



# COUNTY OF ROANOKE

## FINANCE DEPARTMENT

### PURCHASING DIVISION

Kate Hoyt  
Buyer

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Roanoke, VA 24018  
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## REQUEST FOR PROPOSALS

**#2018-075**

Copier and Laser Print Services on a Cost per Click Basis

for

Roanoke County Public Schools

**Sealed Proposals Due:**

**May 31<sup>st</sup>, 2018  
3:00 PM**

(Local Prevailing Time)

One (1) unbound original

Eight (8) bound complete copies

One (1) electronic copy (USB preferred)

## RFP #2018-075 COPIER AND LASER PRINT SERVICES FOR RCPS

### **GENERAL INFORMATION**

Roanoke County, on behalf of Roanoke County Public Schools, is seeking proposals from qualified vendors to provide copier and laser print services. It is the intention of Roanoke County to award a one (1) year contract with the option of four (4) one (1) year renewals.

One unbound original, eight (8) bound complete copies and one electronic copy (USB preferred) of the proposals, in a sealed envelope/package, will be received at and until **May 31, 2018, at 3:00 PM (local prevailing time)**, in the Roanoke County Purchasing Division at 5204 Bernard Drive, Suite 300F, Roanoke, Virginia 24018. NO faxed proposals will be accepted. It is the responsibility of the Offeror to ensure that its proposal is received in the Purchasing Division by the above date and time. Any proposal received after the above time and/or date will be returned to the Offeror unopened. Your response must be submitted in a sealed envelope/package, clearly marked **"RFP #2018-075 Copier and Laser Print Services"** on the outside of the envelope/package. The Offeror assumes responsibility for having its proposal delivered on time at the place specified. An agent of the Offeror authorized to make financial and delivery commitments must sign the proposal. As this is a formal, sealed Request for Proposal no information regarding the contents of the proposal or the identity of the Offerors will be discussed until after the negotiation process.

Roanoke County shall provide the mechanism for the evaluation of all information received. Roanoke County reserves the right to make the final determination of responsible Offerors and to waive informalities and/or irregularities and to accept or reject any or all offers. Proposals shall be as thorough and detailed as possible so that the County may properly evaluate the capabilities of the Offeror to provide the required services. It is not the intent of the specifications to be proprietary, or to exclude any individual, business or firm.

### **RFP QUESTIONS**

Any inquiries regarding submittal of proposal or any questions concerning specifications shall be in writing and sent via mail, fax or email to:

Kate Hoyt, Buyer 5204 Bernard Drive SW, Suite 300F Roanoke, VA 24018	Phone: (540) 283-8149 khoyt@roanokecountyva.gov
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Written responses, including any questions will be provided on our Purchasing Website in the form of an Addendum. It is the responsibility of the Offeror to periodically check our website for any addendum or sign up for County Email Notification. Questions received within five (5) days of the proposal closing date will be attempted to be answered, but will not be reason to delay the closing time of the proposals.

### **NO CONTACT POLICY**

After the date and time established for receipt of proposals by the County, any contact initiated by any Offeror with any County representative, other than the purchasing representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause disqualification of the Offeror from this procurement transaction.

### **PROPOSAL OVERVIEW**

Roanoke County Public Schools is seeking proposals for copier and laser print services on a per click/page basis. All equipment must be included when pricing the cost per click/page. We are requesting copier and laser printer services to meet the instructional technology and

business needs for our students and staff.

The copiers must meet the business needs including network printing/scanning, copying, faxing and document scanning options. The laser printers will support work group network printing in offices and instructional areas.

Our current copiers are deployed in several locations throughout each building including administrative offices, guidance offices, libraries and common teacher areas. Our laser printers are deployed in computer labs, libraries, guidance offices, bookkeeper offices, administrative offices and the district 1:1 student laptop program. All laser printing equipment is expected to be networked to serve large groups.

All buildings have a 10/100/1000 capabilities using Cisco networking hardware. Copiers are used as fax machines in all buildings. All proposed equipment must be capable of using current RCPS network and telephony infrastructure. RCPS will centrally manage all proposed laser printers through the district provided software (PrinterLogic) via the Wide Area Network.

The contractor shall provide all copiers/laser printers, supplies (including toner), training, and full maintenance/support on a cost per click basis. All copiers/laser printers equipment costs shall be included in the cost of the per click basis.

RCPS will consider options for color copies/printing/scanning.

RCPS will supply space for the copiers/printers, electrical power, network connections and paper.

Proposed locations include the following:

High Schools	Address
<b>Burton Center for Arts &amp; Technology</b>	1760 Blvd., Salem 24153
<b>Cave Spring</b>	3712 Chaparral Drive, Roanoke 24018
<b>Glenvar</b>	4549 Malus Drive, Salem 24153
<b>Hidden Valley</b>	5000 Titan Trail Dr, Roanoke 24018
<b>Northside</b>	6758 Northside High Sch. Rd, Roanoke 24019
<b>William Byrd</b>	2902 Washington Ave., Vinton 24179
Middle Schools	Address
<b>Cave Spring</b>	4880 Brambleton Ave., Roanoke 24018
<b>Glenvar</b>	4555 Malus Drive, Salem 24153
<b>Hidden Valley</b>	4902 Hidden Valley Sch Rd. ,Roanoke 24018
<b>Northside</b>	6810 Northside High Sch. Rd., Roanoke 24019
<b>William Byrd</b>	2910 Washington Ave., Vinton 24179

Elementary Sch.	Address
<b>Back Creek</b>	7130 Bent Mountain Road, Roanoke 24018
<b>Bonsack</b>	5437 Crumpacker Dr, Roanoke 24019
<b>Burlington</b>	6533 Peters Creek Road, Roanoke 24019
<b>Cave Spring</b>	5404 Springlawn Ave. , Roanoke 24018
<b>Clearbrook</b>	5205 Franklin Road, , Roanoke 24014
<b>Fort Lewis</b>	3115 West Main St., Salem 24153
<b>Glen Cove</b>	5901 Cove Road, Roanoke 24019
<b>Glenvar</b>	4507 Malus Drive, Salem 24153
<b>Green Valley</b>	3838 Overdale Road, , Roanoke 24018
<b>Herman L. Horn</b>	1002 Ruddell Road, Vinton 24179
<b>Masons Cove</b>	3370 Bradshaw Road, Salem 24153
<b>Mount Pleasant</b>	3216 Mount Pleasant Blvd., Roanoke 24014
<b>Mountain View</b>	5901 Plantation Cr., Roanoke 24019
<b>Oak Grove</b>	5005 Grandin Road Ext., Roanoke 24018
<b>Penn Forest</b>	6328 Merriman Road, , Roanoke 24018
<b>W.E.Cundiff</b>	1200 Hardy Road, Vinton 24179
Other	Address
<b>RCPS Administration</b>	5937 Cove Rd., Roanoke 24019
<b>RCPS Maintenance</b>	716 South Market St., Salem 24153
<b>RCPS Transportation</b>	701 South Market St., Salem 24153
<b>RCPS Warehouse</b>	5945 Cove Rd., Roanoke 24019

## **SUPPLIES**

The intent of this proposal is to provide RCPS with copier and managed print services at a stated amount per click. In addition to the use of these machines, the charge per click will include all consumables (except paper), such as toner, developer, drums, fuser lubricant, fuser agent, cartridges, staples, etc. necessary to operate the machine. All paper will be supplied by RCPS and should not be included in the cost per copy pricing. Supplies should be delivered to each individual school location with no shipping charges. The contractor will at all times be responsible for maintaining needed inventories, delivering to usage areas if necessary, or labeling the supplies to be routed to the correct copier or printer. Occasionally, emergency orders may be required. All expenses for the operation of the equipment will be the responsibility of the contractor and shall be included in the cost per click/print proposal. Developer, toner and other consumables will be provided as needed during repair calls or regular preventive maintenance calls. All repair parts, lamps, belts, brushes, rollers, filters, etc. are also to be included. Machines, parts and all supply items furnished under the contract shall remain the property of the contractor.

## **MAINTENANCE/SUPPORT**

Qualified, trained and manufacturer certified contractor service personnel shall perform equipment maintenance on all copiers/printers and accessories during regular school and office hours. Regular school hours include:

- Secondary schools: 7:00 a.m. – 4:00 p.m. (Monday – Friday)
- Elementary schools: 7:00 a.m. – 3:00 p.m. (Monday – Friday)
- Office hours: 8:00 a.m. – 5:00 p.m. (Monday – Friday)

The contractor is not required to provide services on recognized school holidays. All maintenance personnel will be required to report to the location's front office before making any repairs.

Service calls will be performed within four working hours of reporting maintenance requests. The maximum allowable downtime for any one copier/printer is two working days. Any copier/printer that cannot be repaired and restored to normal operating service within two days shall be replaced with a copier/printer of the same or better specifications at no additional cost. Any copier/printer that fails to be operational 95% of the time shall be replaced at no additional cost. The replacement copier/printer may be a permanent replacement or a loaner device until the repairs on the original machine is completed. Contractor shall have a service and sales team in the Roanoke area.

The contractor's maintenance personnel shall thoroughly clean up the work area and properly dispose of any residue after each maintenance action.

While the equipment is installed on RCPS premises, the contractor shall assume all responsibility for loss or damage except that caused by negligence or neglect on the part of the schools. If negligence by RCPS is documented and/or obvious, compensation shall in no event exceed the fair market value of the machine.

## **METER READING AND COPY ALLOWANCE**

The contractor will develop a system of collecting meter readings monthly. RCPS prefers an automated collection of clicks.

## **INSTALLATION and SITE PREPARATION**

The installation locations should not require any modification or preparation; all sites already have a copier/laser printer in use. Any proposed modifications must conform to OSHA requirements and are subject to district approval prior to the placement of any copier/laser printer at any location.

All electric materials shall be UL approved or certified as being in compliance with the rules of the National Electric Code.

## **TRAINING**

The contractor will provide at his/her expense unlimited training required for the operation of any equipment provided at any site.

## **BILLING**

Invoices will be provided monthly for copier services to each school, department or RCPS central administration offices.

The contractor will offer an annual payment option for laser printing services. This annual payment will include all clicks, equipment, toner and support.

## **AWARD OF CONTRACT AND PERFORMANCE**

New installations must be completed within thirty days maximum after notification of placement approval. All machines should be installed and required training completed within 30 days of initial order.

RCPS will assign a project manager to coordinate the installation process for the equipment.

## **EQUIPMENT OVERVIEW**

The intent of this proposal is to provide RCPS with a copier/print management program that is cost effective and efficient. The offeror will recommend the copier and printer equipment to be made available for use. Digital technology is required for this proposal.

Current quantities of equipment is listed below:

- Per click equipment – approximately 170 devices
- Annual flat rate laser printers – approximately 148 devices

Copiers may be new, used, re-manufactured, or refurbished. Copiers should be of tier one major manufacturers. Acceptability will be determined by performance of the machine. Proposals should include the condition of the machines being recommended.

Laser printers must be new. Acceptability will be determined by performance of the machine.

Contractor shall propose color copier and color laser printer pricing options.

Each offeror shall indicate if there are restrictions on the type of paper used in the proposed equipment.

Network connected equipment must be compatible with Win 2012 and higher, 10/100/1000 Cisco Ethernet switching equipment. Desktop computers are currently running Windows 7 or Windows 10.

## **Standard Copier Technical Specs**

The following features are preferred

1. Department ID management
2. Must be major manufacturer
3. Accept various weight of text paper
4. Copy from bound volumes
5. Collate

6. Document feeder
7. Reduce/enlarge
8. Scan to network share
9. Scan to file
10. Scan to email
11. 10/100/1000 network capabilities
12. Copy pressure sensitive labels
13. Copy up to 8.5" x 14"
14. Stop copy button
15. Duplex printing/copying
16. Minimum 30 ppm
17. Listed or approved by Underwriter's Laboratories, Inc.
18. An indicator light for power

### **Premium Copier Technical Specs**

The following features are preferred

1. Department ID management
2. Must be major manufacturer
3. Accept various weight of text paper
4. Copy from bound volumes
5. Stapler
6. 3 hole punch
7. Color scanning
8. Collate
9. Document feeder
10. Reduce/enlarge
11. Scan to network share
12. Scan to file
13. Scan to email
14. 10/100/1000 network capabilities
15. Copy pressure sensitive labels
16. Copy up to 11" x 17" capacity
17. Stop copy button
18. Duplex printing/copying
19. Minimum 35 ppm
20. Listed or approved by Underwriter's Laboratories, Inc.
21. An indicator light for power

### **Standard Laser Printer Technical Specs**

The following features are preferred

1. Department ID management
2. Must be major manufacturer
3. Minimum duty cycle up to 50,000 pages per month
4. Duplex printing
5. 10/100/1000 network capabilities

6. Multi-purpose tray
7. Minimum of 250 sheet paper tray with options to expand
8. Minimum printing of 30 ppm single sided
9. Manage through district provided software (PrinterLogic)
10. Energy Star compliance
11. Provide annual payment option

### **Premium Laser Printer Technical Specs**

The following features are preferred

1. Department ID management
2. Must be major manufacturer
3. Minimum duty cycle up to 50,000 pages per month
4. Duplex printing
5. 10/100/1000 network capabilities
6. Multi-function
7. Copy
8. Fax capability
9. Color scanning
10. Multi-purpose tray
11. Minimum of 500 sheet paper tray with options to expand
12. Minimum printing of 30 ppm single sided
13. Manage through district provided software (PrinterLogic)
14. Energy Star compliance
15. Provide annual payment option

### **CONSUMABLE SUPPLIES**

All consumable supplies (with the exception of paper) required for copying/printing operations shall be included in the price of this proposal. In order to ensure the ready availability of consumable supplies, the contractor is required to establish a supply of everything needed in the Roanoke area.

### **SPECIAL CONDITIONS**

Pricing of all proposed equipment and consumables will include shipping, insurance, freight, rigging, all support, training, initial installation and final removal.

RCPS retains the option to purchase additional copier/laser printer features or other supported products for the entirety of the proposed contract.

Changes required to keep the machines at state of the art will be at the expense of the contractor. Labor involved must be included in any price quote.

If any machine shall reach a number of copies in excess of the monthly volume for which it was designed and/or experience a repair considered prohibitive to the efficiency of the user, the machine shall be replaced.

The county/schools retain the right to purchase additional services and add or remove

locations as needed. As technology changes, RCPS also reserves the right to add, upgrade or remove services as needed.

## **EVALUATION CRITERIA**

Proposals should be submitted that the respondent feels best meets the needs for Roanoke County Public Schools. The County/Schools will make the final determination of the proposal that best meets the needs of Roanoke County Public Schools. The criteria below will be utilized in the evaluation of qualifications for development of those shortlist of those considered for interviews/demonstrations and/or potential negotiations. Offerors are required to address each evaluation criteria and to be specific in presenting their qualifications.

<b><u>Criteria</u></b>	<b><u>Maximum Evaluation</u></b>
• Ability to comply with Technical Specifications	25%
• Local vendor (sales/service team)	20%
• Overall qualifications and experience of the firm	10%
• References: Provide five (5) references	10%
• Proposed cost of services (cost per click)	35%

## **TECHNICAL SPECIFICATIONS:**

ITEM	COMMENT	YES	NO
Major Manufacturer			
Network capable			
Department ID management			
All equipment and supplies (with the exception of paper) included in cost per click			
Duplex printing			
Scan to network share (copier)			
Fax capabilities (copier)			
Annual payment option (laser)			
Color printing options (copier/laser)			

\*The above chart will become part of the basis of award.

## **REFERENCES**

All Offerors shall include a list of five references, from local governments and similar projects only, who could attest to the firm's knowledge, quality of work, timeliness, diligence, flexibility, and overall expertise. Include names, contact persons, and phone numbers of all references

on the attached Reference Form.

References may or may not be reviewed or contacted at the discretion of the County. Typically, only references of the top ranked short listed Offeror or Offerors are contacted. The County reserves the right to contact references other than, and/or in addition to, those furnished by an Offeror.

### **BASIS FOR AWARD**

Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFP, and any other information or factors deemed relevant by the County, shall be utilized in the final award. Respondents are encouraged to submit proposals that the respondent feels best meets the needs of Roanoke County. The County will make the final determination of the proposal that best meets the needs of Roanoke County.

### **GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS-RFP (04/12/2012)**

**READ CAREFULLY** - Proposals must be submitted in accordance with instructions given in this document. All information requested must be submitted. Failure to do so may result in the proposal being considered non-responsive and, therefore, rejected.

Wherever the term Roanoke County, County or Roanoke County Board of Supervisors is used it is understood to include the Roanoke County School Board, in addition, any contract awarded from this solicitation may be used by Roanoke County Public Schools and any other public entity for which the County of Roanoke acts as a fiscal or purchasing agent.

### **SUBMISSION AND RECEIPT OF PROPOSALS**

- (a) To be considered, all proposals must be delivered in a sealed envelope, clearly marked with the words "Proposal Documents", proposal number and the title of the Request for Proposal and received in the Roanoke County Finance Department/Purchasing Division no later than the specified date and time for the Request for Proposal opening. Failure to timely submit such proposal shall disqualify the Offer and such proposal will be returned to the Offeror unopened. **NO FAXED PROPOSALS WILL BE ACCEPTED.**
- (b) Unless otherwise specified, Offerors must use the Request for Proposal price form furnished by the County. Failure to do so shall be grounds for rejection of the proposal.
- (c) Proposals having any erasures or corrections must be initialed in ink by the Offeror. An authorized officer of the company must sign proposals in ink. Such authorization shall be a part of the proposal document. All quotations must either be typewritten or printed in ink.
- (d) The original proposal response must not be permanently bound as to allow for document scanning for internal recordkeeping and one (1) electronic copy on CD/DVD is preferred.

### **IMPORTANT NOTICE – ADDENDUMS AND NOTICES OF AWARD**

Effective March 14, 2011, the Purchasing Division of Finance, in conjunction with the County of Roanoke, has a new and improved website. With this new website, Purchasing has gained a new bid module which will provide more information and faster downloads for the vendors interested in doing business with the County. There is a new advanced Email/Text Message

notification system allowing vendors to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. The current Vendor Registration to receive notices of bids and proposals will soon be phased out completely. All vendors interested in receiving these automatic electronic notifications will need to sign up in the new '**Notify Me**' and it is their responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. The address for this new website is [www.RoanokeCountyVA.gov/purchasing](http://www.RoanokeCountyVA.gov/purchasing).

Although '**Notify Me**' will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website, bulletin board, published in the local newspaper, and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772-2061, Ext. 311.

Questions should be directed to:

Kate Hoyt, Buyer  
5204 Bernard Drive SW, Suite 300F  
Roanoke, VA 24018

Phone: (540) 283-8149  
khoyt@roanokecountyva.gov

### **ACCEPTANCE OR REJECTION OF PROPOSALS**

The County of Roanoke reserves the right to accept or reject any or all offers. The County also reserves the right to award the contract for any such materials, goods or services the County deems will best serve its interests. It further reserves the right to award the contract on a split order basis, lump sum or individual basis, or such combinations as shall best serve the interest of the County. Roanoke County reserves the right to make a site visit to the facility prior to proposal award.

### **PROPOSAL GUARANTY**

The Offeror must guarantee not to withdraw a proposal during the period of ninety (90) days following the due date or until a contract is signed; that if such proposal is accepted the Offeror will accept and perform under the terms of this RFP, the proposal and any subsequent negotiation and resulting contract.

Modification or withdrawal of a proposal will be executed as outlined in the Roanoke County Procurement Code.

Roanoke County encourages free and open competition. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy Roanoke County's needs and the accomplishment of a sound economical operation. The Offeror's signature on this proposal guarantees that the price offered has been established without collusion with other eligible Offerors and without effort to preclude Roanoke County from obtaining the lowest possible competitive price. The award (s) will be made to the responsible Offeror(s) whose proposal is determined to be most advantageous to Roanoke County based on the evaluation factors set forth in this Request for Proposal.

Costs of developing and delivering responses to the Request for Proposals are entirely the responsibility of the Offeror.

All materials submitted in response to the RFP become the property of Roanoke County upon delivery to the Roanoke County Purchasing Office and are subject to public inspection in accordance with the Virginia Freedom of Information Act.

## **SELECTION PROCESS/AWARD OF CONTRACT**

As this is a Request for Proposal, no information regarding the identity of neither the vendors nor the contents will be released until after the negotiation process.

Proposals may be ranked without interviews; hence, firms are encouraged to submit their initial proposals as comprehensively as possible.

The selection process will be in accordance with **Section 2.2-4301** of the Code of Virginia:

**3(a). Procurement of Professional Services.** *The public body shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. The Request for Proposal shall not, however, request that Offerors furnish estimates of man-hours or cost for services. At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors.*

*At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the Request for Proposal, a public body may award contracts to more than one Offeror.*

*Should the public body 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.*

**3(b). Procurement of other than professional services.** *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 factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of 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 public body shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to*

*that Offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one Offeror.*

*Should the public body 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.*

### **INVOICES**

The contractor must send all invoices directly to the payment address shown on the purchase order/contract and must submit invoices for items ordered, delivered and accepted by Roanoke County. All invoices must show the purchase order/contract number. All contractors need to be properly registered as a payment vendor for the County. An on-line **Vendor Payment Registration** is found on the Purchasing website. All vendors previously registered are still in the system as a payment vendor. This system will no longer be used for notification of IFB/RFP's.

### **PERFORMANCE BOND**

At the time of or prior to the execution of the contract, the County reserves the right to require the successful Offeror to furnish a performance and/or labor and material payment bond with corporate surety, satisfactory to the County of Roanoke, in the amount of the contract price.

### **QUALITY**

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this contract shall be of the best quality available.

### **ACCEPTANCE OF MATERIAL**

Until such time as all the conditions in the contract are fulfilled, the County reserves the right to refuse and return material, at the seller's expense.

### **WARRANTY/RETURNS**

Clearly specify your warranty of product and handling of returns, including turnaround time on faulty equipment. Warranties and other technical data are to be included.

### **DELIVERY**

Time is of the essence for delivery of any items, products or service procured as a result of this contract. If delivery is not made at the time specified on the Request for Proposal or subsequent negotiations, the County reserves the right to call in any and all bonds or other security given for performance, to cancel the order, or any part thereof, without obligation, to declare the seller in default, and to disqualify the seller from bidding on future County contracts.

### **DEFAULT**

In case of failure to provide goods/services as specified herein, Roanoke County, after due written notice, may procure goods/services from other sources and hold the contractor responsible for any and all excess cost occasioned thereby.

### **COPYRIGHT OR PATENT RIGHTS**

The Offeror warrants that there have been no violations of copyrights or patent rights in the manufacture, production or sale of the goods shipped or ordered as a result of this proposal.

The Offeror agrees that the County of Roanoke shall be indemnified and held harmless from any and all liability or expense occasioned by any such violations.

### **TAX EXEMPTION**

The County of Roanoke is exempt from any taxes imposed by State and/or Federal Government. Upon notification, the County will furnish a certificate of tax exemption.

### **CERTIFICATION AND ABILITY**

The County of Roanoke reserves the right to request from the Offeror, a separate manufacturer's certification of all statements made in the proposal. The County may request any or all s to furnish proof of experience, ability and financial standing.

### **COMPLIANCE WITH LAWS**

The Offeror is responsible for compliance with all Local, State and/or Federal laws and regulations. The County of Roanoke shall be held harmless from any liability.

### **AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

A Contractor organized as a stock or non stock 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 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into a Contract with the County pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. 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 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Contract. The County may void any Contract with a business entity if the business entity fails to remain in compliance with the provisions of this section. All corporations, LLC's and LLP's shall be registered with the State Corporation Commission. To determine whether your firm should register, please contact the SCC.

By my signature on this solicitation, I certify compliance with federal, state, and local laws and regulations applicable to the performance of the services described herein.

### **RULING LAW**

This request for proposals and any contract executed pursuant hereto of which this request for proposal shall be an internal part shall be governed, controlled and interpreted in accordance with the law of the Commonwealth of Virginia without reference to its conflict of law principles. Each party to such contract shall there by submit to the exclusive jurisdiction of the Circuit Court of the County of Roanoke or, in the event that jurisdiction is authorized, to the United States District Court for the Western District of Virginia, sitting at Roanoke, Virginia.

### **NONDISCRIMINATION PROVISIONS**

During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin, except where religion, sex or nation origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such

contractor is an equal opportunity employer.

## **INSURANCE**

The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Claims under workmen's compensation, disability benefit and other similar employee benefit acts; and

Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees; and

Claims for damages because of bodily injury, sickness liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and

Claims for damages because of bodily injury, sickness, or disease, or death of any person other than his employees; and

Claims for damages because of injury in or destruction of tangible property, including loss of use resulting there from.

Certificates of insurance acceptable to the OWNER shall be filed with the OWNER prior to coverage's afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to the OWNER.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified:

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the WORK is

performed. Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any WORK is sublet, the CONTRACTOR shall require each SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous WORK under this CONTRACT at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

## **SPECIAL INSTRUCTIONS:**

### **ANTITRUST**

By entering into a contract, the Offeror conveys, sells, assigns and transfers to Roanoke County all rights, title, and interest in and to all causes of the action it may now 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 Roanoke County under said contract.

### **AVAILABILITY OF FUNDS**

It is understood and agreed between the parties herein that Roanoke County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.

### **ASSIGNMENT OF CONTRACT**

A contract shall not be assignable by the in whole or in part without the written consent of Roanoke County.

### **CONTRACT**

Any contract resulting from this proposal shall consist of the following documents: the General Terms and Conditions and the Specifications, both of which are contained in the Request for Proposal, together with the Offeror's response, which consists of this document, the Price Schedule and other related documents attached hereto or submitted with this Request for Proposal.

### **MODIFICATION OF CONTRACT**

This RFP and any subsequent contract constitute the entire agreement between the Offer or and Roanoke County. No alteration, amendment, or modification in the provisions of the contract shall be effective unless it is put in writing, signed by all parties and attached.

### **CANCELLATION OF CONTRACT**

Roanoke County reserves the right to cancel and terminate any resulting contract, with a 30-day written notice to the contractor. Any contract cancellation notice will not relieve the contractor of the obligation to deliver and/or perform on all services prior to the effective date of cancellation. Cancellation of the contract would become effective the thirty-first day after notification. Data for cancellation of the contract will be gathered by Roanoke County. The opinion of Roanoke County as to lack of performance will be final and without appeal.

## **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

By signing this proposal, the Offeror certifies that the firm does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the Federal Immigration Reform and Control Act of 1986.

## **KICKBACKS**

I certify and warrant that by my signature on this solicitation, neither I nor the Offeror for whom I am authorized to act has offered or received any kickback from any other Offeror, supplier, manufacturer, or subcontractor in connection with proposal on this contract, subcontractor in order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, and deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

## **DEBARMENT**

By my signature on this solicitation, I certify that this person/firm/corporation is not currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America. I have attached an explanation of the previous debarment(s) and copies of notice(s) of reinstatement(s).

## **INDEMNIFICATION**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the County of Roanoke and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

The County cannot legally agree to any clause indemnifying the contractor from any damages arising out of the contract or holding the contractor harmless. The submission of a bid or proposal means that the contractor agrees not to request such language in the resulting contract.

## **DRUG-FREE WORKPLACE**

During the performance of this contract, 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 violation of such prohibition; (iii) state in all solicitations or

advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, 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.

### **DATA ON CONVICTIONS FOR CERTAIN CRIMES AND CHILD ABUSE AND NEGLECT**

Prior to awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students, the school board shall require the contractor and, when relevant, any employee who will have direct contact with students, to provide certification that (i) he has 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) whether he has been convicted of a crime of moral turpitude (§22.1-296.1 (C)).

### **PROPRIETARY INFORMATION**

Ownership of all data, materials, and documentation originated and prepared for the County of Roanoke pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.

The Offeror must specifically identify the data or materials to be protected and state the reasons why protection is necessary on the “Notice of Proprietary Information Form” below. In addition, the proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining in the Proposal and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

**NOTICE OF PROPRIETARY INFORMATION FORM**  
**RFP #2018-075 COPIER AND LASER PRINT SERVICES FOR RCPS**

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page #	Reason(s) for Withholding from Disclosure

**INSTRUCTIONS:** Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A) This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B) This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C) This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4); 12 C.F.R. 309.5(c) (4).4342; 552 (b) (4); 12 C.F.R. 309.5 (c) (4).

**SIGNATURE SHEET**  
**RFP #2018-075 COPIER AND LASER PRINT SERVICES FOR RCPS**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, The Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County Of Roanoke, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County Of Roanoke, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County Of Roanoke.

I hereby certify that I am authorized to sign as a Representative for the Firm:

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ FAX # \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

FEIN \_\_\_\_\_ VA BUSINESS LICENSE NO. \_\_\_\_\_

STATE CONTRACTOR'S NUMBER (IF APPLICABLE) \_\_\_\_\_

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO  
AUTHORIZED PER VA CODE §2.2-4311.2 \_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

**PRICE FORM**  
**RFP #2018-075 COPIER AND LASER PRINT SERVICES FOR RCPS**

1. Cost per Click (Premium Copier) \$ \_\_\_\_\_

### **Model of Copier/Printers Proposed:**

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2. Annual Cost for (premium laser printer) \$ \_\_\_\_\_

**(Includes all costs of printer, clicks, toner, installation, support, shipping)**

### **Model of Copier/Printers Proposed:**

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**PRICE FORM**  
**RFP #2018-075 COPIER AND LASER PRINT SERVICES FOR RCPS**

3. **Cost per Click (Standard Copier)** \$ \_\_\_\_\_

**Model of Copier/Printers Proposed:**

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4. **Annual Cost for (standard laser printer)** \$ \_\_\_\_\_

**(Includes printer, clicks, toner, installation, training, support, shipping)**

**Model of Copier/Printers Proposed:**

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**PRICE FORM**  
**RFP #2018-075 COPIER AND LASER PRINT SERVICES FOR RCPS**

5. **Cost per Click (Color copier)** \$ \_\_\_\_\_

**Model of Copier/Printers Proposed:**

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6. **Annual Cost for (color laser printer)** \$ \_\_\_\_\_

**(Includes printer, clicks, toner, installation, training, support, shipping)**

**Model of Copier/Printers Proposed:**

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**REFERENCE FORM**  
**RFP #2018-075 COPIER AND LASER PRINT SERVICES FOR RCPS**

Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

Email \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

Email \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

Email \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

Email \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

Email \_\_\_\_\_

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