



Request for *proposal*

**LEASED DIGITAL COPIERS, SUPPLIES & SERVICES
RFP# 2018-PUR-022**

**PROPOSALS MUST BE RECEIVED BY:
10:00 AM (CST) ON MONDAY, APRIL 23, 2018**

Please mark your sealed envelope “**RFP #2018-PUR-022 Leased Digital Copiers, Supplies & Services Proposal**” and deliver to the following address and person:

Lisa Patrick
Purchasing Supervisor
Lisa_Patrick@idschools.org

201 N. Forest Avenue
Independence, MO 64050
816-521-5599 extension 61010

*All questions, requests for information or clarification pertaining to this bid must be submitted in writing to the above e-mail address. The deadline for questions is **Friday, April 13, 2018 at 4:00 PM (CST)***

It is the responsibility of interested firms to check the website: <http://sites.idschools.org/purchasing/bids-and-rfps> for any addendums or notices of information prior to the opening date and time of this RFP. All addendums must be signed and included with your submitted Proposal.



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

TABLE OF CONTENTS

<i>Background</i>	3
<i>Description of Services (or Project)</i>	3-4
<i>Scope of Services</i>	5-11
<i>Required Insurance</i>	11
<i>Disclosures and Notifications</i>	11-12
<i>Contract Terms</i>	12-15
<i>Interpretation, Questions, Withdrawal</i>	15-16
<i>Quote</i>	16
<i>Proposal Submission and Opening</i>	16
<i>Reservation of Rights</i>	17
<i>Proposal Evaluation</i>	17
<i>Invoicing and Payments</i>	18
<i>Vendor List</i>	18
<i>Appendix A - Federal Work Authorization Program Affidavit</i>	19
<i>Appendix B - References and Experience</i>	20
<i>Appendix C - Personnel Qualifications</i>	21
<i>Appendix D - BID Proposal Submission Form-Leased Digital Copiers, Supplies & Services</i>	22-30
<i>Attachment A-District Locations and Existing Copiers Information</i>	31-38



2018-PUR-022
Leased Digital Copiers, Supplies & Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

Leased Digital Copiers, Supplies & Services
Request for Proposal
2018-PUR-022

Proposal Due:
April 23, 2018
10:00 a.m.

1. Background

1.1. Notice

1.1.1. Independence School District (the “District”) seeks a contractor (“Contractor”) for Leased Digital Copiers, Supplies and Services. If your firm is interested, please submit the information requested in this Request for Proposal (RFP) to the Independence School District office by 10:00 a.m. on April 23, 2018. All information necessary for the submittal is contained in this RFP.

1.2. RFP Schedule

- 1.2.1. Issue RFP: March 29, 2018
- 1.2.2. Deadline to submit written questions: 4:00 p.m., April 13, 2018
- 1.2.3. Deadline to submit proposals: 10:00 a.m., April 23, 2018
- 1.2.4. Vendor selection date: 6:00 p.m., May 8, 2018, ISD Board of Education Meeting

2. Description of Services (or Project)

2.1. Type

2.1.1. District is soliciting proposals from responsible Contractors for a fixed lease, including supplies and all-inclusive maintenance cost-per-impression contract between District and the successful Contractor. This contract will serve to replace currently installed digital copiers with new digital connected equipment, (see Appendix D for specifications of copiers and quantity).

2.2. Locations

- 2.2.1. See Attachment A.

2.3. Equipment



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

2.3.1. All units installed under this contract will be multifunctional digital imaging devices. All equipment must include PaperCut or equivalent embedded device licenses and HID Prox compatible readers (HID Proximity 1391 Microprox tags).

2.3.2. For purposes of the initial installations and all subsequent installations over the duration of the term of the contract, all equipment must be new.

2.3.2.1. “New” equipment is defined as those units that have been assembled for first-time use with entirely new components. To clarify, any equipment that is manufactured using any percentage of used or reprocessed components would not be considered as “new” per this section. District shall be the first user of the equipment with no previous placements (ever) on rental or lease or ever placed in the Contractor’s or a customer location as a demonstration unit including employee home office. New equipment shall be delivered with no more than 600 “set-up” impressions on the meter.

2.3.3. For all connected digital equipment installed by Contractor must be configured to properly network with the District’s existing software applications. District machines are a mix of the following: Windows 7, Windows 10, Mac OSX, Chrome OS and various mobile devices.

2.3.4. Major software package is the Microsoft Office Suite, Google educational suite (Google drive, Docs .) Some other software programs being used are Adobe products and CAD. Current Post Script drivers or PCL6 drivers are required on all proposed copiers.

2.3.5. The District will be responsible for providing all wiring, cables and connectors. The Contractor’s responsibility will begin at the RJ45 10/100/1000 Base-T connection of the imaging device and will include any specific print driver, scanning, or document management software and hardware.

2.3.6. For all digital equipment installed under this contract, the costs for any necessary network installation, print controllers/servers, operator training, and user-level software, including, but not limited to print drivers, are to be included in the Contractor’s compensation schedule.

2.3.7. The Contractor must meet the minimum equipment specifications listed; however, Contractor may exceed the minimum requirements. Contractor shall provide specifications for all equipment submitted in response to this proposal with written literature. District reserves the right to verify specifications. All equipment, software and accessories as required to meet the specifications of this contract shall be provided by Contractor, the Appendix D includes the specifications.



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

2.4. Inspection

- 2.4.1. The Bidders will not need to inspect property, since all the current equipment and specifications are listed in Appendix D and Attachment A.

3. Scope of Services

3.1. Maintenance Coverage

3.1.1. **Technical Maintenance Support:** The Contractor shall have sufficient management and qualified manufacturer-trained and certified technicians to service all units supplied under the agreement.

3.1.1.1. Contractor shall appoint at least one (1) dedicated technician to be available on a priority basis during Normal Business Hours, as defined in Section 3.2.1. This dedicated technician will not necessarily have to be on-site, unless the Contractor, at its sole discretion, so chooses.

3.1.1.2. Contractor must include PaperCut or equivalent Maintenance and Premium Support for the term of the contract with on-site, remote, phone and e-mail support.

3.1.1.3. The Contractor shall be responsible for all software firmware & security upgrades on applicable leased machines within a timely manner to that software/firmware/security release date. Sever/software must conform to District security/network standard settings. Contractor must coordinate with District's IT department for updates.

3.1.1.4. In the case of third party software or hardware, the Contractor should provide the name of the organization that will be responsible for service. Describe specifically the experience of the service organization on the proposed equipment/software, and the type of agreements the Contractor's company has with the service organization.

3.1.1.5. The Contractor should describe how they intend to function as a single point of contact for District, regardless of any subcontract arrangements. This should include responsibilities and liabilities of the Contractor for all problems relating to the equipment.

3.1.1.6. **Emergency Maintenance/Response Times:** All emergency service required to meet the specifications of this contract shall be provided by Contract during Normal Business Hours, as defined in Section 3.2.1.

3.1.1.6.1. Within one hour of a remedial service call to the Contractor, a service technician will be required to call the contact at the device location and inform



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

them that he/she has been notified and when he/she will respond to their call. It will be the responsibility of the Contractor to provide service within four (4) hours on-site after a call is placed, during normal business hours. For example, a call placed at 3:00 p.m. on a given day would require a visit by a technician by 9:30 a.m. the next business day. Include with your response the following:

- What are the procedures to be used to contact service personnel?
- Describe the maintenance escalation procedure complete with positions and telephone numbers of the people to be notified.
- How many service technicians are trained on the equipment proposed?

3.1.1.6.2. Contractor must notify District prior to any service or maintenance performed that will impact device configuration or network settings.

3.1.1.6.3. Contractor is responsible for any damage to the premises of any site as a result of the installation and servicing of equipment specified in the contract and shall repair and restore to the original condition any area so damaged within the time frame designated by District.

3.1.1.7. **Preventive Maintenance:** Contractor shall provide all preventive maintenance required to meet the specifications of this contract, the compensation for which is included in the Pricing Page in Appendix D. Contractor shall schedule such preventive maintenance calls proactively according to the manufacturer's technical specifications and at a time that is acceptable to the District. No request from the District shall be required to initiate a preventive maintenance call unless equipment has a system to notify user when PM is required.

3.1.1.7.1. Under no circumstances will the Contractor cease to perform regularly scheduled full preventive maintenance under the explanation that this type of maintenance is performed at each emergency service call.

3.1.1.7.2. Preventive maintenance will be performed in accordance with this section except in those cases where installed digital imaging devices do not attain the Contractor's required preventive maintenance interval (i.e., specific number of copies/prints as published or otherwise defined in this section) within a given year. In those cases, a preventive maintenance procedure must be performed at least once a year regardless of volume. Preventive maintenance should include but not be limited to:

- Safety checks of electrical, mechanical systems/components,



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

fluids, heat, etc.

- Review of fault codes
- Analysis of copy quality
- Optics, cleaners, filters
- Photoreceptor, developer or lamps
- Fuser and related parts, including lubricant and thermostat
- Paper handling, including belts, wheels, feed guides and sensors
- Finisher performance, including binder and/or stitcher wire supply and clinchers
- Re-order parts to maintain adequate PM-related parts supply on site
- Remove any toner / paper dust from internal mechanisms

3.1.1.8. **Device Monitoring:** All equipment must include PaperCut or equivalent embedded device licenses and HID Prox compatible readers (HID Proximity 1391 Microprox tags).

3.1.1.8.1. The Contractor shall place a device on the District's network to collect meter reads from all connected devices. The meter reads will be provided to the District in a usable format. The data will be used to reconcile the annual usage and evaluate the placement of devices.

3.1.1.9. **Parts/Supply Availability:** The Contractor shall have in place an inventory and delivery system of parts and consumable supplies in quantities sufficient to serve the requirements of this contract.

3.1.1.9.1. The Contractor will provide toner for all machines for all District Buildings including Print Shop with no cost to District. The staples will be provided for the Print Shop machines with no cost to District. The Contractor shall ensure District has adequate consumable supplies on-site to fulfill copying and printing requirements. When the contract expires, District will return all unused supplies to the Contractor.



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

- 3.1.1.9.2. In the event the installed equipment employs user-replaceable modules other than toner cartridges/bottles (e.g., fuser, developer, drum and/or paper-feeding modules), Contractor will provide those modules at no extra cost and will make servicing representatives available to replace such modules throughout the term of the contract at no additional cost. For the purposes of calculating per-unit uptime as per the guidelines of the contract, service calls related to user-replaceable module replacements will be treated the same as standard emergency service calls.
- 3.1.1.10. **Replacement and Back-Up Equipment:** Replacement devices are defined as devices(s) that will be installed to replace a device and will remain on site for the term of the contract. All replacement devices must be new, as defined in Section 2.3.2.1. Back-up devices (loaners) are defined as devices(s) that will be installed on a temporary basis while the malfunctioning device(s) is repaired or until a replacement device(s) is installed. Back-up equipment will be required after a device has been down for sixteen (16) consecutive business hours. Back-up equipment will be replaced within 30 days with the original device or a new replacement of comparable capabilities and features to the original device. Back up equipment may not be new, but must be able to maintain a 95% uptime during the time period that the back-up unit is in use.
- 3.1.1.11. **Unsatisfactory Equipment Performance:** Each individual unit installed at any District location under this contract will be required to attain a minimum average of 95% uptime each calendar quarter. Any unit installed under the contract shall be considered “down” under the terms of this contract whenever Contractor is notified by an authorized representative of District that (a) image quality becomes unreadable or unacceptable to a District user and/or (b) any one or more of the specific equipment capabilities listed in this contract are not working to the satisfaction of the District. As soon as Contractor is notified of one or both of these conditions, all downtime hours, including, but not limited to, technician response time, lack of parts availability and all technician working time (excluding only working time related to correcting problems caused by District’s willful negligence or Contractor performing scheduled preventive maintenance visits as defined in this contract), shall be counted toward each unit’s quarterly uptime calculation. The Contractor in the Quarterly Uptime Report shall list all downtime hours for each unit installed under this contract.



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

- 3.1.1.11.1. Any individual unit that does not meet the required 95% uptime requirement for any two consecutive calendar quarters can be replaced at the discretion of District within ten (10) business days of receipt by Contractor of a written request from District for replacement with new equipment of the same or better specifications at no additional cost to District. If any replacement unit subsequently fails to meet the 95% uptime requirement for any two consecutive calendar quarters, this contract with respect to such unit shall, at District’s option, be cancelled without penalty.
- 3.1.1.11.2. Known problematic machines failing to meet these requirements shall be replaced, not rotated to a different site.
- 3.1.1.12. **Alternative for Conditions of Replacement:** District’s authorized representative must contact Contractor and discuss their concerns regarding the excessive number of calls or inability to achieve the required 95% uptime on any individual device. The Contractor will research the matter and follow-up with a return phone call and a plan of action within 24 hours.
 - 3.1.1.12.1. The Contractor’s Technical Manager shall be dispatched on-site to ascertain the malfunctions and make a determination as to what course of action will be taken:
 - 1. Repair the machine
 - 2. A determination is made for complete reconditioning
 - 3. A determination made for replacement
 - 4. If it is determined that reconditioning is the best solution, a back-up machine will be sent and District’s machine brought into the shop for a comprehensive reconditioning
 - 3.1.1.12.2. If a determination for reconditioning prevails, the machine’s performance after reconditioning will be monitored by the Contractor’s Technical Manager and District’s authorized representative. District understands that during the “break-in” period of either a new machine or a reconditioned one, service calls are eminent. However, calls exceeding the standards set in Section 3.1.1.1.2 Unsatisfactory Equipment Performance, shall cause the machine to be replaced with a new unit of equal or better size and features without question.
- 3.1.1.13. **Electrical Requirements:** Equipment shall be capable of operating on



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

120 VAC, $\pm 5V$, 60 Hz. Models requiring dedicated circuits may be proposed and should be clearly indicated in Contractor's response document.

3.1.1.14. Miscellaneous Requirements:

- A printed operator's manual shall be furnished with each product
- A stand, table or similar equipment **MUST** be provided for all non-floor models at no additional cost to District
- Accessories such as sorters, document feeders, large-capacity trays, etc., must be available as specified in the detailed item specifications (Appendix D)
- Contractor must specify dimensions of all equipment to be supplied.

3.1.1.15. Operator Training Program: The Contractor shall provide along with their response to this request, a comprehensive training and implementation plan. The units are scheduled to be installed in the month of July. Contractor needs to outline a plan to address the transition for the teachers and staff. During the term of the contract, District may request additional end-user training for the teachers and staff of the District. Contractor will provide this additional training at no charge

3.2. Hours of service

3.2.1. Normal Business Hours are 7:00 a.m. to 4:30 p.m.

3.2.2. The contractor shall coordinate the timing of routine services to the District in order to pose the least disruption to the school's routine.

3.3. Terms and conditions

3.3.1. Bidders should provide detailed information addressing each of the following areas:

- 3.3.1.1. Licensing and certification in the field of the requested services;
- 3.3.1.2. Any citation or discipline action taken against the respondent by a licensing board or association related to the field of the requested services which is pending or has been resolved within the past 48 months.
- 3.3.1.3. Information regarding law suits relevant to the requested services that are pending or have been resolved within the past 48 months.
- 3.3.1.4. List of any public entities that the Contractor has discontinued services to at the request of the entity with reason for discontinuing services and a contact at the entity.



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

- 3.3.1.5. Failure to be forthright in disclosure shall be grounds for disqualification of a contractor.

3.4. Exclusions

3.5. Term

- 3.5.1. The initial award is for 48 months starting July 1, 2018. All prices MUST remain firm during this time period and either party can terminate with cause.
- 3.5.2. District reserves the right to renew and extend the executed agreement pertaining to terms and conditions and specifications upon mutual agreement between the District and contractor for one (1) year periods based on pricing and level of service. Either party can terminate agreement for any reason after initial contract period with a 90 days written notice.
- 3.5.3. July 1, 2018 will be the first date of this contract.
- 3.5.4. Each term shall end on June 30.

4. Required Insurance

4.1. Liability

- 4.1.1. \$100,000 per incident
- 4.1.2. \$300,000 per year

4.2. Workers Compensation

- 4.2.1. Statutory limits

4.3. Bond

- 4.3.1. Payment: Amount of Agreement
- 4.3.2. Performance: Amount of Agreement

5. Disclosures and notifications

5.1. Conflicts of interest

- 5.1.1. Proposal must state whether proposer has any professional, business, or familial relationship with any current member of the Board of Education of the District or with any administrator of the District.



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

5.2. Cooperative Procurement

5.2.1. Indicate whether, if the District accepted your proposal, you would provide the same products and services under the same prices and terms to any public school district or any other non-profit organization having membership Mid-America Council of Public Purchasing (MACPP), Mid-America Regional Counsel (MARC) or Greater Suburban Kansas City Joint Purchasing Cooperative (GSKCJPC) and/or located within the greater Kansas City metropolitan trade area.

_____ YES _____ NO SIGNATURE: _____

5.2.2. The prices, terms, and conditions of this RFP and any subsequent term agreement would control the terms of any subsequent agreement.

5.2.3. Organizations themselves or organizations represented by MACPP, MARC or GSKCJPC have no obligation under the cooperative procurement agreement to use the RFP, proposal, or agreement unless they are specifically named in the RFP as a joint respondent.

5.2.4. The ordering jurisdiction will issue purchase orders and be responsible for all receiving, inspection, payments and other agreement administration.

5.2.5. Each jurisdiction that is a party to the joint proposal may act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments, and handle disputes involving shipment to the jurisdiction.

6. Contract terms

6.1. E-Verify

6.1.1. Missouri law requires all companies doing business under contracts greater than \$5,000 with government entities to attest that all their employees and subcontractor’s employees are “lawfully present in the United States.”

6.2. Prevailing Wage

6.2.1. Missouri law requires agreements to contain the following prevailing wage terms: “A wage of no less than the prevailing hourly rates of wages for work of a similar character in the locality in which the work is performed shall be paid to all workmen employed by or on behalf of any public body engaged in public works exclusive of maintenance work” (§ 290.220) and “Not less than the prevailing hourly rate of wages specified in wage determination as requested from the State shall be paid to all workers performing work under this contract” (§ 290.250). The contractor shall forfeit as a penalty to the State,



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

County, City, and County, City, Town, District or other political sub-division on whose behalf the contract is made or awarded. Ten (\$10.00) Dollars for each worker employed, for each calendar day, or portion thereof such worker is paid less than the said stipulated rates for any work done under this contract by him or by any sub-contractor under him. § 290.250. All payroll records of the contractor are to be submitted to the School District, with the approved Prevailing Wage Statement, prior to final acceptance of the project.

6.3. Applicable law

6.3.1. Missouri law will govern contracts entered into pursuant to this RFP, irrespective of choice of law principles.

6.4. Termination

6.4.1. The District may terminate contracts entered into pursuant to this RFP with cause upon 30 day written notice.

6.4.2. Either party may terminate contracts entered into pursuant to this RFP, for any reason or no reason at all, upon 90 days written notice.

6.5. Compliance with laws and policies

6.5.1. Proposer must comply with all federal and state anti-discrimination laws.

6.5.2. All work shall be done in strict accordance with the provisions of the current edition of the building codes adopted by the City of Independence, Missouri and all city ordinances in effect during performance of this contract.

6.5.3. Contractor must be licensed to do business in the City of Independence.

6.5.4. All work shall meet or exceed the Americans with Disabilities Guidelines.

6.5.5. *A-133 Compliance Supplement*: The contractor must certify that they and their principals are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or Agency.

6.5.6. *Excessive Unemployment*: The Missouri Department of Labor and Industrial Relations has determined that a period of "Excessive Unemployment" remains in effect and will remain in effect if the unemployment rate exceeds 5% in the state of Missouri. Only Missouri laborers and laborers from nonrestrictive states are allowed by law to be employed on Missouri's public works projects. (See Sections 290.550 through 290.580 RSMo).



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

- 6.5.7. *AHERA Notification:* the District has completed the removal of friable asbestos in all District school buildings. In addition, all facilities have now been inspected by a certified asbestos inspector as required under the ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 (AHERA). A copy of the AHERA Plan has been filed with the State of Missouri and a copy is on file with each building administrator. The AHERA Plan is available for inspection during regular school hours.
- 6.5.8. *OSHA Training:* As a condition of the Contract entered pursuant to this RFP, a Contractor must provide a 10-hour Occupational Safety and Health Administration (OSHA) Construction Safety Program (“Program”) for Contractor’s on-site employees as mandated by RSMo 292.675. Said Program must include a course in construction safety and health approved by OSHA or a similar program approved by the Missouri Department of Labor and Industrial Relations. This requirement includes the following: All of Contractors’ on-site employees must complete the Program within 60 days of beginning work on the Project; Any employee found on the work site subject to this requirement without documentation of the successful completion of the Program will be given 20 days to produce such documentation before being subject to removal from the Project; Contractor’s failure to comply with these requirements will subject it to penalties. Contractor shall forfeit as a penalty to the Owner \$2,500.00 plus \$100.00 for each employee employed by Contractor or Contractor’s Subcontractor, for each calendar day, or portion thereof, such employee is employed to work under this Contract without the required training. Said penalty shall not accrue until the period in subsections 1 and 2 have elapsed. Contractor will be subject to said penalties notwithstanding any other provision to the contrary in this Construction Contract. Contractor shall require its contracts with all Subcontractors to contain these provisions. Contractor shall be responsible for penalties to Owner due to any Subcontractor’s employees’ failure to produce documentary evidence of training in the required Program. Contractor may withhold all sums necessary to cover any penalty from Subcontractor by suing in the circuit court of the county in which the project is located. Contractor shall have no right of recovery against Owner
- 6.5.9. *Lead Paint Guidelines:* After April 22, 2010, contractors and their individual crew members working in pre-1978 school buildings that are child occupied and residential properties will be required to obtain their Renovator Certification by an accredited EPA Training Provider.

6.6. Background Checks

- 6.6.1. Contracts entered pursuant to this RFP must require that all employees who will interact with students will be fingerprinted and background checked under the background checks required by the District’s Board Policies. Results of background checks of employees working directly with students must be provided to District. District reserves



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

the right to refuse to allow any employee access to students if the employee completes no background check acceptable to the District.

6.7. Indemnity

- 6.7.1. The District will not agree to indemnify any contractor for its own negligence, for injuries or damages that do not arise from acts or omission of the District, or for injuries or damages for which the District has sovereign immunity.

6.8. Change orders

- 6.8.1. Change orders that exceed the greater of \$15,000 or 5% of the total originally contracted amount are subject to Board approval prior to performance of the work and are subject to re-bid. (See Board Policy 7210.)

6.9. Proposed contract

- 6.9.1. Proposals must include a copy of proposed contracts or service agreements if available or disclose terms required by the proposer of this RFP.

7. Interpretation, Questions, Withdrawal

7.1. Interpretation

- 7.1.1. The District will make no oral interpretations for proposers of meaning of the terms in this RFP.
- 7.1.2. Requests for interpretations to the meaning of this RFP must also be made in writing to Independence School District no later than 4:00 p.m., April 13, 2018 and failure by the successful proposer to do so shall not relieve the proposer of the obligations to execute such services under a later interpretation by the school district.
- 7.1.3. All interpretations made to the proposers will be issued in addenda to the RFP and will be sent to all proposers.

7.2. Questions

- 7.2.1. Submit written questions to the following person:

Lisa Patrick
Purchasing Supervisor
lisa_patrick@idschools.org
201 N. Forest Avenue
Independence, MO 64050
816-521-5599 extension 61010



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

7.3. Withdrawal

- 7.3.1. Any Contractor may withdraw his proposal prior to the scheduled closing time for receipt of proposals.
- 7.3.2. No proposal shall be withdrawn for thirty (30) days after the scheduled closing time for receipt of proposals.

8. Quote

8.1. Amount & Rate

8.1.1. Please fill out information requested in this RFP including Appendix A, B, C & D.

8.1.1.1. *Pricing must include Delivery, Installation, Network Connectivity, All Print Drivers & Installation, and unlimited training.*

8.1.1.2. *All equipment pricing must include the Payoff Return to Lease Amount of \$48,380.39.*

8.1.1.3. *Pricing must include pick up of current equipment and return to the leasing company of the 142 Toshiba units with finishers including 3 print shop Toshiba's with staple finishers, punch units and external large capacity feeders to Waukegan, IL.*

9. Proposal submission and opening

9.1. Submission

- 9.1.1. Submit complete proposals, Appendix A, B, C, & D, in a sealed envelope marked "LEASED DIGITAL COPIERS, SUPPLIES & SERVICES PROPOSAL" including all forms filled out and deliver to the following address and person:

Lisa Patrick
Purchasing Supervisor
lisa_patrick@idschools.org
201 N. Forest Avenue
Independence, MO 64050
816-521-5599 extension 61010

9.2. Opening

- 9.2.1. The proposals will be opened and publicly read at the following location on the following date and time:



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

Date: April 23, 2018
Time: 10:00 a.m.
Location: Facilities Office
201 N. Forest Avenue
Independence, MO 64050

10. Reservation of Rights

10.1. INDEPENDENCE SCHOOL DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS AND WAIVE ANY INFORMALITY IN THE PROPOSAL OR REQUEST FOR PROPOSAL.

11. Proposal Evaluation

11.1. Award

- 11.1.1. The contract will be awarded to the firm submitting the best responsible proposal complying with this RFP if the proposal is reasonable and in the best interest of the District to accept. The firm selected will be notified at the earliest practical date. The decision regarding acceptability of any firm's qualifications/proposal shall remain entirely with the District, at the District's sole discretion. The criteria for making this judgment will include but not be limited to price, demonstrated capability and general responsiveness to the RFP.
- 11.1.2. District has the right to award all, or any portion, of this RFP to multiple contractors if deemed in the best interest of the District.
- 11.1.3. The District notifies all proposers that minority business enterprises will be afforded full opportunity to submit proposals in response to this Request and will not be discriminated against on the grounds of race, color, or national origin in consideration of an award. Proposer agrees that, should proposer be awarded this contract, proposer will not discriminate against any person who performs work under it because of race, religion, color, sex, national origin or ancestry.
- 11.1.4. The District reserves the right to reject any or all proposals, to waive any informalities or technical defects in proposals, and unless otherwise specified by the District, to accept any item or groups of items in the proposal, as in the best interest of the District.

11.2. Acceptance Period

- 11.2.1. All proposal offers must be firm for 90 days.

12. Invoicing and Payments



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

12.1. Invoices shall be prepared and submitted in duplicate to the Independence School District, 201 N Forest Ave., Independence, MO 64050, Attn: Facilities Department.

13. Vendor List

Toshiba Business Solutions
2732 NE Independence Ave.
Lee's Summit, MO 64064



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

**APPENDIX A
FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am over twenty-one years of age; and know of the matters set forth.
2. I am employed by _____ (“Company”) and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify federal work authorization program regarding Company’s employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____
(individual signature)

For _____
(company name)

Title: _____

Subscribed and sworn to before me on this ____ day of _____, 201__.

NOTARY PUBLIC

My commission expires:



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

APPENDIX B

REFERENCES AND EXPERIENCE

How many years has your firm been in business? _____ years

List references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed.

School District/Business_____

Address_____

Contact Person_____ Phone#_____

Description of services performed and completion date_____

School District/Business_____

Address_____

Contact Person_____ Phone#_____

Description of services performed and completion date_____

School District/Business_____

Address_____

Contact Person_____ Phone#_____

Description of services performed and completion date_____



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

APPENDIX C

PERSONNEL QUALIFICATIONS

Bidders are **REQUIRED** to provide the information below in **FULL DETAIL**.

Indicate the person who will be supervising project and years of experience in similar work.

Name: _____ Number of Years: _____

Type of Experience: _____

Complete the following for employees that would be working on this project. List any previous work directly relating to the scope of this project for other school districts and/or governmental agencies or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

APPENDIX D

BID PROPOSAL SUBMISSION FORM—LEASED DIGITAL COPIERS, SUPPLIES & SERVICES

Proposal of _____ (hereinafter called "Bidder"),
 organized and existing under the laws of the State of _____, doing business as
 a corporation, a partnership, an individual (circle one) to the Board of Education, School District of
 Independence, Missouri (hereinafter called "Owner").

1. In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all work for the
 INDEPENDENCE SCHOOL DISTRICT – LEASED DIGITAL COPIERS, SUPPLIES & SERVICES. In strict
 accordance with the Contract Documents, within the time set forth herein and at the prices stated below,
 bidder should propose on individual base bids for specific project locations as noted below. Owner will
 award contract per individual base bid.
2. By submission of this Bid, each Bidder certifies, and in the case of a joint Bid each party thereto certifies as
 to its own organization, that this Bid has been arrived at independently, without consultation, communication,
 or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.
3. Bidder acknowledges receipt of the following ADDENDA: _____.
4. The undersigned, having familiarized itself with local conditions affecting the cost of the work at the place
 where the work is to be done and with all Bidding Documents, including the Instructions to Bidders, Plans
 and Specifications, General and Supplementary Conditions, the Standard Form of Agreement and the other
 Contract Documents, and having examined the location of the proposed work and considered the availability
 of labor and materials, hereby proposes and agrees to perform everything required to be performed, and to
 provide and furnish any and all labor, materials, supervision, necessary tools, equipment, and all utility and
 transportation service necessary to perform and complete in a workmanlike and timely manner all of the
 work required for the project, all in strict conformance with the Instructions to Bidders and other Contract
 Documents (including Addenda noted above, the receipt of which is hereby acknowledged), for the lump
 sums hereinafter specified.



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

APPENDIX D (con't)

RESPECTFULLY SUBMITTED:

Signature

Title

Name (Please type or write clearly)

Date

Company Name

Telephone Number

Fax Number

Street

Email address

City, State, Zip Code

License number (if applicable)

By signing, he/she certifies that they are an authorized agent of said company and has the authority to legally enter into a binding Service Agreement.

SEAL - (if BID is by a corporation)



2018-PUR-022
 Leased Digital Copiers, Supplies & Services
 Lisa Patrick
 Independence School District
 Facilities & Purchasing
 201 N. Forest Avenue
 Independence, MO 64050
 (816)521-5599 ext. 61010

APPENDIX D (con't)

BID PROPOSAL SUBMISSION FORM

Vendor Name:	
Project Name:	Leased Digital Copiers, Supplies & Services
BID Number:	2018-PUR-022
BID Due Date:	April 23, 2018
Owner	Independence School District

Segment 1 - 25 ppm B&W up to 11 X 17 paper Specs - Quantity 29	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 25 ppm B&W		
Paper size up to 11 x 17 in the drawers		
300 Sheet Document Feeder		
Single Pass Dual Side Scan with minimum Scan speed at least 240 ppm		
2 Drawers with minimum paper capacity of 550 sheets		
Stand/Cabinet		

Segment 2 - 45 ppm B&W up to 11 X 17 paper Specs - Quantity 25	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 45 ppm B&W		
Paper size up to 11 x 17 in the drawers		
300 Sheet Document Feeder		
Single Pass Dual Side Scan with minimum Scan speed at least 240 ppm		
2 Drawers with minimum paper capacity of 550 sheets		
1 Tandem Drawer with 2000 Sheet capacity		
50 sheet staple finisher		
Hole Punch		

Segment 3 - 55 ppm B&W up to 11 X 17 paper Specs - Quantity 27	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 55 ppm B&W		



2018-PUR-022
 Leased Digital Copiers, Supplies
 & Services
 Lisa Patrick
 Independence School District
 Facilities & Purchasing
 201 N. Forest Avenue
 Independence, MO 64050
 (816)521-5599 ext. 61010

Paper size up to 11 x 17 in the drawers		
300 Sheet Document Feeder		
Single Pass Dual Side Scan with minimum Scan speed at least 240 ppm		
2 Drawers with minimum paper capacity of 540 sheets		
1 Tandem Drawer with 2320 Sheet capacity		
50 sheet staple finisher		
Hole Punch		

Segment 4 - 65 ppm B&W up to 11 X 17 paper Specs - Quantity 14	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 65 ppm B&W		
Paper size up to 11 x 17 in the drawers		
300 Sheet Document Feeder		
Single Pass Dual Side Scan with minimum Scan speed at least 240 ppm		
2 Drawers with minimum paper capacity of 540 sheets		
1 Tandem Drawer with 2320 Sheet capacity		
50 sheet staple finisher		
Hole Punch		

Segment 5 - 75 ppm B&W up to 11 X 17 paper Specs - Quantity 12	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 75 ppm B&W		
Paper size up to 11 x 17 in the drawers		
300 Sheet Document Feeder		
Single Pass Dual Side Scan with minimum Scan speed at least 240 ppm		
2 Drawers with minimum paper capacity of 540 sheets		
1 Tandem Drawer with 2320 Sheet capacity		
50 sheet staple finisher		
Hole Punch		

Segment 6 - 85 ppm B&W up to 11 X 17 paper Specs - Quantity 22	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 85 ppm B&W		



2018-PUR-022
 Leased Digital Copiers, Supplies
 & Services
 Lisa Patrick
 Independence School District
 Facilities & Purchasing
 201 N. Forest Avenue
 Independence, MO 64050
 (816)521-5599 ext. 61010

Paper size up to 11 x 17 in the drawers		
300 Sheet Document Feeder		
Single Pass Dual Side Scan with minimum Scan speed at least 240 ppm		
2 Drawers with minimum paper capacity of 540 sheets		
1 Tandem Drawer with 2320 Sheet capacity		
50 sheet staple finisher		
Hole Punch		

Segment 7 – Print Center Color up to 12 x 18 paper Specs - Quantity 2	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 55 ppm Color and 65 B&W		
Document Feeder with minimum capacity of 300 pages		
Single Pass Dual Side Doc Feeder - minimum speed of 240 ipm in color		
2 Drawers with at least 540 sheet capacity and capable of 12x18 paper		
Bypass tray capable of 13x19 paper		
1 Tandem Drawer with at least 2320 Sheet Capacity		
Supports Paper Weight in the drawers up to 140 lb Index		
Bypass tray capable of 160 lb index		
Booklet Staple Finisher and Hole Punch		
Print resolution of 1200 x 1200 dpi		

Segment 8 – Print Center B&W up to 12 x 18 paper Specs - Quantity 3	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 105 ppm B&W		
Minimum Scan speed of 200ppm		
100 Sheet Document Feeder with minimum capacity of 250 pages		
2 Drawers with at least 500 sheet capacity and capable of 12x18 paper		
1 Tandem Drawer with at least 1200 sheet capacity		
Bypass tray capable of 12x18 paper		
Supports Paper Weight in the drawers up to 100 lb Index		
Bypass tray capable of 110 lb index		



2018-PUR-022
 Leased Digital Copiers, Supplies
 & Services
 Lisa Patrick
 Independence School District
 Facilities & Purchasing
 201 N. Forest Avenue
 Independence, MO 64050
 (816)521-5599 ext. 61010

External Large Capacity Feeder capable of 12 x 18 paper		
Includes Booklet Staple Finisher and Hole Punch		
Insertor/Interposer Tray		
GBC Punch with 19 hole die set		
Print resolution of 1200 x 1200 dpi		

Segment 9 – Replacement Riso for Riso mz790U 2 Color - Quantity 1	Meets Spec Yes/No	Deviation
Minimum specs as model above		

Segment 10 – Replacement Riso for Riso RZ 220UI Black - Quantity 1	Meets Spec Yes/No	Deviation
Minimum specs as model above		

Optional Color Segments

Optional Segment 1 - 25 ppm Color up to 11 X 17 paper Specs - Quantity 20	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 25 ppm Color and 25 ppm B&W		
Paper size up to 11 x 17 in the drawers		
300 Sheet Document Feeder		
Single Pass Dual Side Scan with minimum Scan speed at least 240 ppm		
2 Drawers with minimum paper capacity of 550 sheets		
1 Tandem Drawer with 2000 Sheet capacity		
Supports Paper Weight in the drawers up to 140 lb Index		
50 sheet staple finisher		
Hole Punch		

Optional Segment 2 - 45 ppm Color up to 11 X 17 paper Specs - Quantity 8	Meets Spec Yes/No	Deviation
Minimum Copy/Print Speed at least 45 ppm Color and 45 ppm B&W		
Paper size up to 11 x 17 in the drawers		
300 Sheet Document Feeder		



2018-PUR-022
 Leased Digital Copiers, Supplies
 & Services
 Lisa Patrick
 Independence School District
 Facilities & Purchasing
 201 N. Forest Avenue
 Independence, MO 64050
 (816)521-5599 ext. 61010

Single Pass Dual Side Scan with minimum Scan speed at least 240 ppm		
2 Drawers with minimum paper capacity of 550 sheets		
1 Tandem Drawer with 2000 Sheet capacity		
Supports Paper Weight in the drawers up to 140 lb Index		
50 sheet staple finisher		
Hole Punch		

PRICING PAGE

FMV 48 Month Equipment Pricing including PaperCut or Equivalent Costs and PPT

SEGMENT	LEASE COST/MONTH/UNIT	QUANTITY	TOTAL LEASE COST/MONTH
Segment 1	\$	29	\$
Segment 2	\$	25	\$
Segment 3	\$	27	\$
Segment 4	\$	14	\$
Segment 5	\$	12	\$
Segment 6	\$	22	\$
Segment 7	\$	2	\$
Segment 8	\$	3	\$
Segment 9	\$	1	\$
Segment 10	\$	1	\$
Total Equipment Cost	NA		\$

Optional Color Segments FMV 48 Month Equipment Pricing including PaperCut or Equivalent Costs and PPT

SEGMENT	LEASE COST/MONTH/UNIT	QUANTITY	TOTAL LEASE COST/MONTH
Segment 1	\$	20	\$
Segment 2	\$	8	\$
Total Equipment Cost	NA		

Maintenance Pricing

Service must include toner, drums, parts, labor & preventative maintenance.
 Service agreement for the equipment listed above in bid with blended rate.



2018-PUR-022
 Leased Digital Copiers, Supplies
 & Services
 Lisa Patrick
 Independence School District
 Facilities & Purchasing
 201 N. Forest Avenue
 Independence, MO 64050
 (816)521-5599 ext. 61010

B&W Cost per month for total volume of 2,554,848 B&W prints per month
 Total Combined **B&W** Cost per Month for volume above \$ _____
 Excess B&W Cost Per Copy Rate \$ _____

Color Cost per month for total volume of 56,636 Color prints per month
 Total Combined **Color** Cost per Month for volume above \$ _____
 Excess Color Cost Per Copy Rate \$ _____

Total Pricing

Total Monthly Cost-FMV **48** Month Lease with PaperCut or Equivalent/PPT \$ _____
 Total Monthly B&W Maintenance Cost \$ _____
 Total Monthly Color Maintenance Cost \$ _____

Total Monthly Cost – Lease & Maintenance \$ _____

Note: All equipment pricing must include the Payoff Return to Lease Amount of \$48,380.39. Pricing must include pick up of current equipment and return to the leasing company of the units below:

142 Toshiba’s with finishers including 3 print shop Toshiba’s with staple finishers, punch units and external large capacity feeders to Waukegan, IL.



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

APPENDIX D (con't)

Questions to Answer (Include Answers with RFP)

1. What are the procedures to be used to contact service personnel?
2. Describe the maintenance escalation procedure complete with positions and telephone numbers of the people to be notified.
3. How many service technicians are trained on the equipment proposed?
4. Describe how the monitoring process works to acquire meter readings and how the CLIENT can generate reports from meter reading data. Please detail reporting features of software for all copiers.
5. Please detail the control features of copier solution, Can the district choose which locations can print color? Indicate which devices have B/W scanning and which ones have COLOR scanning capability.
6. Please detail the security features of this solution. Does the solution utilize government level security protocols for hard drive cleaning?
7. Do you have an All-Inclusive (toner, parts, drums, kits, labor, etc) managed print program for desktop printers?
 - a. Does it include electronic monitoring of devices for automatic meter reads?
 - b. Does it include electronic monitoring of devices for auto toner replenish when the cartridge reaches a specified %?
 - c. Are your service technicians HP certified?
 - d. Is your company an authorized HP dealer?
 - e. Is your company an Elite HP partner?
 - f. How many service technicians are trained on the equipment proposed?



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

ATTACHMENT A

Buildings	Addresses
Elementary Schools	
Benton Elementary School	429 S Leslie Indep., MO 64050
Blackburn Elementary School	17302 RD Mize Rd Indep., MO 64057
Bryant Elementary School	827 W College Indep., MO 64057
Castle Creek Elementary School	10401 E 31st St SIndep., MO 64057I
Fairmount Elementary School	120 N Cedar Indep., MO 64053
Glendale Elementary School	2611 S Lee's Summit Rd Indep., MO 64055
Korte Elementary School	2437 S Hardy Indep., MO 64052
Little Blue Elementary School	2020 Quail Dr Indep., MO 64057
Luff Elementary School	3700 S Delaware Ave Indep., MO 64055
Mallinson Elementary School	709 Forest Ave Indep., MO 64054
Mill Creek Elementary School	2601 N Liberty Indep., MO 64050
Ott Elementary School	1525 N Noland Rd Indep., MO 64050
Procter Elementary School	403 W Linden Ave Indep., MO 64052
Randall Elementary School	509 Jennings Rd Indep., MO 64056
Santa Fe Trail Elementary School	1301 S Windsor Indep., MO 64055
Santa Fe Trail Annex Bldg.	1301 S Windsor Indep., MO 64055
Spring Branch Elementary School	20404 E Truman Rd Indep., MO 64056
Sugar Creek Elementary School	11424 Gill Indep., MO 64054
Sycamore Hills Elementary School	15208 E 39th St Indep., MO 64055
Three Trails Elementary School	11801 E 32nd St Indep., MO 64052
William Southern Elementary School	4300 Phelps Rd Indep., MO 64055
Middle Schools	
James Bridger Middle School	18200 S Speck Rd Indep., MO 64057
Bingham Middle School	1716 S Speck Rd Indep., MO 64057
Nowlin Middle School	2800 Hardy Indep., MO 64052
Pioneer Ridge Middle School	1656 S Speck Rd Indep., MO 64057
High Schools	
Indep. Academy	600 W Mechanic Indep., MO 64050
Truman High School	3301 S Noland Rd Indep., MO 64055
Van Horn High School	1109 S Arlington Ave Indep., MO 64055



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

William Chrisman High School	1223 N Noland Rd Indep., MO 64050
Other District Buildings	
Ennovation Center	201 N Forest Ave Indep., MO 64056
Hanthorn	1511 Kings highway Indep., MO 64055
Arts & Technology Center	315 N Main St Indep., MO 64050
Nutrition Services/Central Warehouse	14001 E 32nd Street S Indep., MO 64055
Sunshine Center	8400 E Salisbury Rd Indep., MO 64056
Transportation Department	900 S Powell Rd Indep., MO 64056



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

ATTACHMENT A (con't)

Current Model	Equip ID	Building	Location	B&W Annual Total	B&W AMV	Color Annual Total	Color AMV
ES657	TT707	Benton	COPY ROOM	436,063	36,339		
ES657	TR760	Benton	COPY ROOM	429,536	35,795		
ES257	TR951	Benton	MAIN OFFICE	58,372	4,864		
ES457	TQ303	Bingham	FRONT WORKROOM	152,506	12,709		
ES857	TQ275	Bingham	TEACHER WORKROOM	606,495	50,541		
ES857	TQ428	Bingham	TEACHER WORKROOM	657,489	54,791		
LEX463DE	TP547	Bingham		314	26		
ES857	TQ429	Blackburn	COPY ROOM	518,560	43,213		
ES857	TQ478	Blackburn	COPY ROOM	466,036	38,836		
ES257	TR787	Blackburn	MAIN OFFICE	33,646	2,804		
ES257	TR892	Bridger	RM 217 ASST. PRINC	34,314	2,860		
ES557	TR929	Bridger	1st Fl. Copy Rm	189,982	15,832		
ES557	TR925	Bridger	1st Fl. Copy Rm	140,859	11,738		
ES557	TR989	Bridger	2nd Fl. - North Copy Rm	216,700	18,058		
ES557	TR939	Bridger	2nd Fl. - South Copy Rm	289,471	24,123		
ES507	TR949	Bridger	Front Office	94,199	7,850		
ES557	TS177	Bryant	COPY ROOM	212,875	17,740		
ES557	TR777	Bryant	COPY ROOM	251,860	20,988		
ES257	TR891	Bryant	MAIN OFFICE	24,453	2,038		
ES457	TS224	Central Office	1st Fl. - AR	51,449	4,287		
ES657	TS217	Central Office	Admin - 2ND FL	128,059	10,672		
ES2555C	TT619	Central Office	Admin - 2ND FL-SUPPLY RM	11,034	920		
ES2555C	Color					40,011	3,334



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

ES657	TR789	Central Office	Admin - 2ND FL-SUPPLY RM	69,111	5,759		
ES457	TR962	Central Office	Bookkeeping - 1ST FL	52,419	4,368		
ES457	TR976	Central Office	Bookkeeping 1ST FL	61,577	5,131		
ES507	TT517	Central Office	Clinic	30,392	2,533		
ES5560CT	TR952	Central Office	FACILITIES OFFICE	22,417	1,868		
ES5560CT	Color					13,167	1,097
ES457	TR830	Central Office	HR - 1ST FLOOR	16,580	1,382		
ES557	TR993	Central Office	IT Breakroom	140,154	11,680		
ES1105	TT686	Central Office	PRINT CENTER	689,307	57,442		
ES1105	TR906	Central Office	PRINT CENTER	593,789	49,482		
ES1105	TT631	Central Office	PRINT CENTER	159,581	13,298		
ES5560CT	TT737	Central Office	PRINT CENTER	124,302	10,359		
ES5560CT	Color					626,451	52,204
RISMZ790U	TS901	Central Office	PRINT CENTER	536,249	44,687		
RISEZ221U	TS627	Central Office	PRINT CENTER	360,078	30,007		
RISRZ220U	TN873	Central Office	PRINT CENTER	243,957	20,330		
ES257	TR786	Central Office	Summer Sch.-1st Fl	12,425	1,035		
ES257	TR887	Central Office	WELLNESS	7,523	627		
ES857	TQ278	Fairmount	COPY ROOM	378,246	31,521		
ES557	TR763	Fairmount	MAIN OFFICE	359,063	29,922		
ES457	TR975	Food Service	SUPPLY ROOM	126,520	10,543		
ES257	TR890	Glendale	FRONT OFFICE	29,043	2,420		
ES857	TQ277	Glendale	TEACHER WORKROOM	731,594	60,966		
ES857	TO479	Glendale	TEACHER WORKROOM	755,237	62,936		
ES657	TR919	Hanthorn	COPY ROOM	371,494	30,958		
ES257	TR889	Hanthorn	OFFICE	81,096	6,758		
ES257	TT663	Henley Aquatic	Hall Closet-IT Rm	16,372	1,364		
ES457	TR927	Indep. Academy	3RD FLOOR COMMONS	92,397	7,700		



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

ES557	TR983	Indep. Academy	RM 126	109,996	9,166		
ES457	TR905	Indep. Academy	RM 127 OZANAM	71,747	5,979		
ES257	TR877	Indep. Academy	RM 17 KVC	62,371	5,198		
ES557	TR764	Korte	1st Fl. Copy Rm	410,137	34,178		
ES857	TQ427	Korte	2ND FL-CONF RM 208	327,062	27,255		
ES457	TQ270	Korte	OFFICE MAIL ROOM	98,293	8,191		
ES857	TQ430	Korte	TEACHERS LOUNG	362,922	30,244		
ES557	TR780	Little Blue	OFFICE	323,532	26,961		
ES557	TR907	Little Blue	TEACHERS LOUNGE	180,552	15,046		
ES757	TQ274	Luff	COPY ROOM	345,445	28,787		
ES757	TQ273	Luff	COPY ROOM	293,366	24,447		
ES257	TR891	Luff	MAIN OFFICE	28,477	2,373		
ES557	TR965	Mallinson	LIBRARY	313,657	26,138		
ES557	TS181	Mallinson	OFFICE	287,862	23,989		
ES557	TR776	Mallinson	Teacher's Lounge	162,035	13,503		
ES857	TQ280	Millcreek	COPY ROOM	264,877	22,073		
ES557	TR947	Millcreek	Downstairs-Rm 115	301,271	25,106		
ES257	TT643	Millcreek	MAIN OFFICE	38,527	3,211		
ES557	TS113	Nowlin Middle	A 80	382,869	31,906		
ES857	TQ284	Nowlin Middle	COPY ROOM	133,722	11,144		
ES557	TR762	Nowlin Middle	LIBRARY	279,145	23,262		
ES257	TR876	Nowlin Middle	MAIN OFFICE	37,912	3,159		
ES757	TQ475	Ott	COPY ROOM	458,996	38,250		
ES757	TQ281	Ott	COPY ROOM	564,543	47,045		
ES257	TT717	Ott	MAIN OFFICE	48,573	4,048		
ES557	TT098	Pioneer Ridge	LIBRARY WORKROOM	176,285	14,690		
ES557	TR757	Pioneer Ridge	LIBRARY WORKROOM	330,834	27,570		
ES257	TR928	Pioneer Ridge	MAIN OFFICE	53,166	4,431		



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

ES557	TR950	Pioneer Ridge	PRO SHOP WORKROOM	197,317	16,443		
ES557	TR843	Pioneer Ridge	PRO SHOP WORKROOM	246,330	20,528		
ES657	TR759	Procter	COPY ROOM	181,233	15,103		
ES657	TR945	Procter	COPY ROOM	218,530	18,211		
ES257	TR753	Procter	MAIN OFFICE	53,787	4,482		
ES857	TQ276	Randall	COPY ROOM	439,036	36,586		
ES257	TT642	Randall	MAIN OFFICE	53,663	4,472		
ES457	TR972	Randall	TBD BY CLIENT	144,022	12,002		
ES757	TQ279	Sante Fe	COPY ROOM	373,019	31,085		
ES757	TQ477	Sante Fe	COPY ROOM	320,245	26,687		
ES257	TR979	Sante Fe	KITCHEN-WINDSOR ANNEX	45,939	3,828		
ES257	TR959	Sante Fe	MAIN OFFICE	24,869	2,072		
ES657	TR932	Spring Branch	COPY ROOM	248,283	20,690		
ES257	TR978	Spring Branch	MAIN OFFICE	24,577	2,048		
ES557	TS179	Spring Branch	Room 12	205,355	17,113		
ES557	TR756	Sugar Creek	2nd Floor	148,642	12,387		
ES757	TQ360	Sugar Creek	COPY ROOM	100,082	8,340		
ES257	TR980	Sugar Creek	MAIN OFFICE	32,699	2,725		
ES257	TR903	Sunshine Center	MAIN OFFICE	89,610	7,468		
ES657	TR933	Sushine Center	COPY ROOM	127,088	10,591		
ES757	TS230	Sycamore Hills	COPY ROOM	404,108	33,676		
ES757	TS096	Sycamore Hills	COPY ROOM	549,914	45,826		
ES257	TR893	Sycamore Hills	MAIN OFFICE	38,520	3,210		
ES507	TR958	Sycamore Hills	OFFICE COPY ROOM	133,737	11,145		
ES757	TQ472	Three Trails	COPY ROOM	459,395	38,283		
ES757	TQ272	Three Trails	COPY ROOM	356,336	29,695		
ES257	TR902	Three Trails	MAIN OFFICE	78,248	6,521		
ES507	TR801	Transportation Dept.	MAIN OFFICE 1ST FLOOR	114,547	9,546		



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

ES857	TQ431	Truman H.S.	COPY ROOM	468,199	39,017		
ES857	TQ283	Truman H.S.	COPY ROOM	515,479	42,957		
ES857	TQ483	Truman H.S.	COPY ROOM	460,218	38,352		
ES557	TS184	Truman H.S.	DEBATE 233	125,747	10,479		
ES257	TR984	Truman H.S.	LIBRARY	93,848	7,821		
ES257	TR800	Truman H.S.	LIBRARY	51,429	4,286		
ES507	TR755	Truman H.S.	MAIN COUNSELOR	44,861	3,738		
ES507	TT654	Truman H.S.	MAIN OFFICE ADMIN	133,486	11,124		
ES557	TR765	Truman H.S.	ROOM 313 A-3rd Fl	209,446	17,454		
ES457	TR937	Truman H.S.	ROOM 313 A-3rd Fl	244,610	20,384		
ES557	TR868	Van Horn	Activity Office-2nd FL	306,558	25,547		
ES507	TR900	Van Horn	COUNSELING-2nd FL	36,500	3,042		
ES857	TQ250	Van Horn	FACULTY ROOM - 3RD FL	315,238	26,270		
ES507	TR901	Van Horn	LIBRARY-2nd FL	52,685	4,390		
ES557	TR921	Van Horn	Lower Level Workroom	386,520	32,210		
ES507	TR930	Van Horn	MAIN OFFICE-2nd FL	101,592	8,466		
ES257	TR960	Van Horn	SPEC. ED - 3RD FL	25,108	2,092		
ES857	TQ282	Van Horn	TEACHERS LOUNG - 1st FL	324,845	27,070		
LEX463DE	TP454	William Chrisman		6,549	546		
ES557	TT228	William Chrisman	Basement Workrm-Rm 30	357,495	29,791		
ES857	TR831	William Chrisman	2nd FL-Copy Rm/Rm 235	435,842	36,320		
ES857	TT733	William Chrisman	2nd FL-Copy Rm/Rm 235	437,335	36,445		
ES507	TR898	William Chrisman	Admin Office	81,478	6,790		
ES557	TR924	William Chrisman	Basement Workroom-Rm 30	120,351	10,029		
ES557	TS180	William Chrisman	Basement-Debate/RM 32	115,523	9,627		
ES557	TQ894	William Chrisman	Library	169,679	14,140		
ES857	TR896	William Chrisman	Library	535,489	44,624		
ES507	TR948	William Chrisman	MAIN COUNSELOR	47,867	3,989		



2018-PUR-022
Leased Digital Copiers, Supplies
& Services
Lisa Patrick
Independence School District
Facilities & Purchasing
201 N. Forest Avenue
Independence, MO 64050
(816)521-5599 ext. 61010

ES507	TR982	William Chrisman	MAIN OFFICE	49,397	4,116		
ES507	TR971	William Chrisman	SPEC EDUCATION	85,599	7,133		
ES257	TR961	WILLIAM CHRISTMAN	Library	31,011	2,584		
ES757	TT535	William Southern	COPY ROOM	445,652	37,138		
ES757	TS173	William Southern	COPY ROOM	373,988	31,166		
ES557	TR942	William Southern	Downstairs-COMP LAB 33	274,830	22,903		
ES257	TR967	William Southern	MAIN OFFICE	35,554	2,963		
ES255	TP561	Bridger	Music Room	62,844	5,237		
ES855	TP439	Central Office	Spanish Registration	27,399	2,283		
ES355	TO929	Central Office		16,193	1,349		
ES355	TO880	Central Office		73,923	6,160		
ES255	TP572	Central Office		55,303	4,609		
FLEET TOTALS				30,658,170	2,554,848	679,629	56,636