty for all system hardware with month-to-month option at contract end
- Provide 5-year maintenance agreement
- Provide user and administrator training
- Provide service for toner collection/recycling

### **Leasing Option**

Leasing options will need to be provided with the ability to freeze lease payments in the event of extenuating circumstances which result in the long term, greater than 10 consecutive school days, closure of the district (e.g. COVID-19 global pandemic) and an automatic extension of the contract will occur for the time period frozen.

### **Dispositions of Equipment**

The vendor shall be responsible for the removal of their own copier equipment when replacement equipment is necessary as noted above in section “Copier Minimum Standards” or at the end of the agreement term. All hard drives and memory of current equipment shall be erased and removed as appropriate and destroyed in a manner acceptable to the District prior to equipment removal.

### **Environmental Sustainability**

During the term of this Agreement and any extension(s) of such term, provider agrees that its products will be compliant with the following environmental specifications:

- Complies with EPA ENERGY STAR Program, and equipped with reasonable recover time from ENERGY STAR Power management modes
- Vendor must provide used or empty toner/cartridge recycle service

### **Customer Support Services**

Normal District hours operate on a Monday through Friday, 7:30 a.m. – 4:00 p.m. schedule. The successful provider must provide ongoing telephone support regarding the use of the equipment to department end users and IT Staff during office hours. Provider will provide a contact name and phone numbers for support and service staff.

### **Regular and Preventative Maintenance and Supplies**

Coverage offered in each instance, is to be a full-service maintenance contract that includes all developer, toner, fuser, oil, drums, finisher supplies, repair parts, labor preventative maintenance services.

Machines furnished will not be eligible for removal from maintenance coverage until after 5 years of life from the date of installation. Provider must provide manufacturers notices of discontinuing the

product of any model furnished hereunder. The equipment will require preventative maintenance and repairs.

**Loaner**

If during a repair call it is determined that a copier cannot be repaired in place within 72 hours of the time a repair call is placed, another copier of like size and features is to be supplied at no cost other than the contract service/maintenance per copy charge in effect at the time.

**Reporting**

Provider shall provide administrators ability to generate meter read reports using method comparable to monthly invoice for auditing purposes.

**Relocation**

A copier may be relocated by the district at any time during the period of the agreement.

**Requested Service**

Taking into consideration all requirements and specifications of this bid, vendor pricing is to be submitted in an all-inclusive cost per impression (CPI). The CPI includes the hardware, service, toner, staples and parts and excludes only paper. When replacement equipment is necessary as noted above in section "Copier Minimum Standards", units installed in the first two years must be new, while in years 3, 4, 5 units can be installed as used or remanufactured devices.

**Training**

Training will be provided for key District personnel. The training should include at a minimum technical training for IT staff that covers topics such as installation, configuration and maintenance of the proposed system. Also, at a minimum, copier unit and feature training should be provided to end users of the proposed system.

**Hardware Needed**

NPSD currently has the below listing of equipment (Sharp and Canon) and will be looking to replace each unit with a comparable unit (print speed, copy sizes, resolution, electrical requirements, etc.) with the same features. Specifications for each unit are noted below.

KEY	Elementary	Middle School	High School	Support
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Hardware Item	Current Model	LOCATIONS														Total Per Machine						
		BP	GN	GS	GN	HF	IG	KN	KU	MO	NW	OP	WF	YA	PB		PD	PF	NPHS	NB	ESC	SSC
A	MX-M365N	2	2	2	2	2	2	2	2	1	2	2	2	1	2	3	3	11		1	2	46
B	MX-M565N								1							2		2		5		10
C	MX-M754N																	3		1		4
D	MX-5140N (C)	1	1	1	1	1	1	1			1	1	1	1	1							13
E	MX-M1054														1	1	1					3
F	MX-6240N (C)								1													1
G	MX-3140N (C)															1		1				3
H	C5235 (C)																			1		1
I	MX-2640N (C)																1					1
J	C312 (C)																			1		1
K	Varioprint 135																				3	3
<b>Total Per Building</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>17</b>	<b>1</b>	<b>9</b>	<b>5</b>	<b>86</b>

(C) = Color Machine



**A) Type 1 – Standard Unit replacing Sharp MX-M365N (46 Units)**

Type	Monochrome Black & White
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11” x 17” standard
Min. Copy Size	3-7/8” x 5-7/8”
Memory	5GB RAM & 500GB HDD
Actual Resolution	600 x 600 dpi
Interpolated Resolution	600 x 600 dpi
Exposure Control	Automatic or Manual
Minimum Copy/Print Speed	35 ppm
Multiple Copies	1-9999
Minimum Document Feeding Specs	Single Pass 150-Sheet Duplexing Automatic Document Feeder with Scan speed of 220 ipm
Minimum Paper Supply	Three-drawer, 550-sheet capacity and 100-sheet bypass tray (11 units), four-drawer 550-sheet capacity and 100-sheet bypass (35 units)
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Acceptable Paper Weight	Trays: 17lb to 24lb bond Bypass Tray: 13 lb bond to 110 lb cover
Duplexing	Standard automatic trayless duplexing
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V; 15A
Power Consumption	Maximum – 1500W; Energy Star Compliant
Plug	NEMA 5-15R
Stapling	50-sheet staple finisher
Hole punch	2/3 hole punch (1 unit)
Fax Card	Fax Board – Standard single line fax (1 Units)
Output catch tray	minimum output trays 2/device
Collating	Standard
USB Stick	Ability to print to and from a USB stick and scan to a USB stick

**B) Type 2 – Standard unit replacing Sharp MX-M565N (10 Units)**

Type	Monochrome Black & White
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11” x 17” standard
Min. Copy Size	3-7/8” x 5-1/2”
Memory	5 GB RAM/500 GB HDD
Actual Resolution	600 x 600 dpi
Interpolated Resolution	1200 x 1200 dpi
Exposure Control	Automatic or Manual (9 Levels)
Minimum Copy/Print Speed	60 ppm
Multiple Copies	1-9999
Minimum Document Feeder Specs	Single Pass 150-Sheet Duplexing Automatic Document Feeder with Scan speed of 220 ipm
Minimum Paper Supply	4-drawer, 550-sheet paper cassettes, 100 sheet bypass
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, 12x18
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Minimum Acceptable Paper Weight	18 lb bond to 110 lb cover Bypass Tray: 13 lb bond to 110 lb cover
Large Capacity Cassette	3,000 Sheet Large Capacity Cassette (Letter)
Duplexing	Standard automatic trayless duplexing up to 12 x 18
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V, 20A
Power Consumption	Maximum – 1920W; Energy Star Compliant
Plug	NEMA 5-15R
Stapling	3k sheet capacity staple finisher with Saddle Stitch
Output Catch Tray	Minimum 3 output trays/device
Hole Punch	Two/Three-hole punch
Collating	Standard
USB Stick	Ability to print to and from a USB stick and scan to a USB stick

**C) Type 3 – Large Unit replacing Sharp MX-M753N (4 units)**

Type	Monochrome Black & White
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11" x 17" standard
Min. Copy Size	4" x 7-1/4"
Minimum Memory	5 GB RAM/500 GB HDD
Actual Resolution	1200 x 1200 dpi
Interpolated Resolution	1200 x 1200 dpi
Exposure Control	Automatic or Manual
Minimum Copy/Print Speed	75 ppm
Multiple Copies	1-9999
Document Feeding Method	Single Pass 150-Sheet Duplexing Automatic Document Feeder with Scan speed of 200 ipm
Paper Supply	Three-drawer – total capacity 3,100 plus 100-sheet bypass
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Acceptable Paper Weight	Trays: 16 lb bond to 80 lb cover Bypass Tray: 16 lb bond to 110 lb cover
Large Capacity Tray	3,500 Sheet Capacity
Duplexing	Standard automatic trayless duplexing
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V; 20A
Power Consumption	Maximum – 1920W; Energy Star Compliant
Plug	NEMA 5-20R
Minimum finisher capacity	4K capacity, 100 sheet stapling, 20 sheet saddle stitch finisher
Hole Punch	Two/Three-hole punch
Collating	Standard
USB Stick	Ability to print to and from a USB stick and scan to a USB stick

**D) Type 4 – Standard Color Unit replacing Sharp MX-5140N (13 Units)**

Type	Color
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11" x 17" standard
Min. Copy Size	3-7/8" x 5-1/2"
Memory	5 GB RAM/500 GB HDD
Actual Resolution	600 x 600 dpi
Exposure Control	Automatic or Manual (9 Levels)
Minimum Copy/Print Speed	50 ppm color/BW
Multiple Copies	1-9999
Minimum Document Feeder	Single Pass 150-Sheet Duplexing Automatic Document Feeder with Scan speed of 220 ipm
Paper Supply	Two-drawer, 1,100-sheet capacity
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, 12x18
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Acceptable Paper Weight	18 lb bond to 110 lb cover Bypass Tray: 13 lb bond to 110 lb cover
Duplexing	Standard automatic trayless duplexing up to 12 x 18
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V; 15A
Power Consumption	Maximum – 1500W; Energy Star Compliant
Plug	NEMA 5-15R
Stapling	3k capacity Staple Finisher
Hole Punch	Two/Three-hole punch
Collating	Standard
USB Stick	Ability to print to and from a USB stick and scan to a USB stick

**E) Type 5 – High Speed B/W replacing Sharp MX-M1054 (3 Units)**

Type	Monochrome Black and White
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11" x 17" standard
Min. Copy Size	5-1/2" x 7-1/8"
Minimum Memory	5 GB RAM/1 TB HDD
Actual Resolution	1200 x 1200 dpi
Interpolated Resolution	1200 x 1200 dpi
Exposure Control	Automatic or Manual (9 Levels)
Minimum Copy/Print Speed	105 ppm
Multiple Copies	1-9999
Document Feeding Method	250-Sheet Duplexing Automatic Document Feeder
Minimum Paper Supply	Model proposed has triple drawer/3,000-sheet capacity
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, 12x18
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Acceptable Paper Weight	16 lb bond to 100 lb bond 100 sheet Bypass Tray: 15 lb bond to 100 lb bond
Duplexing	Standard automatic trayless duplexing up to 12 x 18
Interfaces	10/100/1000Base-TX & USB
Power Requirements	208-240V, 20A
Power Consumption	Maximum – 3500W; Energy Star Compliant
Plug	NEMA 6-20R
Minimum Paper Supply (LCT)	Large Capacity Tray – 5,000 sheets, two drawers, Vacuum fed, air separation
Stapling	4k Capacity, 100-sheet staple finisher
Hole Punch	Two/Three-hole punch
Collating	Standard
USB Stick	Ability to print to and from a USB stick and scan to a USB stick

**F) Type 6 – High Volume Color Unit replacing Sharp MX-6240N (1 Unit)**

Type	Color
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11” x 17” standard
Min. Copy Size	3-7/8” x 5-1/2”
Memory	5 GB RAM/500 GB HDD
Actual Resolution	600 x 600 dpi
Interpolated Resolution	1200 x 1200 dpi
Exposure Control	Automatic or Manual (9 Levels)
Minimum Copy/Print Speed	60 ppm
Multiple Copies	1-9999
Minimum Document Feeder Specs	Single Pass 150-Sheet Duplexing Automatic Document Feeder with Scan speed of 220 ipm
Paper Supply	4-drawer, 550-sheet paper cassettes, 100 sheet bypass
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, 12x18
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Minimum Acceptable Paper Weight	18 lb bond to 110 lb cover Bypass Tray: 13 lb bond to 110 lb cover
Duplexing	Standard automatic trayless duplexing up to 12 x 18
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V, 20A
Power Consumption	Maximum – 1920W; Energy Star Compliant
Plug	NEMA 5-20R
Stapling	3k saddle stitch/staple finisher
Hole Punch	Two-Three-hole punch
Collating	Standard
USB Stick	Ability to print to and from a USB stick and scan to a USB stick

**G) Type 7 – Standard Color Unit replacing Sharp MX-3140N (3 Units)**

Type	Color
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11" x 17" standard
Min. Copy Size	3-7/8" x 5-1/2"
Memory	5 GB RAM/500 GB HDD
Actual Resolution	600 x 600 dpi
Exposure Control	Automatic or Manual (9 Levels)
Minimum Copy/Print Speed	30 ppm color/BW
Multiple Copies	1-9999
Minimum Document Feeder	Single Pass 150-Sheet Duplexing Automatic Document Feeder with Scan speed of 220 ipm
Paper Supply	Three-drawer, 1,650-sheet capacity (1 unit), Four-Drawer 2,200-sheet capacity (2 units)
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, 12x18
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Acceptable Paper Weight	18 lb bond to 110 lb cover Bypass Tray: 13 lb bond to 110 lb cover
Duplexing	Standard automatic trayless duplexing up to 12 x 18
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V; 15A
Power Consumption	Maximum – 1500W; Energy Star Compliant
Plug	NEMA 5-15R
Stapling	50 sheet Staple Finisher
Output Catch Tray	Minimum output trays 2/device
Collating	Standard
USB Stick	Ability to print to and from a USB stick and scan to a USB stick

**H) Type 8 – Standard Color Unit replacing Canon C5235 (1 Unit)**

Type	Color
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11" x 17" standard
Min. Copy Size	3-7/8" x 5-1/2"
Memory	5 GB RAM/500 GB HDD
Actual Resolution	600 x 600 dpi
Exposure Control	Automatic or Manual (9 Levels)
Minimum Copy/Print Speed	35 ppm color/BW
Multiple Copies	1-9999
Minimum Document Feeder	Single Pass 150-Sheet Duplexing Automatic Document Feeder with Scan speed of 220 ipm
Paper Supply	Four-drawer, 1,200-sheet capacity
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, 12x18
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Acceptable Paper Weight	18 lb bond to 110 lb cover Bypass Tray: 13 lb bond to 110 lb cover
Duplexing	Standard automatic trayless duplexing up to 12 x 18
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V; 15A
Power Consumption	Maximum – 1500W; Energy Star Compliant
Plug	NEMA 5-15R
Stapling	50 Sheet Staple Finisher
Collating	Standard
Output catch Tray	Minimum output trays 2/device
USB Stick	Ability to print to and from a USB stick and scan to a USB stick



**D) Type 9 – Standard Color Unit replacing Sharp MX-2640N (1 Unit)**

Type	Color
Acceptable Originals	Sheets, Books, 3-D Objects up to 4.4 lbs.
Max Original Copy Size	11" x 17" standard
Min. Copy Size	3-7/8" x 5-1/2"
Memory	5 GB RAM/500 GB HDD
Actual Resolution	600 x 600 dpi
Exposure Control	Automatic or Manual (9 Levels)
Minimum Copy/Print Speed	26 ppm color/BW
Multiple Copies	1-9999
Minimum Document Feeder	100-Sheet Reversing Automatic Document Feeder
Paper Supply	Three-drawer, 1,650-sheet capacity
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, 12x18
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, 11x17, Free Size, Envelopes
Acceptable Paper Weight	18 lb bond to 110 lb cover Bypass Tray: 13 lb bond to 110 lb cover
Duplexing	Standard automatic trayless duplexing up to 12 x 18
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V; 15A
Power Consumption	Maximum – 1500W; Energy Star Compliant
Plug	NEMA 5-15R
Stapling	50 Sheet Staple Finisher
Collating	Standard
USB Stick	Ability to print to and from a USB stick and scan to a USB stick

**J) Type 10 – Desktop Copy/Printer replacing Sharp C312 (1 Unit)**

Type	Desktop Color
Acceptable Originals	Sheets, Books
Max Original Copy Size	8.5” x 14” standard
Min. Copy Size	3-7/8” x 5-1/2”
Memory	5 GB RAM/500 GB HDD
Actual Resolution	600 x 600 dpi
Interpolated Resolution	600 x 600 dpi
Exposure Control	Automatic or Manual (9 Levels)
Copy/Print Speed	30 ppm color/B/W
Multiple Copies	1-9999
Document Feeding Method	100-Sheet Single Pass Duplexing Automatic Document Feeder
Paper Supply	One-drawer, 250-sheet paper cassette, 50 Sheet bypass
Acceptable Paper Sizes	Legal, Letter, Letter-R, Statement-R, Executive
Acceptable Paper Sizes – Bypass	Legal, Letter, Letter-R, Statement-R, Executive, Free Size, Envelopes
Acceptable Paper Weight	16 lb bond to 28 lb bond Bypass Tray: 16 lb bond to 80 lb cover
Duplexing	Standard automatic trayless duplexing up to 12 x 18
Interfaces	10/100/1000Base-TX & USB
Power Requirements	110-127V, 15A
Power Consumption	Maximum – 1500W; Energy Star Compliant
Plug	NEMA 5-15R
Fax Card	Fax Board Super G3
Collating	Standard
USB stick	Ability to print to and from a USB stick and scan to a USB stick

### **K) Type 11 – Copy Center-Replacement of the Canon Vario 135 (3 Units)**

- Production grade machine
- Minimum Print Speeds of 140 ppm
- True Monthly Volume rating to 800k
- Peak performance up to 2.2 million per month
- Embedded Print Controller
- Structured Print Workflow Management
- Print Que Management
- Page Programmer
- Job Scheduler
- Hot Folders
- 300 Sheet Single Pass B&W/Color Document Feeder
- Total Paper Capacity equaling a minimum of 8,600 sheets
- Paper sizes from 8X8 to 12.6X19.2, 13lb bond to 110lb cover
- 4 Tray Paper deck
- Vacuum Feed, Air Separation
- Automatic paper size detection, Tray empty detection, Double sheet detection
- On the fly paper loading, Tab sheet processing
- 25 sheet Saddle Booklet Finisher
- Output Paper Capacity of 5,000 sheets
- Post Process Inserter
- Ability to add toner while in production
- Ability to print from a USB stick
- Zero Emissions Energy

**North Penn School District**  
Lansdale, PA 19446

**Building Locations**

<b>School Type</b>	<b>School Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Elementary	Bridle Path	200 Bridle Path Rd.	Lansdale	PA	19446
	Gwyn-Nor	139 E. Hancock Rd.	North Wales	PA	19454
	Gwynedd Square	1641 Supplee Rd.	Lansdale	PA	19446
	Hatfield	1701 Fairgrounds Rd.	Hatfield	PA	19440
	Inglewood	1313 Allentown Rd.	Lansdale	PA	19446
	Knapp	698 Knapp Rd.	Lansdale	PA	19446
	Kulp	801 Cowpath Rd.	Hatfield	PA	19440
	Montgomery	1221 Stump Rd.	North Wales	PA	19454
	Nash	1560 Liberty Bell Dr.	Harleysville	PA	19438
	North Wales	201 Summit St.	North Wales	PA	19454
	Oak Park	500 Squirrel Lane	Lansdale	PA	19446
	Walton Farm	1610 Allentown Rd.	Lansdale	PA	19446
	York Ave	700 York Ave.	Lansdale	PA	19446
Middle School	Pennbrook Middle School	1201 E. Walnut St.	North Wales	PA	19454
	Penndale Middle School	400 Penn St.	Lansdale	PA	19446
	Pennfield Middle School	726 Forty Foot Rd.	Hatfield	PA	19440
High School	North Penn High School	1340 Valley Forge Rd.	Lansdale	PA	19446