

**SHASTA UNION HIGH SCHOOL DISTRICT
R6 RFP Contract 2020**

Master Enabling Agreement SUHSD R6-2020


THIS AGREEMENT, made and entered into this June 10th, 2020, in the City of Redding, California, county of Shasta by and between the Shasta Union High School District, and Ray Morgan Company LLC a Ubeo Company, hereafter called Contractor. The length of this agreement is for a period of five (5) years, starting on June 10th, 2020 and terming on June 10th, 2025.

Shasta Union High School District may, at its option, whole or in part, extend or renew the agreement for an additional five (5) one-year periods after June 10th 2025.

This contract signed by the awarded contractor and with submitted pricing from the contractor will serve as a contract between Shasta Union High School District and the contractor.

Shasta Union High School District Board, on June 10th, 2020 selected and approved Ray Morgan Company LLC a Ubeo Company, public bid response to SUHSD R6 -2020 Office Equipment and services RFP. All products, pricing and services offered by the Contractor in the RFP submission shall be made available to the following: all public California educational organizations to include the California Community Colleges (CCC), K-12 Schools Districts, all local government entities at the city and county levels, non-profit groups, religious organizations, and government funded medical providers.

Shasta Union High School District



Signatory

Title: Superintendent

Date: 6/10/20



Signatory

Title: PRESIDENT

Date: 6/9/20

A. Qualification of Responders - Mandatory

The intent of this solicitation is to provide Shasta Union High School District with a successful implementation of the program for **technology office equipment and related technology, software and services** as specified. The school district believes that the supplier's previous experience, financial capability, expertise of its personnel, and related factors are important in assessing the responder's potential to meet the goals and objectives of the program. Accordingly, prospective responders must conform to the following minimum qualification standards and provide the required information in order to be considered for award.

1. For each Response Option specified below, responders must have verifiable successful experience in the last three (3) years in providing the range of products and services specified in this RFP as a primary vendor for at least three (3) accounts of similar size (or larger), complexity, and business volume. References are preferred to be accounts that are located within the geographical region (within 100 miles) of Shasta Union High School District. Responders must include with their proposal the company name, address, contact name and phone number, and brief description of reference accounts meeting this criteria as specified in Section III, Paragraph F of the RFP.
2. Responder's proposals must include at least one model for each copier segment as specified in Section III, Paragraph C (Required Products), Paragraph R (Minimum Digital Copier Requirements) and attached Pricing Schedules that meets and/or exceeds minimum requirements for each segment.
3. Responders must submit financial statements for the past two (2) years (or equivalent data) in order to establish its financial capability to provide the required products and services on a long-term contract basis.
 - A. Monthly billing; Electronic data capture utility; Monthly service reporting are all requirements for the contract.
 - B. Shasta Union High School District will **NOT** accept third party financing (this includes copiers).
 - C. SUHSD wants a single monthly billing statement per location that shall cover all product segments and shall consist of: (1) A summary of applicable monthly charges; (2) A detailed volume and resulting charge by departmental billing code and by device installed in each site or department (SHASTA UNION HIGH SCHOOL DISTRICT); and (3) An electronic comma delimited file (.csv) containing all of the key information.
4. Responders must be able to demonstrate and show evidence of having the capability to provide the required products and services by possessing adequate available resources, including personnel and warehouse/distribution facilities, product line, order processing and delivery capabilities, maintenance, support systems, organization structure, operation controls, quality control, and other related factors.
5. Responders must be the original equipment manufacturers (OEM) or authorized by the original equipment manufacturer to sell and service the products proposed as a result of this RFP. Only new OEM Parts and supplies will be allowed.
6. Responders **must** possess all trade, professional, or business licenses as may be required by the work contemplated by this RFP in the state of California.
7. The Responder shall maintain Comprehensive General Liability insurance in the amount of not less than \$1,000,000 Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any sub-Supplier or anyone directly or indirectly employed by either of them. A separate General Aggregate limit shall apply to this project. The Supplier shall maintain Business Automobile Liability Insurance in the amount of not less than \$1,000,000 for each occurrence for bodily injury and property damages. The coverage shall be for "any auto" (including owned, non-owned, and hired vehicles). The certificate of insurance coverage shall name the Shasta Union High School District as additional insured. An original Additional Insured Endorsement signed by an authorized insurance company representative and certificates of insurance shall be filed with the Director of Purchasing and shall be subject to his approval for adequacy of protection prior to commencing work. Certificates shall be kept current for the duration of any resultant Contract.

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In addition to the information required above, Shasta Union High School District may request additional information either from the responder or others, and may utilize site visits and responder presentations, as reasonably required by the school district to verify the responder's ability to successfully meet the requirements of this RFP. Shasta Union High School District also reserves the right to obtain Dun & Bradstreet reports, or similar independent reports, for further indications of the responder's ability.

B. Proposal Format Guidelines

Responders must submit their proposals in the format presented in this part. The entire Proposal must be submitted in hard copy, in addition, Pricing Schedules (Attachments 1-4) must be submitted electronically on USB Drive in Excel as provided. Proposals are to use the same section titles used below for ease of evaluation. Proposals must provide a complete response to all requirements stated in the RFP. Incomplete proposals are subject to disqualification. The Proposal shall be signed by an Officer or employee duly authorized to legally bind the entity submitting the Proposal. Proposals shall be complete, submitted in the prescribed format or on forms provided, and comply with the specifications and all legal requirements. All information furnished on the signed original copy of your response shall be typewritten or written in ink.

1. Statement of Company Background

Responders shall provide an introduction and general description of the company's background, nature of business activities, and experience in providing office equipment and related services.

2. Management Overview

This section should present the responder's understanding of the major objectives of the RFP and the responder's approach to fulfilling the RFP requirements.

3. Vendor Qualification And Experience

This section should contain the required qualification information specified in 'Qualification of Responder (Paragraph I above). Please describe your capabilities associated as it relates to proposed technologies and how these might benefit Shasta Union High School District.

4. Vendor Organization and Staffing

This section should describe the responder's organization and representation team. The narrative should include the name of staff, their background and qualifications, and their role in providing representation to Shasta Union High School District.

5. Responses To Program Requirements

Responders are to provide a complete response to each of the numbered requirements included in Sections III, IV, and V of the RFP. Responders should be concise in responding to the requirements.

6. Supplemental Information

This section provides responders an opportunity to inform Shasta Union High School District of the other services and/or products that may be relevant.

7. Price Quotation

Responders are to provide a price quotation in the form and format described in Section III.

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C. Proposal Evaluation and Contract Award

This solicitation, the evaluation of proposals, and the award of any resulting contract shall be made in conformance with applicable District policies and State of California law. Shasta Union High School District reserves the right to withdraw this Request for Proposal at any time or not award. All documents submitted to District on behalf of this RFP will become the exclusive property of the Shasta Union High School District and will not be returned.

Any contract resulting from this Request for Proposal will be awarded to the responsive and responsible responder whose proposal, in the opinion of the Shasta Union High School District, offers the greatest benefit to the District when considering the total value, including, but not limited to, the quality of products and service and total cost (including prompt payment discounts, trade-ins, upgrades, available volume discounts, shipping and other miscellaneous charges).

Shasta Union High School District reserves the right to make an award in whole or in part.

The Shasta Union High School District reserves the right to award to one of the three (3) lowest responsible bidders per (Public Contract Code section 20118.1 and Education Code section 81645.)

Proposals will be evaluated by the District Evaluation team using a quality points system. The evaluators will examine each proposal to determine, through the application of uniform criteria, the effectiveness of the proposal in meeting the Districts program requirements for office equipment. In addition to materials provided in the proposals, the office equipment commodity team may utilize site visits, oral presentations, product testing, additional material/ information, or references from the supplier and others.

All products, pricing and services offered in the RFP and by the Contractor shall be made available to the following: (aka "piggybacking" (**Educ. Code § 17595; Pub. Cont. Code §§ 20118, 20652, 20653; Gov't Code § 14931.**) all public educational organizations to include all Colleges, Community Colleges (CCC) and Universities, TK-12 Schools Districts, all local government entities at the city and county levels, non-profit groups, religious organizations, and government funded medical providers. These organizations have the right to purchase off the winning contract if they wish, but are not obligated to purchase any items in the RFP if they choose not to.

Shasta Union High School District reserves the right to withdraw or modify this RFP before the closing date without cause. All participating responders will be notified in the instance of withdrawal or modification.

All proposals will be reviewed and evaluated on the following:

Phase One Evaluation:

Compliance with submittal requirements including, but not limited to:

0 Points

- Response proposal submittal date/time
- Minimum content and format

If a proposal fails to meet the above criteria, it may be eliminated from further consideration.

Phase Two Evaluation:

Proposals will be evaluated for overall quality, clarity, and concise presentation. It will be presumed that the quality assurance standards employed in the preparation and delivery of the proposal is reflective of the vendor's overall quality assurance standards to be used in support of the contract.

Proposals will be reviewed, evaluated, and points assigned based on the following criteria:

A. Vendor Qualifications, Experience, Resources & References

25 Points

Evaluation considerations will include, but not be limited to:

- How experienced and qualified the vendor is in providing **office equipment and related technology and services**
- Local resources available to implement and support our District's current and future technology needs
- Stability of company
- Customer references

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B. Proposed Multi-Functional Devices, Printers and Optional Accounting/Tracking Systems 25 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed devices meet the required and desired specifications
- How well the accounting/tracking system meets the required and desired specifications
- Whether District preferred features and functionality or add-ons are available
- How well the proposed systems integrate with District technology

C. Implementation, Conversion, Transition, Training & Marketing Plans 10 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed implementation, training and marketing plans meet District needs (Initial and on-going)
- How experienced the vendor is in performing like installations, training and marketing
- How well the plans meet the District's timelines

D. On-Going Maintenance and Support for Copiers, Printers & Account/Tracking System, Including Relocation, Placement and Removal of Devices 15 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed maintenance/support meets the needs of the District
- How extensive maintenance and support is
- Response time commitments of vendor
- Resource commitment to Shasta Union High School District (including personnel)

E. Accessibility Compliance 5 Points

Evaluation considerations will include, but not be limited to:

- How compliant vendor's proposed equipment is to Section 508 of the Rehabilitation Act of 1973 requirements
- Commitment of vendor and equipment manufacture in efforts to develop equipment accessible to persons with disabilities

F. Sustainability Compliance 10 Points

Evaluation considerations will include, but not be limited to:

- Use of recycled goods in equipment components
- Capability of equipment to utilize environmentally friendly supplies (e.g. recycled paper, toner packaging made of recycled content, toner that is non-hazardous/non-toxic to environment, etc.)
- Energy Star rated equipment

G. Costs 25 Points**H. Related Technologies 25 Points**

Shasta Union High School District is interested in partnering with a vendor that can supply some or all of the following related technologies. For evaluation purposes the ability to provide these technologies combined with scoring criteria of **A-G** described above for these technologies, will determine point totals for this section

Shasta Union High School District is looking for vendors to demonstrate their ability to offer other technology solutions that complement the above described core solutions and can benefit Shasta Union High School District such as:

- Visual Communications
- Managed IT Solutions
- ECM (Electronic Content Management)
- Other Technology Solutions that may benefit Shasta Union High School District

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Phase Three Evaluation:

1. Presentation/Demonstration

10 Points

After initial scoring, Shasta Union High School District may, but is not required to, invite the companies receiving the highest points to provide a demonstration of their proposed solutions and answer questions regarding their submittal. The number of companies invited to make a presentation will be at the discretion of the District. The District may also invite district users to provide input on the functionality, ease-of-use of the proposed equipment, etc.

Further reference checks may be made, and additional financial documentation may be requested and evaluated to determine financial responsibility of responders.

TOTAL AVAILABLE POINTS (for all three phases)

155 Points

D. Rejection of Proposals

Shasta Union High School District reserves the right to reject all proposals. (53 Cal. Jur. 3d, Public Works and Contracts, 26; 64 Am. Jur. 2d Public Works Contracts, § 75.)

Shasta Union High School District reserves the right to reject proposals, which are non-responsive, including, without limitation, proposals, which contain the following defects:

1. Late or incomplete proposals;
2. Failure to conform to the rules or requirements contained in the Request for Proposal;
3. Failure to sign the proposal;
4. Proof of collusion among responders, in which case all proposals involved in the collusive action will be rejected;
5. Noncompliance with applicable law, unauthorized additions or deletions, conditional responses, incomplete proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning;
6. Provisions reserving the right to accept or reject an award, or to enter into a contract containing terms and conditions that are contrary to those in the RFP solicitation.

E. Proposal Preparation Costs

All costs incurred in the preparation and submission of proposals and related documentation, including responder presentation to Shasta Union High School District, will be borne by the responder.

F. Proposal Acceptance Period

"Acceptance Period" as used in this provision, means the number of calendar days available to the Shasta Union High School District for awarding a contract. All responses shall remain available for the district's acceptance for a minimum of 120 days following the RFP closing date.

G. Initial Contract Term

It is anticipated that the initial term of any agreement resulting from this RFP will be for a period of five (5) years.

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H. Optional Renewal Term(s)

Shasta Union High School District may, at its option, extend or renew the agreement for an additional five (5) one-year periods.

All responses, supporting materials, and related documentation will become the property of the district.

This Request for Proposal, together with copies of all documents pertaining to any award, if issued, shall be kept for a period of five years from date of contract expiration or termination and made part of a file or record which shall be open to public inspection. If the response contains any trade secrets that should not be disclosed to the public or used by Shasta Union High School District for any purpose other than evaluation of responder's approach, the top of each sheet of such information must be marked with the following legend: "CONFIDENTIAL INFORMATION"

All information submitted as part of the response must be open to public inspection (except items marked as trade secrets and considered trade secrets under the California Public Records Act) after the award has been made.

Should a request be made of the school district for information that has been designated as confidential by the responder and on the basis of that designation, the district denies the request for information, the responder shall be responsible for all legal costs necessary to defend such action if the denial is challenged in a court of law.

I. Errors and Omissions

If the responder discovers any discrepancy, error, or omission in this RFP or any Exhibits attached, Shasta Union High School District should be notified immediately and a written clarification/notification will be issued to all responders who have been furnished a copy of this RFP for bidding purposes. No responder will be entitled to additional compensation for any error or discrepancy that appears in the RFP where the district was not notified and a response provided.

All legal matters pertaining to this contract will be handled in the county where the purchasing organization resides. This includes all copier contracts and/or leases on equipment.

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J. Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five business days after opening of bids. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract. Any bidder submitting a Bid Proposal may file a protest of the District's intent to award the Contract provided that each and all of the following conditions are met:

1. The protest must be submitted in writing to the District (e-mail is not acceptable), before 4 p.m. of the fifth business day following bid award.
2. A \$10,000 check (made payable to SUHSD) to be deposited with the Shasta Union High School District. Upon resolution of the dispute legal or otherwise the deposit will be returned.
3. The initial protest document must contain a complete statement of any and all basis for the protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest; any matters not set forth in the written bid protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence. The protest must refer to the specific portions of all documents which form the basis for the protest.
4. The protest must include the name, address and telephone number of the person representing the protesting party.
5. Any bid protest not conforming to the foregoing shall be rejected by the District as invalid. Provided that a bid protest is filed in strict conformity with the foregoing, the District's Deputy Superintendent, Business Services, or such individual(s) as may be designated by him/her, shall review and evaluate the basis of the bid protest. Either the District's Deputy Superintendent, Business Services or other individual designated by him/her shall provide the bidder submitting the bid protest with a written statement concurring with or denying the bid protest. The District's Governing Board will render a final determination and disposition of a bid protest by taking action to adopt, modify or reject the disposition of a bid award as reflected in the written statement of the Deputy Superintendent, Business Services or his/her designee. Action by the District's Governing Board relative to a bid award shall be final and not subject to appeal or reconsideration by the District, any employee or officer of the District or the District's Governing Board. The rendition of a written statement by the Deputy Superintendent, Business Services (or his/her designee) and action by the District's Governing Board to adopt, modify or reject the disposition of the bid award reflected in such written statement shall be express conditions precedent to the institution of any legal or equitable proceedings relative to the bidding process, the District's intent to award the Contract, the District's disposition of any bid protest or the District's decision to reject all Bid Proposals.
6. The procedure and time limits set forth in this paragraph are mandatory and are the Bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

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SECTION II: OFFICE EQUIPMENT PROGRAM REQUIREMENTS

This section sets forth specific product and service requirements for Shasta Union High School District program for office equipment and related technology. Responder proposals must address all of the listed requirements in the order presented with a response acknowledging an understanding of the requirements and the responders approach to fulfilling the requirements.

A. Pricing Options

As previously stated, the District wishes to consider alternative methods of acquisition of Office Equipment and Related Technology. The District reserves the right to select for award the Option(s), which is in the sole opinion of Shasta Union School District, in its best interest.

Option 1: Purchase

Shasta Union High School District may buy Multi-Functional Devices, Laser Printers and Accounting/Tracking System (and Related Technologies) from the successful responder. The successful responder will provide its products and services in accordance with the requirements of this RFP. The title for the purchased products will be transferred to the district.

Option 2: Fair Market Value Lease

Shasta Union High School District may lease Multi-Functional Devices, Laser Printers and Accounting/Tracking System (and Related Technologies) from the successful responder based on the following lease terms:

- 3-year
- 4-year
- 5-year

The successful responder will provide its products and services in accordance with the requirements of this RFP. Your proposal must include in detail your company's terms and conditions for lease renewal/extensions. **Shasta Union High School District will not accept third party financing (this includes copiers).**

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B. Required Products

1. Multi-Functional & Print Devices required within this RFP are categorized based on speed as follows:

- Categories 1-6 must be A3 (11x17 Capabilities)
- Category 1 1 -11-20 ppm (N/A)
- Category 2 -21-30 cpm (copies/pages per minute)
- Category 3 -31-40 cpm
- Category 4 -41-70 cpm
- Category 5 -71-90 cpm
- Category 6 -91-150

Production Solutions Should be articulated in detail in Category 6
Laser & A4 MFPs (11x17 not required) —Various Speeds, with and without network Interface

- Wide Format Printers & MFPs Accounting/Tracking System

2. Responders may submit more than one model for each segment in their response. Provide brochures on all products and list any features you believe are unique to your offering.

C. Technical Support

Responders must specify their capability to provide technical support to Shasta Union High School District as follows:

- Assist the district's sites with installation and configuration of hardware/software for networked Multi-Functional Devices and Printers in a timely manner
- Provide description of help desk on-going hardware, software and network support for all products sold
- Specify if this support is in house or outsourced.
- Specify amount of personnel residing within 20 miles of Redding.
- Specify amount of personnel residing within 100 miles of Redding

D. Technology Requirements

Responders must demonstrate capability to interface with Shasta Union High School District's departmental IT and Network Administrator on an ongoing basis to effectively install and set-up copiers, printers and multi-functional systems on its network and install and set-up appropriate software, drivers and etc. to operate and manage said equipment within individual departmental network environments. Responders must specify the capability to provide the following requirements to Shasta Union High School District:

- Supports TCP/IP V4 and V6
- Print Drivers for the following operating systems:
 - Windows 7, 10, Server 2016, 2019
 - Mac OS 10.15.x and below
- PCL and PostScript Universal Print Drivers
- Scan to SMB 2 and 3
- Ability to Disable SMB v1
- Scan to e-mail
- Scan file formats PDF, TIFF, JPG
- File compression
- Blank page removal for double sided scanning
- Concurrent scanning of copy job while print job is being processed
- Single Pass double sided scanning
- Hard Drive encryption for data at rest and Hard Drive Erase with overwrite for deleted data
- Documented network security hardening process provided by manufacture
- HTTPS enabled web RUI
- Desktop tool allowing Internal IT to see and click on the screen for end user technical support

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Print Management Solution

- Provide statistical data on all print, copy and scan activity for MFP's
- Monthly Reports emailed to departments
- Budgets by department or users
- Integration into Active Directory for user management
- Log into MFD via PIN or Card Access
- Guest Printing
- Google Cloud Printing
- Scan to Google Drive
- Follow Me Print
 - Ability to change finishing options at device
- Limit Color access

Optional Technologies

- Print Driver Deployment
- Cloud Hosted Print Management Solution
- Zone OCR and database validation for scanning workflows

E. Program Management and Administration

1. Supplier shall provide the following program administration functions:
 - Project manager to coordinate program implementation
 - Account management for on-going contract monitoring and maintenance
 - On-site sales representation on a regular basis to assist in resolving problems, provide unlimited training and other customer services as required for the efficient operation of the program
 - Coordinate all the order/installation process, inquiries regarding order status, and pricing concerns
 - Quarterly review meetings between supplier's account manager and Shasta Union High School District to review the previous quarter performance.

F. Delivery and Installation

1. Supplier will provide a written acknowledgment of equipment delivery and installation.
2. Please describe in detail your company's delivery and installation capabilities.

G. Equipment Maintenance

District may require supplier to coordinate all service calls through a centralized suppliers' dispatch desk as follows:

- Machine is experiencing a malfunction
- Customer or remote diagnostics system contact central dispatch
- Dispatch logs call noting make, model, serial # and problem
- A unique ticket number is assigned to the call
- The customer is given the ticket number for reference
- Dispatch places call with appropriate service technician
- Service technician responds back to dispatch upon completion
- Repair and total down time are then calculated
- Problem ticket is then closed
- Credit for service copies
- Monthly reports will be compiled for compliance of standards and exception for credit
- Similar equipment will be furnished to the District on a no charge loan basis within one business days, if equipment covered by the maintenance will be out of service for more than two business days

H. Training

Successful vendor will include the following customer training requirements:

- Initial Training (following installation)
- Follow-up training
- On-going training (existing and new users)

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I. Service Guarantee Commitments

1. List what your company's service guarantee and customer satisfaction commitments for all products proposed are.

J. Reporting

1. At minimum, the following report will be required (hard copy/on-line) on a quarterly basis:
 - Population of digital copiers and Laser printers sorted by:
 - Model
 - Serial Number
 - Location
 - Install date
 - Average Monthly Volume
 - Response time
 - Repair time
 - Uptime
 - Total service calls
 - Operational costs sorted by Department
2. Responders agree to provide other reports as reasonably requested by Shasta Union High School District at no additional cost.

K. Product Certification

The responder certifies and warrants that all products sold to Shasta Union High School District under any agreement resulting from this RFP shall be NEW, recently manufactured from new design and components and never used.

L. Minimum Multi-Functional Device, Laser Printer and Accounting/Tracking System Specifications

NOTE: When responding, make sure to clearly designate if MFP/Printer is an A3 (up to 11x17 capability) or A4 (Letter capability) system.

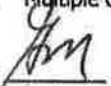
CATEGORY 1:

- Volume 2,500-6,500 copies/month
- **21-30 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet Bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 30 page staple/finisher with electronic sorting
- Multiple copies: 1-999

CATEGORY 2:

- Volume 6,500-15,000 copies/month
- **31-40 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 30 page staple/finisher with electronic sorting
- Multiple copies: 1-999

Initials



CATEGORY 3:

- Volume 15,000-50,000 copies/month
- **41-70 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

CATEGORY 4:

- Volume 50,00-100,000 copies/month
- **71 - 90 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

CATEGORY 5:

- Volume 50,00-100,000 copies/month
- **91 - 135 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

Initials



COLOR CATEGORY 1:

- Volume 2,500-6,500 copies/month
- **21-30 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet Bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 30 page staple/finisher with electronic sorting
- Multiple copies: 1-999

COLOR CATEGORY 2:

- Volume 6,500-15,000 copies/month
- **31-40 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 30 page staple/finisher with electronic sorting
- Multiple copies: 1-999

COLOR CATEGORY 3:

- Volume 15,000-50,000 copies/month
- **41-70 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 Image
- Continuous copy meter
- Automatic document feeder-50 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

COLOR CATEGORY 4:

- Volume 50,00-100,000 copies/month
- **71-90 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

Initials



COLOR CATEGORY 5:

- Volume 50,00-100,000 copies/month
- **91 - 135 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

LASER PRINTER CATEGORY 1:

- Low B&W Laser printer with network interface
- Medium B&W Laser printer with network interface
- High B&W Laser printer with network interface
- Low Color Laser printer with network interface
- Medium Color Laser printer with network interface
- High Color Laser printer with network interface
- All Laser printers must be Non Host based printers
- Wireless Laser printers Various speeds

ACCOUNTING/TRACKING SYSTEM

- Track Print, Scan, Copy and Fax usage by User, Device and Department
- Users need to be identified based upon login
- Users able to select Cost Centers for bill back
- Follow me printing
- Please outline any additional features

RELATED TECHNOLOGIES

Shasta Union School District welcomes an offering of any technology that is felt will benefit our School District. Please provide very specific detail on specifications and capabilities and provide in the same pricing schedule as above.

- Visual Communications
- Managed IT Solutions
- ECM (Electronic Content Management)
- Other Technology Solutions that may benefit Shasta Union High School District

SECTION III: INVOICING:

- Describe the various billing options available.

Initials



SECTION IV: PRICING

A. Price Quotation

1. Please complete the attached Pricing Schedules Attachments 1(A —D) based on specified Shasta Union High School District requirements as defined in this RFP. Please provide your pricing proposal in hard copy and on USB Drive in Excel.

Responders must provide the following pricing data for Multi-Functional Devices, Printers and Related Technology.

- **Purchase Option** - RFP purchase prices listed as provided on the attached Attachments 1(A).
 - **Lease Option** - Net RFP lease prices as provided on the attached Attachments 1(B). :
Buyout based on the fair market value (end of lease term)
(36), (48) & (60) months
There will not be any ship-back or return costs charged
***CPI** —A Cost Per Image rate must be supplied with all submissions of Multifunctional Devices and Laser Printers. CPI rate should include all parts, labor & supplies (less paper & staples).
2. Responders must provide a price quotation for all the options included in the Pricing Schedule and detailed in Section III of this RFP.
 3. The prices quoted in response to this section shall be the Shasta Union School District net price including the various services to be provided. There shall be no separate charges, fees, handling or other incidental costs. Applicable taxes will be charged in addition to these net prices.
Multi-Page Hardcopy Invoice Billing
 4. Ray Morgan Company will distribute to Shasta Union High School District a patronage amount equal to 1.5% of the revenue of all MFPs and Printers acquired by other California School Districts with the utilization of this contract.
 5. Please specify how your company will handle pricing for mid-year introductions of new/replacement models.

B. Price Protection

1. Prices quoted cannot increase during the first 12 months period of the agreement. Price changes after the first 12 months period, if any, shall be made on an annual basis as negotiated by both parties. Any price changes require a 30-day written notification and apply only for new lease agreements entered after the time increase is effective. However, in no event shall price increase on an aggregate basis exceed three (3) percent or CPI whichever is less. In the event that a certain product line has a significant price increase in excess of five (5) percent, those particular products shall be negotiated individually.
2. Price increases for any renewal periods must be supported by documented evidence of manufacturers' or manufacturers' supplier price increases.

Initials



NAME OF Company: RAY MORGAN COMPANY

FULL NAME OF ALL PARTNERS OR LEGAL NAME OF CORPORATION:

RAY MORGAN COMPANY, LLC
(TYPE OR PRINT)

AUTHORIZED CONTACT / RESPONSE PREPARER / SALES REPRESENTATIVE: JOHN PROPERIS

Business Address: 3131 ESPERANADA CHICO, CA 95973
(TYPE OR PRINT)

Telephone: 925-400-4162 FAX: 530-781-1041

BY: [Signature] GREG MARTIN PRESIDENT
Signature in ink (TYPE OR PRINT NAME OF TITLE AND SIGNATURE)

"I declare, under penalty of perjury, that the information provided and representations made in this response are true and current and that this declaration was executed on (date) at COUNTY, California."

Corporate Officer w/Authority to Bind: [Signature] GREG MARTIN
Signature in ink (TYPE OR PRINT NAME OF TITLE AND SIGNATURE) PRESIDENT
6/9/20

DATED: CORPORATE SEAL: N/A
(IF APPLICABLE)

Initials Jm