



Poquoson City Public Schools
500 City Hall Avenue
Poquoson, Virginia 23662
(757) 868-3055

REQUEST FOR PROPOSAL

RFP #: SBO-20-S003

Title: Copiers – Lease and Maintenance Agreement

Issue Date: June 3, 2020

Due Date: June 18, 2020, no later than 2:00 p.m. local time at the School Board Office, Attention: Tara Woodruff, 500 City Hall Avenue, Suite 219, Poquoson, Virginia 23662

Submit: One (1) Original (clearly marked as such) and Four (4) Copies, Signed Cover Page and Attachments A, B, and C

FAX OR EMAIL SUBMISSIONS ARE NOT ALLOWED

Inquiries: Questions pertaining to this project should be directed to Tara Woodruff, Executive Director of Finance, in writing via email at tara.woodruff@poquoson.k12.va.us no later than 12:00 p.m. on June 10, 2020

Poquoson City Public Schools (PCPS) does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1, or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Proposal and subject to all the conditions thereof, the undersigned offers to furnish the goods/services requested and certifies that he/she has read, understands, and agrees to all terms, conditions and requirements of this bid and is authorized to contract on behalf of the firm named below.

My signature on this solicitation constitutes certification that I or my designated representative have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by PCPS. By my signature on this solicitation, I certify that this firm/individual is properly licensed for providing the goods/services specified.

The Undersigned certifies that they are the only person(s) interested in said project and that it is made without connection with other persons submitting a proposal on the same scope of services; that the proposal is made without collusion, fraud, or reservation; that no official or employee of the Owner is directly or indirectly interested in said proposal, or any portion thereof.

PROPRIETARY INFORMATION

YES () NO ()

Trade secrets or proprietary information is hereby submitted and identified. Reasons for protection and exclusion from the Virginia Freedom of Information Act (2.1-340 et seq.) are set forth below. (Additional sheet may be added if necessary.)

Offerors should indicate on the Cover Sheet the portions of their proposal that are proprietary. Please list the page numbers and the reason(s). **Do not mark the whole proposal proprietary. If Proprietary Information is stated, Offerors shall submit One (1) Original and One (1) Redacted copy (removing any proprietary data of material).** Clearly identify on the Cover Sheet the “Original” and “Redacted” copy as “*Redacted Copy of Original Proposal*” RFP# SBO-20-S003.

This form must be signed in ink and all signatures must be original.		
Company Name:	_____	
Street Address:	_____	
City, State, Zip:	_____	
Telephone:	_____	
Fax:	_____	
Email Address:	_____	
	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	
Check One:	<input type="checkbox"/> Corporation, State in which Incorporated _____	
Federal Tax ID:	_____	
Federal Social Security No. (Sole Proprietor):	_____	
	<input type="checkbox"/> Minority Owned <input type="checkbox"/> Women Owned	
Business Classification (check all that apply):	<input type="checkbox"/> Small Business	
Print Name:	_____	
Title:	_____	
Signature:	_____	
Date:	_____	
ACKNOWLEDGE RECEIPT OF ADDENDUM:		
Number _____	Dated _____	Initial _____
Number _____	Dated _____	Initial _____
Number _____	Dated _____	Initial _____
Number _____	Dated _____	Initial _____

*SCC Requirement per the Virginia Public Procurement Act, VPPA:

§ 2.2-4311.2. Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth.

A. All public bodies shall include in every written contract a provision that a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.

B. Pursuant to competitive sealed bidding or competitive negotiation, all public bodies shall include in the solicitation a provision that requires a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

C. Any bidder or offeror described in subsection B that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Director of the Department of General Services or his designee or by the chief executive of a local governing body.

D. Any business entity described in subsection A that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

E. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

***Virginia State Corporation Commission (“SCC”) registration information: The undersigned Offeror:**

is a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**>>** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

SUBMIT ALL PAGES OF COVER SHEET

I. COMPETITION INTENDED

It is Poquoson City Public Schools (PCPS) intent that this Request for Proposal (RFP) for Copier – Lease and Maintenance Agreement allows competition. It shall be the Offeror’s responsibility to advise the Executive Director of Finance in writing if any language, requirement, specification, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in the RFP to a single source. The Executive Director of Finance must receive such notification not later than seven (7) days prior to the date set for acceptance of proposals.

II. PURPOSE

The purpose of this RFP is to invite qualified copy machine vendors to submit proposals for the lease of copiers and a maintenance contract as defined in this request. One bidder will be chosen to provide the equipment, print management software and service maintenance from this RFP.

III. BACKGROUND

Poquoson City Public Schools is located on the Virginia Peninsula, in the Hampton Roads metropolitan area and serves approximately 2,135 students. PCPS currently has one primary school for grades K-2, one elementary school for grades 3-5, one middle school for grades 6-8 and one high school for grades 9-12. During this contract period, the middle school will be under renovation and some copy machines will be located in portable classrooms.

Current volume estimates are indicated below on the copiers used by PCPS:

Black and white copies	6,300,000 per year
Color copies	192,000 per year

The current contract allows us the ability to pool copies on a yearly basis accounting for the peaks and valleys of usage throughout the year and avoid overage charges. A continued arrangement will be explored, along with zero volume commitment proposals.

The listing of current copiers is provided in Attachment D.

IV. SCOPE OF SERVICES

The Offeror shall:

1. Provide copy machines and maintenance services for all schools listed in Attachment D. Please note that the middle school will be under renovation during the contract period and some copy machines will be located in portable classrooms.
2. Supply copy machines that are new equipment (not used, refurbished or remanufactured equipment). They must also be U.L. approved, energy star compliant, and at time of installation shall be the latest current models of modern technology using dry toner, and in current production.
3. Provide copy machines with the following desired copy machine features: speed, duplexing ability, scan capability, collator, reduction/enlargement, stapler, ability to copy on transparencies and card stock, three-hole punch, multiple size paper drawers and magazine/saddle stitch feature.
4. Include all operating supplies (except paper) with the maintenance agreement, to include toner,

staples, drums and all service requirements (travel, parts and labor) as necessary to meet the demands of the school division.

5. Provide training for each school and department listed that will receive equipment. The training should include technical training for IT staff that covers topics such as installation, configuration and maintenances of the proposed system. Also, training should be thorough and cover complete operation of the machine including preventive maintenance and problem solving on the machine for key personnel as users of the machines. This training shall take place within one day after installation. After one month of operation or as new personnel are hired, Poquoson City Public Schools may request follow-up training at no charge. Two additional trainings may be requested each year by each school or department and scheduled at no cost.
6. Install all new copy machines between August 3-6, 2020.
7. Provide prompt maintenance services for all machines during the length of the contract when work is performed in school buildings.
8. Maintain insurance and liability on all equipment.
9. Provide PaperCut MF, print management software, for the duration of the contract period. This should include the ability to have to enter a code to operate the equipment. The equipment should allow for a minimum of fifty (50) codes.
10. Pricing shall be inclusive of all equipment, print management software, maintenance, operating supplies, account or service fees, property taxes, etc. Pricing may include annual number of copies or other proposed arrangement on an annual basis of usage.
11. If equipment has an unreasonable amount of failures and/or repairs during the contract period, the successful vendor shall replace said equipment with another device having equal or better features and value for use during the remainder of the contract period. Such replacements will be at no-charge. This performance guarantee shall apply for the entire lease period beginning with the delivery/acceptance date of the equipment.
12. If a copy machine needs to be relocated (after initial installation) one (1) time during the period at no charge to Poquoson City Public Schools. Thereafter, if the same copier is relocated, it will be at the vendor's current published rate, if the vendor performs the move. Vendor will remove copy machines at no charge at the end of the contract period.

V. PROPOSAL SUBMISSION

Proposals shall contain the following in the order listed:

1. Brief company profile, which shall include company history, number of employees, locations, number of customers, similar customers to Poquoson City Public Schools, key partnerships and alliances, and description of account team.
2. Listing of vendor recommended equipment to be provided in each location, including copy machine models and manufacturers.
3. Manufacturer's statement on availability of parts, service and supplies, recommended volume range and paper stock recommendations. This information must include the manufacturer's electrical and space requirements, as well as provide the dimensions of the copiers with and without optional features.
4. Clear and detailed explanation of the maintenance services included. This should include what products are specifically included in these services.

5. Full explanation of general management and training programs, which should include installation, configuration, operation of the machines, preventive maintenance and problem solving on the machine. Define initial training as well as any follow-up training.
6. Document plan to install machines on Poquoson City Public Schools property between August 3-6, 2020.
7. Provide explanation of print management software.
8. Complete Pricing Schedule – Attachment E for the entire contract period. There should be no escalation of costs during this period, including lease payments or cost per copy if applicable.
9. Provide samples of formal reports, billing, compliant procedures, etc.
10. Name of the key contact person, including email and telephone number.
11. Reference list of at least five (5) current accounts, preferably local school divisions under a similar program. At least two (2) references shall be recent start-up accounts. Reference contact information shall include company/entity name and address, contact name, email address and telephone number.
12. A list of other school divisions where the vendor has provided similar copier and maintenance services.
13. A list of lost accounts within the past two (2) years. Account information should include company/entity name and address and reason for loss.
14. Provide a copy of the Certificate of Insurance.
15. Provide most recent audited financial statement.
16. Include other relevant information the Offeror deems necessary to describe its qualifications to provide the services needed to successfully complete work described in the Scope of Services or which the Offeror deems are relevant to its selection. Based on the information provided in this Request for Proposal, the Offeror should identify all materials and services expected from PCPS in addition to general assistance.

VI. INSTRUCTIONS FOR PROPOSAL PREPARATION

A. General Requirements

1. Provide one (1) original (clearly marked as such) and four (4) copies and shall be submitted to the School Board Office as indicated. No other distribution of the proposal shall be made by the Owner.
2. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in the Finance Office requiring prompt submission of missing information and/or giving a lower evaluation of the proposal.
3. Proposals should be prepared simply and economically in the order/format required herein providing a straightforward concise description of qualifications and capabilities to satisfy requirements of the RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal shall be GBC Bond or in a Binder and contained in a single volume where practicable. All documents submitted with the proposal should be contained in that single volume.
4. Each proposal should be limited to no more than fifty (50) one sided pages excluding title page, letter of transmittal, table of contents, reference lists, tabbed for easy reference and

font size should be 12 or larger.

5. Submit proposal signed cover sheet and any attachments to the Poquoson City Public Schools School Board Office, no later than **2:00 p.m. local prevailing time on June 18, 2020. Responses received after this time will not be considered.**
6. It is the responsibility of each firm to deliver its Proposal to the School Board Office prior to the time set for receipt, regardless of what medium is used to deliver it, whether by mail or otherwise. No Proposal shall be considered if it arrives after the time set for receipt.

Hand deliver or mail to:

Poquoson City Public Schools
Attention: Tara Woodruff, Executive Director of Finance
500 City Hall Avenue, Suite 219
Poquoson, Virginia 23662

Please Note: Due to COVID-19, the City Hall Building is currently closed to the public. However, the Finance Office can accept hand-delivered proposals Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. until the due date and time listed in this RFP. If you need to hand-deliver a proposal, please call (757) 868-3055 upon arrival at the building and staff will come to the door to retrieve your documents and return to the Finance Office to be time-stamped in. Documents cannot be considered if the time-stamp received is after the deadline specified in this RFP.

7. PCPS will not be liable for any costs incurred in the preparation and presentation of the proposal.

VII. EVALUATION CRITERIA

The following criteria will be used in the evaluation and rating of proposals:

1. Proposal price. **(35%)**
2. Experience and qualifications to provide copy machine lease and maintenance contract. **(20%)**
3. Proposed equipment. **(20%)**
4. Maintenance service program, including training program. **(20%)**
5. Quality of proposal submission and/or oral presentations. **(5%)**

After the date and time established for receipt of proposals by PCPS, any contact in regard to the proposal initiated by any Offeror with any School official, other than the Executive Director of Finance, is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification of any Offeror from further review. Questions regarding this Request for Proposal are to be directed to Tara Woodruff via email at tara.woodruff@poquoson.k12.va.us **no later than 12:00 p.m. on June 10, 2020.** All questions that are pertinent to the project will be answered in the form of an addendum posted to the PCPS website: <https://www.poquoson.k12.va.us>.

Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to PCPS if necessary. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The School Division will schedule the time and location of this

presentation. Oral presentations are an option of the Division and may or may not be conducted.

Proposals will be evaluated by representatives of Poquoson City Public Schools. Selection shall be made of the offeror(s) deemed to be most fully qualified and best suited among those submitting proposals, on the basis of the Evaluation Criteria listed above. Negotiations shall be conducted with the selected offeror(s) and an award shall be made to the offeror(s) that has made the best proposal. Should PCPS determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

PCPS may cancel this Request for Proposal or reject any or all proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia).

The Notice of Award shall be posted on the bulletin board for public notices at the School Board Office and PCPS website: <https://www.poquoson.k12.va.us>.

VIII. INTERPRETATIONS AND ADDENDA

No oral explanation in regard to the meaning of the Contract Documents will be made, and no oral instructions will be given before the award of the work. Discrepancies, omissions or doubts as to the meaning of the Contract Documents shall be communicated in writing to PCPS for interpretation. Offerors should act promptly and allow sufficient time for a reply to reach them before the submission of their Proposal. Any interpretation made will be in the form of an addendum to the Contract Documents, which will be posted on the PCPS website: <https://www.poquoson.k12.va.us>. Offeror shall acknowledge receipt on the Proposal Cover Sheet.

IX. CONTRACT AGREEMENT

It is the intent of this Request for Proposal that a contract shall be issued to the successful Offeror for a three (3) year period beginning August 1, 2020 and ending on July 31, 2023. Contract renewals must be authorized and coordinated through the PCPS Finance Department.

The Offeror shall inform himself in full of the conditions relating to the performance of the contract. Failure to do so shall not relieve the successful Offeror of his obligations to provide services, materials, and reports or other services necessary to carry out the provisions of this Request for Proposal and resulting contract and to complete the Scope of Services outlined herein.

The awarded contract will be issued subject to the availability of appropriate funds accessible to Poquoson City Public Schools.

X. GENERAL TERMS AND CONDITIONS

A. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, including, but not limited to, the Code of Virginia, Virginia Public Procurement Act (VPPA), and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws and regulations, and be legally authorized to do business in the Commonwealth of Virginia.

- B. Anti-Discrimination: By submitting its proposal, Offeror certifies to the Owner that the Contractor will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, and § 2.2-4311 of the Virginia Public Procurement Act (VPPA), which provides:

In every contract over \$10,000, the provisions of 1. below apply:

1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor;
 - b. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause;
 - c. The Contractor will state that the Contractor is an equal opportunity employer in all solicitations or advertisements for employees placed by or on behalf of the Contractor to perform under the Contract Documents. All notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section;
 - d. The Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations and advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace.

For the purposes of this subsection, a "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to the Contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract; and,
 - e. The Contractor will include the provisions of the foregoing subparagraphs in every subcontract or purchase order exceeding \$10,000 issued by Contractor in order to fulfill its obligations, so that the provisions will be binding upon each subcontractor or vendor.
2. In accordance with § 2.2-4343.1 of the Code of Virginia, Owner shall not (i) discriminate against a faith-based organization as defined in Code of Virginia § 2.2-4343.1(B) on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except as provided in subsection F of § 2.2-4343.1 of the Code of Virginia, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursements.

- C. Ethics in Public Contracting: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in

connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- D. Conflict of Interest: The Offeror certifies by signing the bid/proposal submitted in response to this solicitation that no conflict of interest exists between the Offeror and the School Board that interferes with fair competition and no conflicts exists between the Offeror and any other person or organization that constitutes a conflict of interest with respect to the contract and the School Board.
- E. Immigration Reform and Control Act of 1986: By submitting their proposal, the Offeror certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
- F. Debarment Status: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia or any government entity from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. Antitrust: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to PCPS all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by PCPS under said contract.
- H. Clarification of Terms/Addenda: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the contract officer whose name appears on the face of the solicitation no later than seven (7) working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the contract officer and posted on the public posting board in the School Board Office. It is the offerors sole responsibility to ensure they have obtained any and all addenda prior to submittal of their offer. (§ 2.2-4316, Code of Virginia).
- I. Tax Exemption: PCPS, as a political subdivision of the Commonwealth of Virginia, is exempt from any Federal excise tax and Virginia sales and use tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder/Offeror.
- J. Invoices: The Contractor should invoice PCPS in monthly installments. Invoices shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. If there are excess copy charges, they will be invoiced on an annual basis. No other fees or taxes may be billed.

If, in verifying the Contractor's invoices, it is found that PCPS is being overcharged, PCPS will notify the Contractor of the error and, unless the Contractor disputes the rejection of the overcharge for payment, the Contractor shall issue PCPS a corrected invoice. Disputed charges shall be handled in accordance with Paragraph X of the General Terms and Conditions.

If, in auditing the Contractor's paid invoices, it is found that the Contractor has overcharged PCPS, the Contractor shall promptly be notified by PCPS. The Contractor shall pay PCPS the amount of the overcharge or credit PCPS on the next invoice for the overcharge, reflecting the credit on the invoice and referencing the original work order and invoice. If a credit balance remains after the expiration or termination of the contract, the Contractor shall pay the amount of the credit balance within 30 days following the end of the contract.

- K. Payment: Payment terms shall be Net 30 days unless otherwise stated by the offeror on this solicitation. The payment terms stated herein must appear on the vendor's invoice. Failure to comply with this requirement may result in the invoice being returned to the vendor for correction. Late payment charges shall not exceed the allowable rate specified by the Virginia Prompt Payment Act (1% per month). (§ 2.2-4352, Code of Virginia)
- L. Availability of Funds: It is understood and agreed between the parties herein that PCPS shall be bound hereunder only to the extent of the funds available or which may hereafter become available "subject to appropriation" by the School Board and local governing body for the purpose of this agreement, ref. § 15.2 Chapter 25 Code of Virginia.
- M. Precedence of Terms: Paragraphs A-K of these General Terms and Conditions shall apply in all instances. In the event of a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions, the Special Terms and Conditions shall apply.
- N. Identification of Proposal Envelope: The signed proposal and requested copies should be returned in a separate envelope or package, sealed and identified with the following information:

Addressed as Indicated on Page 1
RFP Number
Title
Bid/Proposal Due Date and Time
Vendor Name and Complete Mailing Address (Return Address)

If a proposal is not addressed with the information as shown above, the Offeror takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the bid/proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- O. Late Proposals: To be considered for selection, proposals must be received by the School Board office by the designated date and hour, as determined by the clock in the School Board office reception area. Proposals received in the School Board office after date and hour designated are automatically non-responsive and will not be considered. PCPS is not responsible for delays in the delivery of mail by the U.S. Postal Service, private courier, or the Inter-Departmental Mail System. It is the sole responsibility of the offeror to ensure that its proposal reaches the School Board office by the designated date and hour. If the School Board office is closed for business at the time scheduled for the receipt of proposals, the proposals will be accepted on the next business day of the school division, at the originally scheduled hour.
- P. Qualification of Offerors: PCPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods

and the offeror shall furnish to PCPS all such information and data for this purpose as may be requested. PCPS reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications. PCPS reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. PCPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy PCPS that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- Q. Additional Information: PCPS reserves the right to ask any offeror to submit information missing from its proposal, to clarify its proposal, and to submit additional information which PCPS deems desirable. By submitting their offers, bidders certify they understand these prohibitions, and if awarded a contract as a result of this solicitation, they will comply. They also understand that a violation of these prohibitions are breach of contract and can result in default action being taken by PCPS.
- R. Award or Rejection of Proposals: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in this RFP, including price, if so stated in the RFP. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. PCPS may cancel this RFP or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be most advantageous (§ 2.2-4359D of the Code of Virginia). Should PCPS determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- S. Award Notices: Awards shall be posted on the bulletin board for public notices at the School Board Office and on the PCPS website <https://www.poquoson.k12.va.us>, ref. § 2.2-4360, Code of Virginia.
- T. Protest of Award or Decision to Award: Any offeror who desires to protest the award or decision to award a contract shall submit such protest in writing to Executive Director of Finance no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. The written protest shall include the basis for the protest and the relief sought. The Superintendent or designee shall issue a decision in writing within ten (10) days stating the reasons for the action taken. This decision shall be final unless the offeror appeals within ten (10) days by instituting legal action as provided in § 2.2-4364 of the Code of Virginia.
- U. Assignment of Contract: The resulting contract shall not be assignable in whole or in part without the written consent of PCPS.
- V. Default: In case of failure to deliver goods or services in accordance with the contract terms and conditions, PCPS, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the PCPS may have.

- W. Cancellation of Contract: PCPS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon thirty (30) days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- X. Changes to the Contract: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. PCPS may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give PCPS a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to PCPS's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present PCPS with all vouchers and records of expenses incurred and savings realized. PCPS shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to PCPS within thirty (30) days from the date of receipt of the written order from PCPS. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of Poquoson City Public Schools Purchasing Procedures. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by PCPS or with the performance of the contract generally.
- Y. Contractual Disputes: In accordance with § 2.2-4363 of the Code of Virginia, the Executive Director of Finance shall review and decide disputes and claims arising during the performance of the contract, in writing, within thirty (30) days of receipt of the dispute or claim. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence of beginning

of the work upon which the claim is based. The Contractor may not institute legal action prior to receipt of the decision on the claim by the Executive Director of Finance, unless that office fails to render such decision within thirty (30) days. The decision of the Executive Director of Finance shall be final and conclusive unless the Contractor, within six months of the date of the final decision on the claim, institutes legal action as provided in the Code of Virginia, § 2.2-4364.

- Z. Indemnification: Contractor and all subcontractors shall bear all loss, expense (including reasonable attorney's fees) and damage in connection with, and shall indemnify the Owner, its officers, employees and agents against and save them harmless from all claims, demands, and judgments made or recovered against them because of bodily injuries, including death at any time resulting therefrom, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the work, whether or not due to any act of his or their employees, servants or agents and whether or not due to any act of omission or commission, including negligence but excluding sole negligence, of the Owner, its officers, employees or agents. Compliance by the Lessee with the insurance provisions hereof shall not relieve Lessee from liability under this provision.

The Contractor guarantees to save the Owner, its agents, officers and employees harmless from liability of any nature or kind for use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, or articles or appliances furnished or used in the performance of the contract, or which the Contractor is not the patentee, assignee or licensee.

Should Contractor or subcontractors use any of Owner's equipment, tools, employees, or facilities, such will be gratuitous and Contractor shall release the Owner, its officers, employees or agents from and indemnify and save them harmless from and against any claims or personal injuries, including death, arising out of the use of any such equipment, tools, employees, or facilities, whether or not based upon the condition thereof or any alleged negligence in permitting the use thereof.

XI. SPECIAL TERMS AND CONDITIONS

- A. Advertising: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to PCPS will be used in product literature or advertising.
- B. Audit: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment or after all other pending matters are closed, whichever is longer. PCPS, its authorized agents, state auditors, the grantor of the funds to the Board, the Comptroller of Virginia or of the United States, or any of their duly authorized representatives shall have access to any such books, documents, papers and records of the Contractor for the purpose of making audits, examinations, excerpts or transcriptions.
- C. Best and Final Offer: At the conclusion of negotiations, the offeror(s) may be asked to submit in writing a Best and Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- D. Proposal Acceptance Period: Any proposal in response to this solicitation shall be valid for ninety (90) days. At the end of ninety days, the proposal may be withdrawn at the written

request of the offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

- E. Independent Contractor: The Contractor shall not be an employee of the Poquoson City Public Schools, but shall be legally considered as an Independent Contractor. Nothing in this agreement shall be construed as authority for the Contractor to make commitments, which shall bind PCPS or to otherwise act on behalf of PCPS, except as PCPS may expressly authorize in writing.
- F. Supremacy Clause: Notwithstanding any provision in the offeror's response to the contrary, the offeror agrees that the terms and conditions contained in the PCPS Proposal shall prevail over contrary terms and/or conditions contained in the offeror's response.
- G. Final Decision: The offeror agrees that the decisions of PCPS are final and shall hold the division, their directors, employees, consultants and those involved in this solicitation and selection, and the successful vendor(s) harmless. The submission of a proposal indicates adherence to these conditions
- H. Renewal of Contract: This contract may be renewed by PCPS for a period of two (2) additional successive (1) one year periods under the terms and conditions of the original contract. Price increases may be negotiated only at the time of renewal. Written notice of PCPS' intention to renew shall be given approximately sixty (60) days prior to the expiration date of each contract period.
- I. Questions: Questions about the proposal are to be submitted in writing, to Poquoson City Public Schools, Attention: Tara Woodruff, 500 City Hall Avenue, Suite 219, Poquoson, Virginia 23662 or by email at tara.woodruff@poquoson.k12.va.us for additional information or interpretations on instructions may also be addressed. PCPS urges interested vendors to communicate concerns during the response period to avoid misunderstandings. Questions received less than seven (7) business days prior to the proposal due date may not be answered. Questions may be answered by written addenda. All addenda issued by PCPS shall become part of the specification and may be made part of the contract documents. Addenda will also be posted on the PCPS website <https://www.poquoson.k12.va.us>. No addenda will be issued later than five (5) business days prior to the solicitation due date, except an addendum cancelling or postponing a solicitation may be issued at any time prior to the receipt of offers. It is the offeror's sole responsibility to ensure they have obtained any and all addenda prior to submittal of their offer and acknowledged them in their proposal response.
- J. Silence of Specifications: The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices and professional standards are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
- K. Insurance: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following minimum insurance coverage(s) at the time the contract is awarded. The offeror further certifies that the Contractor and any subcontractors will maintain these insurance coverage(s) during the entire term of the contract and that all insurance coverage(s) will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Note: Actual limits and aggregates may be increased or decreased for specific projects during negotiation or as PCPS

assesses the amount of risk.

1. The Contractor shall maintain the following insurance to protect it from claims that could arise from performance of the Obligations, including claims (i) under the Workmen's Compensation Act (ii) for personal injury, including death, and (iii) for damage to property, regardless of whether such claims arise out of Contractor's actions or inactions, or those of Contractor's subcontractor or other persons directly or indirectly employed by either of them:
 - a. Workers' Compensation and Employer's Liability: Contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance covering all of its employees in conformance with the laws of any state, district or territory of the United States of America in which work towards meeting Contractor's Obligations are to be performed. Such insurance shall not have a limit of liability less than the following:
 - (i) Bodily Injury by accident, \$500,000 for each accident;
 - (ii) Bodily Injury by disease, \$500,000 policy limit;
 - (iii) Bodily Injury by disease, \$500,000 for each employee.
 - b. Commercial General Liability: This coverage shall include contractual liability, underground hazard, explosion and collapse, hazard, property damage, independent contractor, and personal injury insurance in support of Section XI-X of this agreement entitled "Indemnification". This policy shall be endorsed to include PCPS as an additional insured during the Contract Period and shall state that this insurance is primary insurance as regards to any other insurance carried by PCPS. Contractor shall procure and maintain General Liability Insurance in an amount not less than:
 - (i) \$1,000,000 for each occurrence involving bodily injury;
 - (ii) \$1,000,000 for each occurrence involving property damage;
 - (iii) \$2,000,000 aggregate limits.
 - c. Comprehensive Automobile Liability: Contractor shall procure and maintain Comprehensive Automobile Liability Insurance covering all automobiles, trucks, tractors, trailers, or other automobile equipment, whether owned, not owned, or hired by the Contractor, with the following limits:
 - (i) \$1,000,000 for each occurrence involving personal injury;
 - (ii) \$1,000,000 for each occurrence involving property damage;
 - (iii) \$2,000,000 aggregate limits.
- L. Ownership of Materials: Ownership of all data, material and documentation originated and prepared for PCPS pursuant to the RFP shall belong exclusively to PCPS and is subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the bidder/offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder/offeror must invoke the protection of this section prior to the submission of the data or other materials to be protected and state the reasons why protection is necessary (§ 2.2-4342, Code of Virginia).
- M. No Crimes Against Children: By submitting its proposal, and as a condition of contract award, the Contractor certifies compliance with Code of Virginia § 22.1-296.1 and the following applies:

1. The Contractor shall complete a criminal records background check, for all states, with the Central Criminal Records Exchange through the Virginia State Police, on the Contractor, Contractor's employees or other persons that will provide services under this contract. Contractor shall provide the Owner with this information.
2. The Contractor shall complete an abuse and neglect of children background check, for all states, through the Oasis System with Child Protective Services, on the Contractor, Contractor's employees or other persons that will provide services under this contract. Contractor shall provide the Owner with this information. No person shall be assigned by Contractor to perform work related to this contract who has a record indicating any history of child abuse or neglect.
3. The Contractor must have staff bonded against theft, in accordance with Virginia license requirements. The bonds shall be acceptable to the Owner in all respects.
4. The Contractor acknowledges that the contract requires the Contractor, Contractor's employees or other persons that will provide services under this contract to have direct contact with PCPS students. Therefore, Contractor hereby certifies that neither Contractor, Contractor's employees nor any person that will provide services during the contract who will have direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.
5. The Contractor understands that, pursuant to Code of Virginia § 22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class I misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Poquoson City Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract. The Contractor is responsible for ensuring that each of its employees, subcontractors, partners, representatives or any other persons who will be in direct contact with students have and shall maintain such certifications on file for the duration of the contract period.
6. The Contractor shall execute and deliver to PCPS the Certification of No Crimes Against Children, attached hereto as Attachment C, with their bid/proposal and upon execution of a contract.

N. Tobacco and Tobacco Products: The Poquoson City School Board has designated all of its buildings and grounds tobacco free areas. Smoking or use of tobacco products is forbidden at all times.

XII. ATTACHMENTS

The following list of attachments must be completed and submitted along with all pages of the Cover Sheet and Offeror's Proposal:

- Attachment A: Anti-Collusion Statement
- Attachment B: Debarment Statement
- Attachment C: Certification of No Crimes Against Children
- Attachment D: Listing of Copy Machine Equipment
- Attachment E: Pricing Schedule

ANTI-COLLUSION STATEMENT

In the preparation and submission of this bid on behalf of _____ (Contractor's Name), we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Anti-Trust Act, 15 USCS Sections 1 et seq., or the Conspiracy to Rig Bids to Government Statutes, Virginia Code Sections 59.1-69.6 through 59.1.69.9. The undersigned vendor hereby certifies that this agreement, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the City of Poquoson has an interest in, or is concerned with, this proposal; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this bid.

"...or otherwise take any action in the restraint of free competition in violation of the Sherman Antitrust Act, 15 USCS Sections 1 et seq.; the Virginia Antitrust Act, Virginia Code Sections 59.1-9.1 through 59.1-9.19; or the Conspiracy to Rig Bids to Government Statutes, Virginia Code Sections 59.1-69.6 through 59.1-69.9."

Contractor's Authorized Officer Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Business Address: _____

Date: _____

DEBARMENT STATEMENT

I certify that the applicant firm is not currently debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services. I further certify that no principal, officer or director of the applicant firm has been employed by or associated with any firm which is currently debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services.

I certify that the applicant firm has never been debarred, or otherwise declared ineligible by any public agency from bidding or furnishing materials, supplies or services. I further certify that no principal, officer or director of the applicant firm has ever been employed by or associated with any firm which has ever been debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services.

Contractor’s Authorized Officer Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Business Address: _____

Date: _____

CERTIFICATION OF NO CRIMES AGAINST CHILDREN

I, _____, a duly authorized representative and officer of _____ (Contractor’s Name), in accordance with § 22.1-296.1 of the Code of Virginia, hereby certifies that the Contractor, Contractor’s employees, subcontractors, partners, representatives or any other persons that will provide services under this Contract to have direct contact with students (i) have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) have not been convicted of a crime of moral turpitude. For the purposes of this certification, “direct contact with students” is defined as “being in the presence of students during regular school hours or during school sponsored activities.”

Contractor understands that, pursuant to Code of Virginia § 22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class I misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Poquoson City Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract. The Contractor is responsible for ensuring that each of its employees, subcontractors, partners, representatives or any other persons who will be in direct contact with students have and shall maintain such certifications on file for the duration of the contract period.

I do understand the above information and certify that the above statements are true.

Contractor’s Authorized Officer Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Business Address: _____

Date: _____

LISTING OF COPY MACHINE EQUIPMENT

The following is a listing of the current copy machine equipment that will need a replacement.

School	Make/Model	Comments
Poquoson Primary School	Canon 4251	
Poquoson Primary School	Canon C5255	
Poquoson Primary School	Canon 4251	
Poquoson Primary School	Canon 4251	
Poquoson Elementary School	Canon 4251	
Poquoson Elementary School	Canon C5255	
Poquoson Elementary School	Canon 6265	
Poquoson Elementary School	Canon 6265	
Poquoson Elementary School	Canon C5255	
Poquoson Middle School	Canon C5255	Will be in portable classroom
Poquoson Middle School	Canon 6265	Will be in PES
Poquoson Middle School	Canon 6265	Will be in portable classroom
Poquoson High School	Canon C5255	
Poquoson High School	Canon C5255	
Poquoson High School	Canon 6265	
Poquoson High School	Canon 4251	
Poquoson High School	Canon 6265	
Poquoson High School	Canon 6265	

PRICING SCHEDULE

Monthly lease payment should include equipment lease payments, full service maintenance agreement, print management software, all consumable supplies (excluding paper), all applicable taxes and fees, and any training on the use of the devices as indicated in this RFP.

School	Make/Model Recommended	Monthly Lease Payment
Poquoson Primary School		
Poquoson Primary School		
Poquoson Primary School		
Poquoson Primary School		
Poquoson Elementary School		
Poquoson Elementary School		
Poquoson Elementary School		
Poquoson Elementary School		
Poquoson Elementary School		
Poquoson Middle School		
Poquoson Middle School		
Poquoson Middle School		
Poquoson High School		
Poquoson High School		
Poquoson High School		
Poquoson High School		
Poquoson High School		
Poquoson High School		
TOTAL MONTHLY LEASE PAYMENT		

	<u>Annual</u> number of copies included in lease payments listed above	Cost per copy for duration of contract period
Black and White Copies		
Color Copies		