

**HEATH CITY SCHOOL DISTRICT BOARD OF EDUCATION**  
**REQUEST FOR PROPOSALS FOR THE DISTRICT-WIDE MULTI-FUNCTION**  
**PRINTING SOLUTION**

**Addendum No. 1**

May 22, 2023

1. Question: Pricing Requirements 1.2.1.1- This states that the fixed, monthly lease payment will include insurance. Can you explain what type of insurance you are referring to? All school districts, local government offices and commercial companies we work with provide an Insurance of Certificate from their insurance company covering the MFD's. By providing this certificate, there will be no surcharges or additional fees for insurance.

Response: Some lease agreements may require we carry insurance for the product. If this is a requirement it must be included in the proposal to show an "all inclusive" price for the goods and services.

2. Question: Attachment 1: Proposal Form- You requested a "Lump Sum" pricing amount and provided a line for it. We will be submitting our lease payment on this line. Where do we provide our monthly maintenance cost including the overage rates? If we are to include our maintenance cost with the lease payment as one Lump Sum, what shall we base the monthly B/W and Color pages on? If this is the case, where do we provide the overage rates?

Response: A revised proposal form with maintenance agreement costs is enclosed with this Addendum No. 1.

3. Question: Attachment 1: Proposal Form- Article 2.1 Addenda- Can you explain or confirm what Addenda Numbers you are referring to that we need to acknowledge and provide numbers for? I believe this is if the district made changes or added addenda and we are acknowledging that we have received those changes if they occurred.

Response: This Addendum No. 1 is the only addendum that has been issued.

# Attachment 1: Proposal Form

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**Proposer's Name:** \_\_\_\_\_

**Proposer's Address:** \_\_\_\_\_

**Principal Contact:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Federal Tax ID Number:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

## Article 1 — Pricing Proposal

**1.1** The Proposer will perform all Work identified in the Agreement and Contract Documents for the **Heath City School District Board of Education's District-Wide Multi-Function Printing Solution** (the "Project"), for the sum provided in the Contractor's Pricing Proposal, attached to this Proposal Form. Please include the Lump Sum pricing, pricing for proposed hardware and software, and pricing for any proposed alternates:

Lump Sum:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
(Words) (Figures)

## 1.2 Proposed Software

<u>Software Description</u>	<u>Cost</u>
eFax software	
Managed print services for remaining desktop printers	
Digital imaging and indexing	
Cloud-based fleet management	

## Attachment 1: Proposal Form

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### 1.3 Proposed Hardware

<u>Proposed Hardware</u>	<u>Quantity</u>	<u>Cost ea.</u>	<u>Total Cost</u>

### 1.4 Maintenance Costs

<b>Equipment Description/ Item #</b>	<b>Proposed Location</b>	<b>Black &amp; White Inclusive Maintenance Charge-Monthly Flat Rate (including labor, parts, etc.)</b>	<b># of Black &amp; White Image Overage Charge Rate per Image/ Copy</b>	<b>Color All Inclusive Maintenance Charge Monthly Flat Rate (including labor, parts, etc.)</b>	<b># of Color Images/ Copies Included In Base Maintenance Charges (monthly minimums)</b>	<b>Color Images Overage Charge Rate per Image/ Copy</b>

**1.5 Alternates**

<b><u>Alternate Description</u></b>	<b><u>Add or Deduct</u></b>	<b><u>Cost</u></b>

# Attachment 1: Proposal Form

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## Article 2 — Addenda

**2.1** Receipt of the following Addenda is hereby acknowledged:

Addendum No.	_____	Date:	_____
Addendum No.	_____	Date:	_____
Addendum No.	_____	Date:	_____

## Article 3 — Proposer's Certifications

**3.1** Proposer hereby acknowledges that the following representations in this Proposal are material and not mere recitals:

**3.1.1** Proposer has read and understands the Contract Documents and agrees to comply with all requirements of the Contract Documents.

**3.1.2** Proposer represents that the Proposal is based upon the Contract Documents, including but not limited to any drawings and specifications provided.

**3.1.3** Proposer has visited the Project site, become familiar with local conditions and has correlated personal observations about the requirements of the Contract Documents. Proposer has no outstanding questions regarding the interpretation of the Contract Documents based upon what it has observed and could reasonably have been expected to have observed.

**3.1.4** Proposer has carefully reviewed the Project site, and any drawings and specifications that have been provided to become familiar with the requirements for the Work and has included all costs necessary to provide labor and materials for the Work in this Proposal, including incidentals, whether or not specifically called for and to become familiar with the limitations and conditions related to the Work covered by the Proposal and has included in this Proposal, a sum to cover the cost of such items.

**3.1.5** Proposer and each person signing on behalf of Proposer certify, and in the case of a joint or combined proposal, each party thereto certifies as to such party's organization, under penalty of perjury, that to the best of the undersigned's knowledge and belief:

**3.1.5.1** the Proposal amount, any Unit Prices and any Alternate items in the Proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such Base Proposal, Unit Prices or Alternate Items with any other Proposer;

**3.1.5.2** unless otherwise required by law, the Proposal amount, any Unit Prices and any Alternate items in the Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to the proposal opening, directly or indirectly, to any other Proposer who would have any interest in the Proposal amount, Unit Prices or Alternate items; and

**3.1.5.3** no attempt has been made or will be made by the Proposer to induce any other individual, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

**3.1.5.1** the Proposer is not the subject of an unresolved finding for recovery issued by the Auditor

of State under ORC Section 9.24 or that Proposer has taken the appropriate remedial steps required under Section 9.24, ORC, or otherwise qualifies under this section;

**3.1.5.2** the Proposer is not debarred under ORC Section 153.02;

**3.1.5.3** the Proposer has not been found by a court to be in default of a judgment or breach of settlement agreement; and

**3.1.5.4** the Proposer has not violated ORC Section 3517.102 by exceeding allowable campaign contributions.

**3.1.6** Proposer will enter into and execute the Agreement with the Owner, if an Agreement is awarded on the basis of this Proposal.

**3.1.7** Proposer certifies that the upon the award of an Agreement, the Proposer will make a good faith effort to ensure that all of the Proposer's employees, while working on the site of the Project, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

**3.1.8** Proposer agrees to furnish any information requested by the Owner to evaluate the experience, resources, and qualifications of the Proposer.

Signed and Submitted:

\_\_\_\_\_  
*Proposer's Name*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name & Title*

\_\_\_\_\_  
*Date*