



Request for *proposal*

**LEASED DIGITAL COPIERS, SUPPLIES & SERVICES
RFP# 2024-PUR-017**

**PROPOSALS MUST BE RECEIVED BY:
9:00 AM (CST) ON THURSDAY, MAY 30, 2024**

Please mark your sealed envelope “**RFP #2024-PUR-017 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 10610

*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 **Wednesday, May 22, 2024 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.



2024-PUR-017
 Leased Digital Copiers, Supplies
 & Services
 Lisa Patrick
 Independence School District
 Facilities & Purchasing
 201 N. Forest Avenue
 Independence, MO 64050
 (816)521-5599 ext. 10610

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Leased Digital Copiers, Supplies & Services
Request for Proposal
2024-PUR-017

Proposal Due:
May 30, 2024
9:00 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 9:00 a.m. on May 30, 2024. All information necessary for the submittal is contained in this RFP.

1.2. RFP Schedule

- 1.2.1. Issue RFP: May 15, 2024
- 1.2.2. Deadline to submit written questions: 4:00 p.m., May 22, 2024
- 1.2.3. Deadline to submit proposals: 9:00 a.m., May 30, 2024
- 1.2.4. Vendor selection date: 6:00 p.m., June 11, 2024, 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 Attachment A for specifications of copiers and quantity).

2.2. Locations

- 2.2.1. See Attachment B.

2.3. Equipment



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2.3.1. All units installed under this contract will be multifunctional digital imaging devices. All equipment must include PaperCut 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.

2.3.2.2. 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 10, Windows 11, Mac OSX, Chrome OS and various mobile devices

2.3.2.2.1. 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.

2.3.2.2.2. Current Post Script drivers or PCL6 drivers are required on all proposed copiers.

2.3.2.2.3. 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.

2.3.2.2.4. 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.

2.3.2.3. 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 Attachment A includes the specifications.

2.4. Inspection



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- 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 all normal operating hours between 7:00 a.m. to 4:30 p.m. 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 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 confirm to district security/network standard settings. Contractor must coordinate with District's IT department for updates. The current version of PaperCut is due for update.
- 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 District's normal business hours (7:00 a.m. to 4:30 p.m. Monday through Friday).
 - 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 them that he/she has been notified and when he/she will respond to their call.



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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.

- 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, 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



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- 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 (current version) 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.

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



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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. 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.

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



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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 decide 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 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 (Attachment A)
- Contractor must specify dimensions of all equipment to be supplied.



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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 60 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.

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 60 months starting July 1, 2024. 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



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party can terminate agreement for any reason after initial contract period with 90 days written notice.

3.5.3. July 1, 2024 will be the first date of this contract.

3.5.4. Each period 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.

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: _____



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- 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, 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.



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6.4. Termination

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



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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 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



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- 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., May 22, 2024 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
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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.*



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8.1.1.2. *Pricing must include pick up of current equipment and return to the leasing company See Attachment B of existing copiers.*

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:

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9.2. Opening

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

Date: May 30, 2024
Time: 9:00 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



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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

- 12.1.** Invoices shall be prepared and submitted to the Independence School District, 201 N Forest Ave., Independence, MO 64050, Attn: Facilities Department. Also, there will need to be a monthly file by building with their monthly base charge, monthly service payment for color, monthly service payment for B&W. Then include the overages by building so that they can be accounted for each month.



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**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 _____, 202__.

NOTARY PUBLIC

My commission expires:



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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 _____



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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



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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.



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APPENDIX D (continue)

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)

BID PROPOSAL SUBMISSION FORM

APPENDIX D (continue)

Vendor Name	
RFP Name	Leased Digital Copiers, Supplies & Services
Bid Number:	2024-PUR-017
BID Date:	May 30, 2024

60 Month Lease Term (Fair Market Value) with PaperCut MF (Upgrade to new version from current version 22.1 - 137 Licenses and 5 Year of Premium Support)

Include 2,286,432 monochrome copies/prints each month

Include 63,724 color copies/prints each month

Areas	Machine - Bidding	Monthly Lease	Maintenance Cost - B&W*	Maintenance Cost - Color*	Total Monthly Cost - Lease & Maintenance	Total Yearly Cost - Lease & Maintenance	Excess B&W Copy Rate	Excess Color Copy Rate	Shipping Cost of returning SumnerOne Equipment	Notes
Print Shop (See Attachment A for Specs):										
High Volume Production Color Device	1									
High Volume Production B&W Device	1									
Production Color Device	1									
Riso Machines	2									
Buildings:										
Color - 45 ppm	11									
Color - 55 ppm	1									
B&W - No staple - 30 ppm	29									
B&W - with staple - 30 ppm	1									
B&W - 45 ppm	21									
B&W - 55 ppm	21									
B&W - 65 ppm	20									
B&W - 85 ppm	33									
TOTAL	142									

*Include in the above price the toner, drums, parts, labor & preventative maintenance. Also, the print shop only has staples included in the above pricing for those machines.



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APPENDIX D (continue)

Questions to Answer (Include Answers with RFP)

1. Please outline training resources that would be available to District staff in using new equipment or software. What are the procedures to be used to contact service personnel?
2. Please provide information on your firm's approach to service/support the equipment provided to the District.
3. Describe the maintenance escalation procedure complete with positions and telephone numbers of the people to be notified. What is your firm's typical service levels applicable to break-fix services? What key performance indicators (KPI) and metrics (response times, resolution commitment) does your firm propose for the District's needs?
4. How many service technicians are trained on the equipment proposed?
5. How will your firm handle extended downtimes on equipment, should such extended downtime occur? Would your firm be willing to provide a temporary loaner device, at no additional charge to the District, should such extended downtime occur?
6. Please detail your firm's inventory approach for parts on-hand required for everyday repairs. That is, how does your firm ensure that it has adequate inventory to offer timely repairs?
7. Please describe your firm's delivery process for consumables. For example, how will toner be ordered and delivered? How will toner be disposed?
8. 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.
9. Please detail the security features of this solution. Does the solution utilize government level security protocols for hard drive cleaning? What is your firm's overall strategy



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regarding cyber security, especially as it relates to Identity and Access Management Strategies.

10. Please describe how your firm intends to coordinate the movement of all print equipment (removal of old equipment, delivery of new equipment) with the District. The winning vendor is responsible for ship back of old equipment.
11. Please provide the District with a sample deployment checklist or outline (if applicable) that your firm uses prior to deployment of any new equipment that will be utilized by the District.
12. Please provide an estimated timeframe to set up and/or move equipment, from time of notification of a contract award. That is, based on the District's size and needs, from the time a contract is executed, what is the anticipated timeframe for a "go live" activation?
13. Please provide a brief history of your firm, the date founded, ownership and any subsidiary relationships. Please list the types of services your firm is able to provide (e.g., print management services, print device leasing, print shop services, etc.).
14. Does your firm have the capacity to provide the services listed in the RFP? Has your firm provided such services to institutions or school districts of similar size to the District?
15. Is your firm an Original Equipment Manufacturer (OEM), or an equipment dealer? If the latter, what OEM firms are your partners?
16. Please list the names of key management personnel who would be directly involved in providing services to the District: describe their relationship to the firm, the role they would play in providing services, and their experience, qualifications, and years of service with the firm. Please note the respective personnel's experience with providing services similar to those desired by the District.
17. If applicable, please identify the role of any subcontractors that would be utilized to provide



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services to the District. This should include any 3rd party financing vendors.

18. Please list information regarding three (3) comparable projects that your firm completed as prime contractor with the last five (5) years. The projects should indicate the start and completion dates, and the products and services provided.



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ATTACHMENT A

Print Shop Requirements:

High Volume Production Color Device (One Machine)

140+ Page Per Minute Inkjet or Toner based production device with ability to produce high-quality low-cost color pages on standard plain papers. The device should have the following features and capabilities.

- 6 Paper Trays
 - Up to 13x19
 - Minimum Paper Capacity of 8,000 Sheets
- Run 60gsm-300gsm Paper Auto Duplex
- Minimum 600x600 DPI
- Fiery Print Controller
- 100 Sheet Multi-position stapling
- Minimum 20 Sheet Booklet Maker
- 2/3 Hole Punch
- Collate, sort and offset stacking capabilities
- Minimum of 4 output tray locations
- Items specific to an Inkjet Production Color Device
 - Aqueous Pigment based ink
 - Multi Liter Ink Supply
 - Power must not exceed 220v 20 amps

High Volume Production BW Device (One Machine)

120+ Page Per Minute Toner based production device with the ability to produce a large volume of BW only applications at a low cost of operation to the district. The device should have the following features and capabilities.

- 5 Paper Input Trays & 3 Post Insertion Trays
 - Up to 13x19
 - Vacuum Feed on all external trays including post insertion
 - Minimum Input Paper capacity of 8,000 Sheets
 - Minimum Post Insertion capacity of 5,000 Sheets
- Run 40gsm-350gsm Paper Auto Duplex
- Minimum 1200x1200 DPI
- Inline GBC Advanced Punch at 120+ pages per minute
- 100 Sheet Multi-position stapling
- Minimum 20 Sheet Booklet Maker



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- 2/3 Hole Punch
- Collate, sort and offset stacking capabilities
- Minimum of 3 output tray locations
- Must be single phase 220v main power

Production Color Device (One Machine)

70+ Page Per Minute Toner based production device with the ability to produce a large volume of Color & BW applications at a low cost of operation to the district. The device should have the following features and capabilities.

- 4 Paper Input Trays
 - Up to 13x19
 - Minimum Paper Capacity of 5,000 Sheets
 - Envelope Feeding capability w/ minimum of 100 envelope load capacity
- Run Minimum of 70gsm-350gsm Auto Duplex
- Minimum of 2400x2400 DPI
- 100 Sheet Multi-position stapling
- Minimum 25 Sheet Booklet Maker
- 2/3 Hole Punch
- Collate, sort and offset stacking capabilities
- Must be single phase 220v main power

Processing Envelopes & Carbon 2-part, 3-part and 4-part forms (Two Machines)

- Current Machines are Riso

***Staples included in the print shop only plus toner.

Walk-Up MFP Requirements

<u>Color / B&W</u>	<u>Print Speed Minimum</u>	<u>Total # of devices</u>
Color	45 ppm	11
Color	55 ppm	1
B&W - no staple	30 ppm	29
B&W - with staple	30 ppm	1
B&W	45 ppm	21
B&W	55 ppm	21
B&W	65 ppm	20
B&W	85 ppm	33

PaperCut MF (Current Version 22.1 & will need upgraded to current version)	137 Licenses and 5 years of PREMIUM Support	Required
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****Toner included in bid price.



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Copier Configuration for all copiers

1. Dual Scan Document Feeder (Minimum 100 sheets)
2. 50-Sheet Staple Finisher or larger
3. Two Paper Trays (500 sheet minimum each) and one internal large capacity paper tray (2,500 sheets or more)
4. Card Reader w/ Working Table
5. Hole Punch

30ppm B&W-no staple

1. Dual Scan Document Feeder (Minimum 200 sheets)
2. Two Paper Trays (500 sheet minimum each) and Copy Desk/Storage
3. Card Reader w/ Working Table

Preferred single operating system: Does not use UNIX, Windows, Android, VxWorks or JAVA. Less code, more secure, and ability to flexibly integrate with third party applications.

All of the following environments and systems must be supported:

- Seamless integration into most popular IT environments
- HP-Compatible PCL (6/5e/5c/XL 3.0) & PJI Command Set
- Adobe® Compatible PS3 (Version 3019) & PDF 1.7 (command level)
- Windows®/Macintosh®/Linux®/Unix, Novell® NetWare
- TCP/IP, IPX, AppleTalk® (EtherTalk)
- Citrix® Meta Frame
- SAP®
- Native XPS Interpreter

Preferred Solid State Drive rather than hard disk drives for data storage on device. All jobs default spool to RAM, instead of SSD.

Enhanced MFP Security: Equipment delivered in a hardened state to provide maximum HIPAA, FERPA, PCIDSS, etc., compliancy.

- Create a 20-digit secure alphanumeric password to lock down your storage media
- Encrypt the entire contents of your storage media for data security
- Eliminate any trace of data even after it's been deleted with Temporary Data Overwrite (Temporary Data Overwrite conforms to DoD methods)
- Time your MFP to auto-delete any material located in personal or public User Boxes, System User Boxes, Documents and Folders
- Disable Non-secured and unwanted Services, Protocols and Ports at the MFP
- Enable TLS v1.2* on the MFP (self-signed certificate)
- Enable Network User Authentication



ATTACHMENT A

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Maintenance Pricing

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

B&W Cost per month for total volume of 2,286,432 B&W prints per month
Excess B&W Cost Per Copy Rate

Color Cost per month for total volume of 63,724 Color prints per month
Excess Color Cost Per Copy Rate

Total Pricing

Monthly Cost-FMV 60 Month Lease with PaperCut/PPT

Monthly B&W Maintenance Cost

Monthly Color Maintenance Cost

Monthly Cost – Lease & Maintenance

Note: Pricing must include pick up of current equipment and return to the leasing company of the units in Attachment B.



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ATTACHMENT B

District Locations

Buildings	Addresses
Elementary Schools	
Benton Elementary School	429 S Leslie, Independence., MO 64050
Blackburn Elementary School	17302 RD Mize Rd, Independence, MO 64057
Bryant Elementary School	827 W College, Independence, MO 64057
Cassell Park Elementary School	10401 E 31st St S, Independence, MO 64057I
Fairmount Elementary School	120 N Cedar, Independence, MO 64053
Glendale Elementary School	2611 S Lee's Summit Rd, Independence, MO 64055
Korte Elementary School	2437 S Hardy, Independence, MO 64052
Little Blue Elementary School	2020 Quail Dr, Independence, MO 64057
Luff Elementary School	3700 S Delaware Ave, Independence, MO 64055
Mallinson Elementary School	709 Forest Ave, Independence, MO 64054
Mill Creek Elementary School	2601 N Liberty, Independence, MO 64050
Ott Elementary School	1525 N Noland Rd, Independence, MO 64050
Procter Elementary School	403 W Linden Ave, Independence, MO 64052
Randall Elementary School	509 Jennings Rd, Independence, MO 64056
Santa Fe Trail Elementary School	1301 S Windsor, Independence, MO 64055
Santa Fe Trail Annex Building	1301 S Windsor, Independence, MO 64055
Spring Branch Elementary School	20404 E Truman Rd, Independence, MO 64056
Sugar Creek Elementary School	11424 Gill, Independence, MO 64054
Sycamore Hills Elementary School	15208 E 39th St, Independence, MO 64055
Three Trails Elementary School	11801 E 32nd St, Independence, MO 64052
William Southern Elementary School	4300 Phelps Rd, Independence, MO 64055
Middle Schools	



ATTACHMENT B

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James Bridger Middle School	18200 S Speck Rd, Independence, MO 64057
Bingham Middle School	1716 S Speck Rd, Independence, MO 64057
Nowlin Middle School	2800 Hardy, Independence, MO 64052
Pioneer Ridge Middle School	1656 S Speck Rd, Independence, MO 64057
High Schools	
Independence Academy	600 W Mechanic, Independence, MO 64050
Truman High School	3301 S Noland Rd, Independence, MO 64055
Van Horn High School	1109 S Arlington Ave, Independence, MO 64055
William Chrisman High School	1223 N Noland Rd, Independence, MO 64050
Other District Buildings	
Central Office (includes Accounts Payable, Accounts Receivable, Administration, Clinic, Facilities, Human Resources, Office, Print Shop, Spanish Interpreters/Admission, Technology, Wellness Center)	201 N Forest Ave, Independence, MO 64056
Hanthorn	1511 Kings highway, Independence, MO 64055
Arts & Technology Center	315 N Main St, Independence, MO 64050
Nutrition Services/Central Warehouse	14001 E 32nd Street S, Independence, MO 64055
Sunshine Center	8400 E Salisbury Rd, Independence, MO 64056
Transportation Department	900 S Powell Rd, Independence, MO 64056

Location	Model (Konica Machines In Buildings)	Building + Location	Monthly Clicks (B&W)	Monthly Clicks (Color)	Annually Clicks (B&W)	Annually Clicks (Color)
Arts And Technology Building	C458	Arts And Technology Building Arts & Tech	201		2,408	-
Arts And Technology Building	C458	Arts And Technology Building Arts & Tech		600	-	7,204
Benton	308e	Benton MAIN OFFICE	3,940		47,285	-
Benton	658e	Benton COPY ROOM	26,139		313,663	-
Benton	658e	Benton COPY ROOM	24,217		290,604	-
Bingham	808	Bingham TEACHER WORKROOM	43,914		526,966	-
Bingham	808	Bingham TEACHER WORKROOM	37,543		450,510	-
Bingham	C458e	Bingham FRONT WORKROOM	15,291		183,489	-
Bingham	C458e	Bingham FRONT WORKROOM		3,750	-	45,002
Blackburn	808	Blackburn COPY ROOM	11,233		134,797	-
Blackburn	808	Blackburn COPY ROOM	69,009		828,112	-
Blackburn	308e	Blackburn MAIN OFFICE	1,061		12,729	-
Bridger	308e	Bridger RM 217 ASST. PRINC	2,734		32,810	-
Bridger	308e	Bridger Music Room	2,730		32,764	-
Bridger	C458e	Bridger Front Office	4,376		52,515	-
Bridger	C458e	Bridger Front Office		1,636	-	19,634
Bridger	558e	Bridger 1st Fl. Copy Rm	15,323		183,875	-
Bridger	558e	Bridger 1st Fl. Copy Rm	10,515		126,186	-
Bridger	558e	Bridger 2nd Fl. - North Copy Rm	32,086		385,028	-
Bridger	558e	Bridger 2nd Fl. - South Copy Rm	21,036		252,436	-
Bryant	308e	Bryant MAIN OFFICE	1,866		22,388	-
Bryant	558e	Bryant COPY ROOM	28,064		336,768	-
Bryant	558e	Bryant COPY ROOM	14,378		172,534	-
Cassell Park	458e	Cassell Park Upstairs Work Room	15,023		180,272	-
Cassell Park	458e	Cassell Park Downstairs Work Room	28,595		343,137	-
Cassell Park	308e	Cassell Park Front Work Room	7,679		92,144	-
Cassell Park	308e	Cassell Park Front Office	7,588		91,051	-
Central Office	458e	Central Office Clinic	2,187		26,248	-
Central Office	C458e	Central Office FACILITIES OFFICE	2,022		24,263	-

Central Office	C458e	Central Office FACILITIES OFFICE		1,543	-	18,518
Central Office (This will be the High Volumn Color Device)	1100	Central Office PRINT CENTER	147,146		1,765,757	-
Central Office (This will be the High Volumn Color Device)	1100	Central Office PRINT CENTER	77,465		929,585	-
Central Office (This will be the High Vol	1100	Central Office PRINT CENTER	34,474		413,684	-
Central Office (Production Color Device	C710	Central Office PRINT CENTER	47,503		570,033	-
Central Office (Production Color Device	C710	Central Office PRINT CENTER		31,817	-	381,808
Central Office (Printing Envelopes and 1, 2, 3 part carbon forms)	MF9450 (RISO)	Central Office PRINT CENTER	153		1,838	-
Central Office (Printing Envelopes and 1, 2, 3 part carbon forms)	SF5130 (RISO)	Central Office PRINT CENTER	4,228		50,732	-
Central Office	308e	Central Office 1st Fl AR	16,050		192,597	-
Central Office	308e	Central Office WELLNESS	104		1,250	-
Central Office	458e	Central Office Spanish Registration	2,318		27,811	-
Central Office	458e	Central Office 1st Fl. - AR	2,449		29,382	-
Central Office	458e	Central Office Bookkeeping - 1ST FL	3,021		36,247	-
Central Office	C458e	Central Office Bookkeeping 1ST FL	4,555		54,656	-
Central Office	C458	Central Office Bookkeeping 1ST FL		2,630	-	31,556
Central Office	458e	Central Office IT Breakroom	1,288		15,458	-
Central Office	C558e	Central Office HR - 1ST FLOOR	5,862		70,344	-
Central Office	C558e	Central Office HR - 1ST FLOOR		4,004	-	48,052
Central Office	658e	Central Office Admin - 2ND FL	3,888		46,651	-
Central Office	658e	Central Office Admin - 2ND FL-SUPPLY RM	4,273		51,274	-
Central Office	C458e	Central Office Admin - 2ND FL-SUPPLY RM	3,620		43,434	-
Central Office	C458e	Central Office Admin - 2ND FL-SUPPLY RM		4,413	-	52,958
Fairmount	808	Fairmount COPY ROOM	18,196		218,358	-
Fairmount	658e	Fairmount MAIN OFFICE	21,926		263,106	-
Glendale	808	Glendale TEACHER WORKROOM	17,895		214,737	-
Glendale	808	Glendale TEACHER WORKROOM	79,811		957,735	-
Glendale	308e	Glendale FRONT OFFICE	2,272		27,259	-
Hanthorn	308e	Hanthorn OFFICE	1,493		17,922	-
Hanthorn	658e	Hanthorn COPY ROOM	12,526		150,311	-
Henley Aquatic	308e	Henley Aquatic Hall Closet-IT Rm	298		3,575	-
Indep. Academy	308e	Indep. Academy RM 17 KVC	8,419		101,022	-
Indep. Academy	458e	Indep. Academy 3RD FLOOR COMMONS	12,484		149,806	-
Indep. Academy	458e	Indep. Academy RM 127 OZANAM	9,943		119,311	-

Indep. Academy	558e	Indep. Academy RM 126	12,170		146,037	-
Korte	808	Korte 2ND FL-CONF RM 208	8,927		107,125	-
Korte	808	Korte TEACHERS LOUNG	18,991		227,897	-
Korte	458e	Korte OFFICE MAIL ROOM	13,201		158,408	-
Korte	658e	Korte 1st Fl. Copy Rm	7,297		87,558	-
Little Blue	558e	Little Blue TEACHERS LOUNGE	15,651		187,818	-
Little Blue	658e	Little Blue OFFICE	25,753		309,031	-
Luff	808	Luff COPY ROOM	27,441		329,287	-
Luff	808	Luff COPY ROOM	19,591		235,094	-
Luff	308e	Luff MAIN OFFICE	3,014		36,165	-
Mallinson	558e	Mallinson OFFICE	11,163		133,961	-
Mallinson	558e	Mallinson Teacher's Lounge	5,111		61,328	-
Mallinson	658e	Mallinson LIBRARY	13,507		162,084	-
Millcreek	808	Millcreek COPY ROOM	18,438		221,262	-
Millcreek	308e	Millcreek MAIN OFFICE	1,864		22,370	-
Millcreek	658e	Millcreek Downstairs-Rm 115	23,664		283,969	-
Nowlin Middle	808	Nowlin Middle COPY ROOM	76,016		912,187	-
Nowlin Middle	C458e	Nowlin Middle MAIN OFFICE	10,367		124,403	-
Nowlin Middle	C458e	Nowlin Middle MAIN OFFICE		1,877	-	22,529
Nowlin Middle	558e	Nowlin Middle LIBRARY	14,121		169,455	-
Nowlin Middle	658e	Nowlin Middle A 80	40,533		486,399	-
Nutrition Services	458e	Nutrition Services SUPPLY ROOM	3,112		37,341	-
Ott	808	Ott COPY ROOM	12,268		147,214	-
Ott	808	Ott COPY ROOM	26,849		322,183	-
Ott	308e	Ott MAIN OFFICE	5,373		64,481	-
Pioneer Ridge	C458e	Pioneer Ridge Front Office	4,274		51,283	-
Pioneer Ridge	C458e	Pioneer Ridge Front Office		1,481	-	17,778
Pioneer Ridge	558e	Pioneer Ridge LIBRARY WORKROOM	57,237		686,845	-
Pioneer Ridge	558e	Pioneer Ridge PRO SHOP WORKROOM	31,539		378,466	-
Pioneer Ridge	558e	Pioneer Ridge PRO SHOP WORKROOM	16,758		201,098	-

Pioneer Ridge	658e	Pioneer Ridge LIBRARY WORKROOM	8,573		102,879	-
					-	-
Procter	308e	Procter MAIN OFFICE	2,579		30,954	-
Procter	658e	Procter COPY ROOM	17,054		204,645	-
Procter	658e	Procter COPY ROOM	6,055		72,660	-
					-	-
Randall	808	Randall COPY ROOM	31,471		377,648	-
Randall	308e	Randall MAIN OFFICE	4,829		57,946	-
Randall	458e	Randall TBD BY CLIENT	3,093		37,111	-
					-	-
Sante Fe	808	Sante Fe COPY ROOM	20,689		248,273	-
Sante Fe	808	Sante Fe COPY ROOM	15,785		189,426	-
Sante Fe	308e	Sante Fe KITCHEN-WINDSOR ANNEX	3,194		38,324	-
Sante Fe	308e	Sante Fe MAIN OFFICE	1,807		21,690	-
					-	-
Spring Branch	308e	Spring Branch MAIN OFFICE	2,908		34,896	-
Spring Branch	558e	Spring Branch Room 12	8,600		103,200	-
Spring Branch	658e	Spring Branch COPY ROOM	16,081		192,973	-
					-	-
Sugar Creek	808	Sugar Creek COPY ROOM	4,837		58,047	-
Sugar Creek	308e	Sugar Creek MAIN OFFICE	2,143		25,715	-
Sugar Creek	558e	Sugar Creek 2nd Floor	5,519		66,227	-
					-	-
Sunshine Center	308e	Sunshine Center MAIN OFFICE	1,847		22,158	-
Sunshine Center	658e	Sunshine Center COPY ROOM	4,258		51,099	-
					-	-
Sycamore Hills	808	Sycamore Hills COPY ROOM	14,185		170,218	-
Sycamore Hills	808	Sycamore Hills COPY ROOM	22,887		274,650	-
Sycamore Hills	308e	Sycamore Hills MAIN OFFICE	9,118		109,413	-
Sycamore Hills	458e	Sycamore Hills OFFICE COPY ROOM	27,433		329,195	-
					-	-
Three Trails	808	Three Trails COPY ROOM	23,679		284,153	-
Three Trails	808	Three Trails COPY ROOM	20,634		247,611	-
Three Trails	308e	Three Trails MAIN OFFICE	3,826		45,916	-
					-	-
Transportation Dept.	458e	Transportation Dept. MAIN OFFICE 1ST FLOOR	3,354		40,245	-
					-	-
Truman H.S.	808	Truman H.S. COPY ROOM	48,409		580,906	-
Truman H.S.	808	Truman H.S. COPY ROOM	14,389		172,662	-

Truman H.S.	808	Truman H.S. COPY ROOM	37,262		447,147	-
Truman H.S.	308e	Truman H.S. LIBRARY	9,158		109,900	-
Truman H.S.	308e	Truman H.S. LIBRARY	2,643		31,717	-
Truman H.S.	458e	Truman H.S. MAIN COUNSELOR	2,032		24,382	-
Truman H.S.	458e	Truman H.S. ROOM 313 A-3rd Fl	21,109		253,309	-
Truman H.S.	558e	Truman H.S. DEBATE 233	1,408		16,901	-
Truman H.S.	558e	Truman H.S. ROOM 313 A-3rd Fl	27,324		327,890	-
Truman H.S.	C458e	Truman H.S. MAIN OFFICE ADMIN	6,317		75,803	-
Truman H.S.	C458e	Truman H.S. MAIN OFFICE ADMIN		3,006	-	36,075
					-	-
Van Horn	808	Van Horn FACULTY ROOM - 3RD FL	23,844		286,129	-
Van Horn	808	Van Horn TEACHERS LOUNG - 1st FL	25,978		311,733	-
Van Horn	308e	Van Horn SPEC. ED - 3RD FL	4,298		51,577	-
Van Horn	458e	Van Horn COUNSELING-2nd FL	32,439		389,265	-
Van Horn	458e	Van Horn LIBRARY-2nd FL	6,468		77,614	-
Van Horn	658e	Van Horn Activity Office-2nd FL	6,035		72,421	-
Van Horn	658e	Van Horn Lower Level Workroom	8,386		100,627	-
Van Horn	C458e	Van Horn MAIN OFFICE-2nd FL	6,708		80,500	-
Van Horn	C458e	Van Horn MAIN OFFICE-2nd FL		3,793	-	45,522
					-	-
William Chrisman	658e	William Chrisman Basement Workrm-Rm 30	2,683		32,194	-
William Chrisman	808	William Chrisman 2nd FL-Copy Rm/Rm 235	56,594		679,134	-
William Chrisman	808	William Chrisman 2nd FL-Copy Rm/Rm 235	13,958		167,497	-
William Chrisman	808	William Chrisman Library	2,930		35,163	-
William Chrisman	458e	William Chrisman Admin Office	6,449		77,384	-
William Chrisman	458e	William Chrisman MAIN COUNSLEOR	3,228		38,738	-
William Chrisman	458e	William Chrisman SPEC EDUCATION	2,474		29,685	-
William Chrisman	558e	William Chrisman Basement Workroom-Rm 30	31,091		373,089	-
William Chrisman	558e	William Chrisman Basement-Debate/RM 32	21,867		262,408	-
William Chrisman	558e	William Chrisman Library	5,938		71,254	-
William Chrisman	C458e	William Chrisman MAIN OFFICE	9,191		110,295	-
William Chrisman	C458e	William Chrisman MAIN OFFICE		3,171	-	38,053
WILLIAM CHRISTMAN	308e	WILLIAM CHRISTMAN Library	4,796		57,551	-
William Southern Elementary	808	William Southern Elementary COPY ROOM	32,094		385,129	-
William Southern Elementary	808	William Southern Elementary COPY ROOM	9,413		112,961	-
William Southern Elementary	308e	William Southern Elementary MAIN OFFICE	10,322		123,870	-
William Southern Elementary	558e	William Southern Elementary Downstairs-COMP LAB 3	6,122		73,460	-
TOTAL		TOTAL	2,286,432	63,724	27,437,184	764,688