

SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

"Every Child, Every Opportunity"

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SCOTT COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSALS-COPIERS

Scott County Public School District Central Office is issuing a request for sealed bids for copy services from responsible vendors for two (2) copiers for our Central Office location at 340 E. Jackson Street, Gate City, VA 24251 and one (1) copier at our Alternative Education Building located at 387 Broadwater Avenue, Gate City, VA 24251. Each location will be billed separately but invoiced to the same location at 340 E. Jackson Street, Gate City, VA 24251.

Sealed bids are due by 12:00 p.m. on Thursday, September 24, 2020. All bids may be submitted to the Scott County School Board's Central Office, 340 E. Jackson Street, Gate City, VA 24251 or may be mailed to the Gate City address marked: Scott County School Board: Copier Bid-Attention: Assistant Superintendent, Jason Smith. Bids can be accepted through email at Jason.smith@scottschools.com through an attachment and will not be opened until that date and time. Bids will be opened and reviewed on September 24th at 1:00 p.m. prevailing time and a determination will be made and the award will be announced after the review time. Scott County Public School District has the right to reject any and all proposals. Any bid not addressing each and every feature will not be considered. Please list all applicable fees and disclose any fees that will be added to the end of the lease term with the submitted bid including but not limited to pick up fees, restock fees, etc. Each vendor will be allowed, if applicable, to bid based on Virginia State contract pricing, however, proof of that contract and number must be provided upon submission of bid.

The following are specifications that must be met through the context of the proposal:

COPIERS:

Copies Per Month/Copy Demand:

The Central Office is interested in a 36-month lease agreement on (2) new digital copiers (1 color/black; and 1 black with fax capability) that will be able to handle the following copy demand:

Monthly Average:

Color copies-3900
Black (fax) – 10,000
Black – 5700

Features to include:

Network for both copiers
1 copier must fax
Collate
Grouping

Two-sided copy
Size/ratio Adjustment
Use of letter size, landscape, and portrait orientation
Use of legal size for 1 copier (both 8x14 and 11x17) color copier
Document handler/automatic feed
Manual feed of paper
Stapling
Hole Punching
Scanning of documents

In service training of staff

Alternative Education Building:

36-month lease agreement for a floor model copier for a black copier with fax capability to handle the following copy demand:

Monthly Average:

500 copies per month

Features to Include:

Same as noted for Central Office copier except 8 ½ x 11 paper capability only

Service and Supplies:

Maintenance: Cost per page, includes all parts, service labor and toner. Pricing will also include staples. Pay for what you use. No minimum/maximum.