



WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
NOTICE OF REQUEST FOR WRITTEN QUOTE

Material and/or Service: **WQ #19.014, Risograph Maintenance and Supplies**

Proposal DUE DATE: **Tuesday, June 18, 2019** Time: **2:00 P.M. Local Time**

Opening Location: Washington Elementary School District
Purchasing Department
4650 W Sweetwater Ave.
Glendale, AZ 85304

The Washington Elementary School District No. 6 is requesting competitive written quotes from a qualified firm to provide maintenance for the District owned Risograph equipment. All quotes must be received at the Washington School District No. 6, Purchasing Office, 4650 W Sweetwater Ave., Glendale, Arizona, 85304, Tuesday, June 18th, 2019 **no later than 2:00 p.m. local time**,

In order to have your quote considered: all quotes must be written legibly in ink or typewritten in any one of the following manners:

- Returning the completed Cost Form and required documents by mail or personal delivery.
- Faxing the completed Cost Form and required documents to 602-347-3521.
- E-mailing the requested Cost Form and required documents to tracy.wieland@wesdschools.org

Quotes will be opened publicly immediately after the hour of closing. The name of each firm submitting a quote and other relevant information, as determined by the District, shall be recorded. This record shall be open for public inspection at the time of the quote opening. All other information, including pricing, shall remain confidential until after the award is made. All information and quotes submitted will be made available for public inspection after the award has been made, except to the extent that the Offeror has requested, and the District concurs, that certain information remain confidential.

The District reserves the right to enter into discussions with Offerors. The District reserves the right to accept or reject any or all quotes or any part thereof, and to waive any informality in any quote deemed in the best interest of the District.

Contact: Tracy Wieland
Phone: 602-347-2674
Fax: 602-347-3521
Email: tracy.wieland@wesdschools.org

Authorization:


Howard Kropp, Director of Purchasing


Date

PURPOSE

To obtain a qualified firm to provide a service/ink inclusive maintenance agreement for District owned Risograph equipment, including all labor and the materials or adjustments, repair and replacement of parts as necessitated by normal use.

BACKGROUND

The District consists of 32 schools, Service Center, and District Office in a 44-square-mile area of Phoenix and parts of Glendale.

Equipment was originally set-up and placed by Hughes–Calihan. WESD equipment has been under a maintenance program by factory trained technicians since the original placement.

Run length is unknown.

Statement of condition is based solely on end-users experience and should in no way be considered a guarantee of condition. To arrange for inspection of the equipment, please contact Howard Kropp, Director of Purchasing, at 602-347-2610. However, equipment shall be accepted under the maintenance agreement in an “as is” condition and be inclusive of all units.

SPECIAL TERMS AND CONDITIONS

1. Terms of Award

The initial term of the contract shall begin **July 1, 2019** until **June 30, 2020**, with the option to renew for 2 additional years or any portion thereof.

2. MSDS Sheets

Awarded vendor shall provide a copy of the material safety data sheet as required by law.

3. Insurance

Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers’ compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

Successful Offeror will be required to maintain Worker’s Compensation and Employer’s Liability Insurance as required by law.

Insurance policies shall name the Washington Elementary School District as an additional insured party.

4. Safety

Offeror, at its own expense and at all times, shall take all reasonable precautions to protect persons and the District property from damage, loss or injury resulting from the activities of Offeror, its employees, its subcontractors, and/or other persons present. Offeror will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.

5. Billing

All billing notices must be sent to the District's Accounts Payable Department. All invoices shall identify the location of services and specific item(s) being billed.

6. Award

Award shall be made in accordance with Uniform System of Financial Records for Arizona School Districts (USFR), Section VI-G-8, to the firm determined to have submitted the most advantageous Offer to the District.

Evaluation of Quotes will be based upon the assessment of the criteria listed below in relative order of importance:

- A. District's assessment of the Offeror's ability to meet and satisfy the needs of the District.
- B. Cost – While cost is a significant factor in considering the placement of the award, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted.
- C. Information obtained by the District from Offeror's references or other clients, including past performance with WESD.
- D. It is expected that the award for this contract will be made by July 1, 2019.

7. Federal Requirements

- i. Federal Procurement of Food 7 CFR 210.21 & 7 CFR 220.16 (d) "Buy American" The Contractor shall purchase, to the maximum extent practicable, domestic agricultural commodities or products "*SUBSTANTIALLY*" (over 51%) processed in the United States. Exceptions to the *Buy American* provision should be used as a last resort, an Alternative or exception may be approved upon written request before item is delivered and documentation kept.
- ii. Copeland "Anti-Kickback" Act - All contracts and sub grants in excess of \$2000 for construction or repair awarded by recipients and sub recipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act
- iii. Contract Work Hours and Safety Standard Act: The Offeror shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Only applies to contracts over \$2,500)
- iv. Termination Clause: The District may terminate for cause and for convenience the contract. Appendix II to 2 CFR Part 200. (Only applies to contracts over \$10,000)
- v. Debarment, Suspension, Ineligibility and Voluntary Exclusion: By signing the Offer & Acceptance form, the Offeror shall certify that they have not been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under executive order 12549 and 12689. The Offeror shall comply with regulations implementing Office of Management and Budget Guidance in Non-procurement Debarment and Suspension codified at 2 CFR Part 180 and 2 CFR Part 417. These regulations restrict transactions with certain parties that are debarred, suspended or **otherwise excluded from, or** ineligible for, participation in Federal assistance programs or activities. (Only applies to contracts over \$25,000)

SCOPE OF WORK

1. Service Maintenance:

- A. Work performed shall be done solely by factory-trained technicians capable of diagnosing equipment problems, obtaining required components/parts (when required), initiating and completing all on-site repairs. Certificate of training shall be available upon request.
- B. Service maintenance pricing shall be inclusive of all labor, complete repair, equipment, materials, ink, travel, per diem, insurance and all other incidental costs and services required to maintain equipment operations.
- C. Service maintenance shall include, as a minimum, all routine cleaning, lubrication, adjustments, and part(s) replacement (when required).
- D. All defective or unserviceable “worn” parts shall be replaced with genuine Riso parts.
- E. Offeror shall re-execute any work that fails to conform to the requirements of the contract that occur during the course of equipment use. The contractor shall immediately remedy any defects due to faulty workmanship.

2. Maintenance (Local)

Offeror must have local maintenance facilities or have specific agreements in force with a third-party to provide local maintenance. Each maintenance facility must be staffed by factory-trained technicians and have sufficient parts in inventory in order to provide quality service on the equipment.

3. Service Maintenance Schedules/Response Times

Service maintenance shall be performed during the business hours of 7:30 a.m. and 3:00 p.m. Monday through Friday (excluding District observed holidays). Maintenance response times will be made within four hours of the initial notification.

4. Telephone Access/Technical Assistance

Contractor shall provide ongoing telephone access to all affected contract customers for the purpose of providing technical assistance and to correct minor equipment problems and to answer questions relating to operational procedures.

5. Ink

Pricing submitted shall include black ink.

6. Usage Report

Successful Offeror shall furnish District a contract usage report broken down by location:

- July 2019 – February 2020 submitted to the Buyer by March 15, 2020
- March 2020 – June 2020 submitted to the Buyer by July 14, 2020.

7. Excess Copy Charges

Monthly allowance shall be applied in aggregate for the entire fleet. If units are deleted from the aggregate, the total aggregate allowance will be adjusted accordingly. Excess copy charges will be billed by July 14, 2020.

WQ #19.014**Equipment Meter Counts**

***Copy Count will be submitted upon award.

School Name	Model	Copy Count	Purchase Year
Abraham Lincoln	RZ220	97,690	2007
Acacia	RZ220	453,880	2007
Alta Vista	RZ220	126,171	2007
Arroyo	RZ220	409561	2005
Cactus Wren	RZ220	268,726	2007
Chapparal	RZ220	415007	2007
Cholla	RZ220	355590	2005
Desert Foothills	RZ220	7124	2007
Desert View	RZ220	119110	2007
Ironwood	RZ220	476300	2007
John Jacobs	RZ220	326949	2005
Lakeview	RZ220	138812	2005
Lookout Mountain	RZ220	193816	2007
Manzanita	RZ220	244201	2007
Maryland	RZ220	579307	2007
Moon Mountain	RZ220	786930	2007
Mountain Sky	RZ220	432829	2005
Mountain View	RZ220	438385	2005
Ocotillo	RZ220	289912	2007
Orangewood	RZ220	196021	2007
Palo Verde	RZ220	25098	2005
R E Miller	RZ220	81973	2007
Roadrunner	RZ220	77908	2007
Royal Palm	RZ220	37805	2007
Sahuaro	RZ220	189114	2007
Shaw Butte	RZ220	30674	2007
Sunburst	RZ220	1006224	2007
Sunnyslope	RZ220	334487	2007
Sunset	RZ220	271588	2007
Sweetwater	RZ220	101688	2007
Tumbleweed	RZ220	96,986	2007
Washington	RZ220	334421	2005

**WRITTEN QUOTE #19.014
RISOGRAPH MAINTENANCE & SUPPLIES
COST FORM**

The undersigned, hereby, proposes to provide the scope of work outlined in the Quote. The undersigned further agrees to comply with the District's rules, regulations, and policies.

1. PRICING

Service/Black Ink Inclusive
District wide combined meter reading of 200,000/month

	Base Charge/Mo.	Overage Charge
200,000 copies/mo.	\$	\$

1	Additional RZ220 Color Print Cylinder	\$
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Masters: \$ _____ /roll

2. Time & Material Pricing:

As an alternate to full service maintenance please provide pricing based on Time & Materials in a per hour cost for labor and discount of list price for materials.

Labor: \$/Hr. _____ Discount % _____

3. Do you have factory-trained technicians? Yes / No

4. Do you use genuine Riso parts? Yes /No

5. What is your maximum guaranteed response time? _____

6. What is your average response time? _____

7. If machine cannot be repaired within 48 hours, will you provide a loaner at no cost to the District? Yes / No

8. Location of local maintenance facility:

Company Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Fax Number: _____

9. What dollar value of inventory at this local facility is devoted to this particular model? \$ _____

Name of Company Quoting

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Company

Email

Mailing Address

City State Zip

REFERENCES

INSTRUCTIONS: Enter the requested information for clients for whom you offer similar services as those requested under this solicitation. References are preferred from clients in Arizona school districts using your firm in the last five years. Each client may be initially contacted and asked questions and could be contacted again for clarification.

We will be requesting information from those references and may discuss the following:

- Size of district and /services used
- Start-up and how firm handled projects
- Ability of firm to provide results in a timely manner
- Experience and expertise as perceived by the district
- Initial and ongoing firms responsiveness to needs
- Participation and assistance when “issues” arise
- Client satisfaction for the money spent
- Satisfaction with “customer service”
- Ease of understanding billings
- Any value added services provided by the vendor

Name of Client: _____
Contact: _____
Telephone Number: _____
Email Address: _____
Length of Client Relationship: _____

Name of Client: _____
Contact: _____
Telephone Number: _____
Email Address: _____
Length of Client Relationship: _____

Name of Client: _____
Contact: _____
Telephone Number: _____
Email Address: _____
Length of Client Relationship: _____

OFFER AND ACCEPTANCE

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.

Arizona Transaction (Sales) Privilege Tax License No.:

Federal Employer Identification No. _____

DUNS No. _____

Tax Rate: _____ %

_____ Company Name

_____ Address

_____ City State Zip

For clarification of this offer, contact:

Name: _____

Phone: _____

Fax: _____

EMail: _____

_____ Signature of Person Authorized to Sign Offer

_____ Printed Name

_____ Title

CERTIFICATION

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Proposal did not involve collusion or other anti-competitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of State Executive Order 99-4, 2000-4 or A.R.S. § 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Proposal. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Proposal. Signing the Proposal with a false statement shall void the Proposal, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 15-512, the Offeror shall comply with fingerprinting requirements unless otherwise exempted.
6. By submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
7. By submission of this proposal, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

-----WESD USE ONLY-----

ACCEPTANCE OF OFFER

The offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the school district/public entity.

This contract shall henceforth be referred to as Contract No.

WQ 19.014

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this __ day of _____ 2019

AUTHORIZED SIGNATURE