Request for Proposal
Project Name: Woodford Copy Machine Lease/Service Upgrade

RFP Information and Specifications
Woodford County Public Schools (WCPS) is taking Request for Proposals from qualified vendors to provide a solution for upgrading our district-wide copy machine lease/service contract. This contract will be replacing our current copy machine/service contract that finalizes with the 2016-17 school year. All proposals must be submitted with the understanding that implementation may be dependent on budgetary requirements and WCPS reserves the right to reject any or all proposals without explanation.

The proposed start date with machines up and running is July 1, 2017.

District Requirements for Proposals
- 3-year term of contract for lease and service (July 1st, 2017 through June 30th, 2020).
- One color capable machine in school offices and central office. Must have black and white setting also.
- Machines to be configured either the same or similar to current machine listing.
- Machines to be configured for scanning (OCR capable), networked, and Chromebook printing where indicated.
- Click charges must cover toner and service cost for all machines.
- Service – must arrive within 6 hours of contact.
- Machines to be Google Cloud Print ready.
- Training for faculty and staff of each building on how to utilize all features of machines.
- Bid to separate pricing on lease and service (i.e., click charges).
- Bid to indicate set price for purchasing staple cartridges during contract duration.

All questions must be submitted in writing to bob.gibson@woodford.kyschools.us with the subject line of Woodford Copy Machine Lease/Service Upgrade. All proposals must be submitted in writing by sealed envelope to the attention of: Bob Gibson, Chief Information Officer, Woodford County Public Schools, 330 Pisgah Road, Versailles, KY 40383 by Nov. 30, 2016 at 2:00 PM EDT with the words “Woodford Copy Machine Lease/Service Upgrade” clearly marked on the outside of the envelope.

The Board of Education reserves the right to determine the ability of any vendor to perform the service and provide the machines. In determining the qualifications and responsibilities of the vendor, WCPS shall take into consideration the vendor’s skill, experience, facility, previous work standing, financial standing, capacity and ability to handle work in addition to that in progress.

- WCPS Facilities to provide machines and services are:
  - Huntertown Elementary, 120 Woodburn Hall Road, Versailles, KY 40383
  - Northside Elementary, 500 Northside Drive, Midway, KY 40347
  - Simmons Elementary, 830 Tyrone Pike, Versailles, KY 40383
  - Southside Elementary, 1300 Troy Pike, Versailles, KY 40383
  - Woodford County Middle School, 100 School House Road, Versailles, KY 40383

BOARD MEMBERS
Ambrose Wilson IV, Chair – Debby Edelen, Vice Chair
Margie Cleveland – Karen Brock – Sheri Springate

Equal Education and Employment Opportunities
Evaluation
The factors to be considered in the evaluation of the proposals are as follows:

- The proposal that is determined by district staff and the board of education to be the most advantageous to the district.
- Reliability of the proposed machines and service.
- Flexibility/Expandability of the features for proposed machines.
- Initial and monthly lease/service costs.
- On-going support and maintenance costs.
- Costs to upgrade the machines/service.
- Potential to take advantage of future technologies.

Timeline
Proposals are due by November 30, 2016 at 2:00 PM EDT and should be clearly marked “Woodford Copy Machine Lease/Service Upgrade” to the attention of Bob Gibson, Chief Information Officer, Woodford County Public Schools, 330 Pisgah Road, Versailles, KY 40383. Bids will be reviewed after November 30th and the board will be presented with a recommendation for which bid to accept.

Contact Information
Bob Gibson, Chief Information Officer, Director of Technology
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Versailles, KY 40383
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Email: bob.gibson@woodford.kyschools.us