

Wayne County Schools Career Center

Request for Proposal

Document Printing Equipment and Managed Print Services Program

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Managed Print Services Program**

I. Background and General Conditions

The Wayne County Schools Career Center (“District”) seeks proposals for Document Printing Equipment and Managed Print Services that includes the replacement of current District copiers/MFP devices and management of existing desktop printers throughout the District. Vendors are to submit a proposal for an agreement for a term of 60 months (ii).

It is the intention of the District that the equipment meets the minimum requirements of Attachment A, originate from a single manufacturer and require the least customization in order to lower costs, while at the same time, improving efficiency and productivity. The equipment slated for removal by the vendor are listed in Attachment D.

The District has an average monthly black and white printer volume of 123,000 and an average monthly color printer volume of 10,500.

To be considered, your proposal must be made in accordance with the following instructions:

- A. By not later than 4:00 p.m. on January 30th, 2023, one electronic copy of the firm’s proposal must be submitted by email to:

Cheryl Boyer, Information Technology Department Manager
Wayne County Schools Career Center
E-mail: cboyer@wcscc.org

The subject line of the e-mail should clearly read “Proposal for Copiers/MFP/Managed Print”. Responses that are received after the deadline will not be considered.

Proposals submitted shall minimally contain the Response to RFP Cost Summary Sheet of Attachment B, the Signature Sheet of Attachment C, and any information requested of vendors in this RFP.

- B. “Pre-proposal” conferences and site visits with vendors will be held in December, 2022 and January 2023.
- C. By not later than January 23rd, 2023, questions regarding this RFP shall be sent by e-mail ONLY to:

Cheryl Boyer, Information Technology Department Manager
Wayne County Schools Career Center
E-mail: cboyer@wcscc.org

The subject line of the e-mail should clearly read “Proposal for Copiers/MFP/Managed Print”.

Answers to questions and any amendments to this RFP will be placed on the District's website at <http://www.wayne-jvs.k12.oh.us/district/copiers>.

All firms will be presumed to have actual knowledge of all information posted on the District's webpage relating to this RFP, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this RFP and any addenda thereto for such information that has been placed on the District's webpage.

Answers to questions made in any manner other than as set forth in this Part I(B) will not be binding upon the District, and responding vendors shall not rely upon them. The name of the party submitting the question will not be identified in the answers.

- D. Prior to submitting a proposal, vendors should carefully examine the specifications and fully inform themselves as to all existing conditions and limitations, and shall include in the proposal a sum to cover all delivery and installation costs, along with removal costs of current equipment specified in Attachment D. Each vendor will, at its own expense, make or obtain any additional examinations, investigations, exploration, tests or studies and obtain any additional information and data which pertain to the physical conditions at each site or otherwise which may affect cost, progress, performance or furnishing of the services and which vendor deems necessary to performance of the services in accordance with price and other terms and conditions which the District requires and which vendor proposes (i.e. exhaust, emission, electrical requirements). Tours of the applicable facilities may be arranged by contacting:

Cheryl Boyer, Information Technology Department Manager
Wayne County Schools Career Center
E-mail: cboyer@wcsc.org

- E. Costs, as stated in the proposal, must be held for 90 days after the due date.

II. Vendor Qualifications and Requested Services

Information to be submitted with proposal

1. Provide a company overview and what distinguishes your company and your product. This should include the number of customers you currently service, additional value-added programs and features that you can provide, and the individuals who will be primarily and directly responsible for working with the District and their anticipated roles.
2. Where are your warehouses and service locations?
3. What is the strategy that your organization uses to assess the needs of the various departments and schools that comprise an educational institution similar to the District?

4. What assurance can you provide to the school district in the event your business is bought by another company or is otherwise changed? How will you protect the District in the event the service provider fails to perform or goes out of business?
5. The guarantee for satisfaction for the services.
6. A minimum of three (3) references, preferably public-school districts, are to be included in the proposal with the following required information: name, size, contact person, address, telephone number, and scope of work similar to the size of the District.
7. All proposals must be signed by an authorized representative of the vendor.

III. Equipment: Features and Functionality - See Attachment A for additional requirements.

- A. All equipment quoted must be new (out of the box) and the latest digital models with standard features installed, and the District should be the first user of any proposed equipment. Returned new or refurbished equipment, even if guaranteed, will be considered non-responsive. All equipment proposed is to be digital and capable of connection to the District's network. Cost for each individual copier recommended must be provided.
- B. All brands quoted must include Windows and Mac proven compatible print drivers.
- C. All equipment quoted must include the following:
 1. Ethernet network connection
 2. Duplex
 3. Stapling
 4. Hole Punch
 5. ID Card Reader
- D. Equipment should be controlled by a central print management system.
 1. All should be set up for secure print release.
 2. All should allow for proximity card authorization access (keyless card system).
 3. All equipment should allow for "follow me" printing job release where the print job submitted to the device should be retrievable from any of the devices on site.
 4. The print management system must have the ability to allow for limits and also rules to delete or redirect print jobs not meeting defined criteria.

- E. The vendor must be able to gather the meter reads with automated software. The district will not call in meter reads or send in meter reads.
- F. Vendors should include descriptive product literature for the proposed equipment.
- G. Product demonstration is required.

IV. Service, Support, Maintenance and Supplies

- A. Describe service call hours, staffing and after hour capabilities.
- B. Describe guaranteed uptime for equipment (excluding preventive and interim maintenance time), guaranteed response time, and corrective action process.
- C. Describe the process for obtaining toner and recycling toner.
- D. Describe the preventive maintenance schedule.
- E. What training will be provided? Initially and ongoing.
- F. Describe how each building will place service calls through your current processes within your organization.
- G. Describe your procedure for acquiring feedback, conducting follow-ups and corrective actions when resolving equipment breakdowns.
- H. Briefly describe the quality assurance guarantees you offer.
- I. Describe the billing procedure.
- J. Describe your help desk support.
- K. Include in the proposal when technological improvements are available, how these benefits can be applied to the agreement.
- L. Provide all electrical, exhaust and emission requirements for all equipment including any and all protection from power outages and/or surges.
- M. Vendors shall furnish explicit guarantees and warranty information for the equipment proposed. The District is particularly interested in guarantees against “lemons”, and the conditions, under which the District may, at its discretion, elect to return a defective machine for replacement with an identical or superior new machine. Vendors’ proposals shall clearly and unequivocally define and state all criteria and conditions for return and replacement of defective equipment. Total Satisfaction Guarantees are preferred.

V. Cost Structure

- A. Quoted price to the District is to be an all-inclusive monthly payment to include all hardware, service, maintenance, parts and all supplies (excluding paper and staples) based

on this RFP and the minimum requirements of Attachment A. A breakdown between hardware lease costs and monthly per-copy/service costs is required. Pricing is to remain unchanged for the duration of contract.

- B. Vendors must include all costs for complete systems functionality, including, but not limited to, property tax, etc.
- C. Describe the billing procedure in detail. End-of-year or end-of-contract balloon payments are not acceptable to the Board of Education. Proposals containing a variable monthly payment schedule will be considered non-responsive.
- D. Proposals and subsequent monthly invoices shall not include any additional charges outside of the standard monthly charges. There will be NO allowable charges for scans.
- E. The vendor will assume any costs not identified in the proposal and subsequently incurred to meet the requirements of the RFP.
- F. The vendor will be responsible for returning, removing and disposing of all current equipment designated by the District and incurring all costs associated with the removal and disposal, including the shipping costs.
- G. If vendor is proposing a lease of the equipment, all leases (and proposed financing arrangements) must meet the requirements of Ohio and Federal law. A vendor making a proposal hereunder should ensure that its form of lease will be considered a “capital lease” for accounting purposes. In the event that the vendor proposes agreements for the leasing and servicing of the equipment, the lease shall minimally be subject to the following: (i) the lease may consist of multiple terms whose commencement and/or expiration dates may coincide with the School District’s fiscal year; (ii) pecuniary obligation under the lease will be subject to appropriation and certification of funds; (iii) provisions requiring the School District to indemnify, defend and/or hold harmless will not be acceptable; (iv) removal of equipment and the methodology of the removal, including packaging and shipping, shall be the sole responsibility and at the sole cost of the vendor; (v) provisions that seek to impose personal liability on any School District board member, official or employee in that person’s individual capacity will not be acceptable; (vi) provisions that prohibit the School District from acquiring similar equipment following an early termination of the lease and/or service agreement will not be acceptable under any circumstance; and (vii) such other provisions as deemed necessary by the School District in its sole discretion to ensure that the lease complies with applicable State and Federal law and is to be considered a ‘capital lease’ for accounting purposes.
- H. [ADDRESS BUYOUT OF ANY CURRENT LEASES, IF APPLICABLE]

VI. Acceptance or Rejection of Proposals

- A. The contract will be awarded to the responsible vendor whose proposal is deemed most advantageous to the District. Vendors shall submit any information and references requested by the District to evaluate the qualifications and responsibility of the responding

vendor and ability to successfully and timely complete the work. The District reserves the right to approve or reject any proposals.

- B. While price is an important factor, the District is not required to select the vendor that submits the lowest cost quote. Factors that will be considered include cost, responsiveness to the requirements of this RFP, the qualifications and experience of the vendor, the capacity of the vendor to achieve desired timelines, guarantees offered by the vendor, references, reliability of support, service history, history of customer satisfaction and resolution of customer complaints; service guarantees, ease of use, training, references and length and conditions of vendor warranties. Vendors shall submit any information and references requested by the District to evaluate the qualifications of the responding vendor and ability to successfully and timely complete the work. Proposals that are not responsive to the requirements of this RFP may not be considered.
- C. Vendors may submit multiple proposals utilizing different brands of equipment; however, each proposal should include equipment from a single brand and vendors' brands must meet or exceed the technical specifications in this document. Exceptions to the minimal requirements of this RFP may be rejected by the District in its sole discretion. Preference is for a single manufacturer per proposal. As a condition for award of contract, vendors' proposals must be accompanied by technical information (preferably from qualified disinterested third parties, such as Underwriter's Laboratory).
- D. This RFP is not and shall not be construed as an offer of a contract by the District. If the contract is to be awarded, the District will give the successful vendor a notice of award within 30 days after the proposal due date unless both parties agree upon an extension of the award period. A contract will exist between the District and the selected vendor upon notice of award and issuance of a purchase order. The selected vendor will be expected to promptly work with the District to deploy prompt delivery.
- E. The District reserves the right to change the specifications and the requirements set forth in this RFP at any time during the process.
- F. The District accepts no responsibility for expenses incurred by responding vendors in the preparation or submittal of a proposal, and the District reserves the right, in its sole discretion, to waive any irregularities, informalities or inconsistencies, to reject any and all proposals received, or to cancel this RFP.
- G. The Vendor shall indemnify and hold harmless the District from and against claims and liabilities incurred in or arising out of the vendor's performance of the contract.
- H. Payment to the vendor shall be made within 30 days following delivery of the product and the satisfaction of the District that the delivered product meets the requirements of this RFP.
- I. Vendor is an independent contractor, and the employees of the Vendor are not and shall not be considered to be employees of the District. Vendor will be responsible for addressing all labor, employment and working condition issues with its employees without the involvement of District staff unless agreed to otherwise. The Vendor will be required to pay all applicable payroll taxes and deductions required by local, state, and federal law,

Social Security taxes, unemployment compensation, Medicare and other similar deductions, including required payments or contributions into any public employee retirement system.

- J. Insurance maintained by the selected vendor must minimally include: commercial general liability insurance in the minimum amount of \$1,000,000; automobile liability insurance in the minimum amount of \$1,000,000; Workers Compensation coverage as required under the laws of the State of Ohio; and Employers' Liability with policy limits not less than one million dollars (\$1,000,000) each accident, one million dollars (\$1,000,000) each employee, and one million dollars (\$1,000,000) policy limit. The District will be named as an additional insured on the liability insurance provided, and the selected vendor will provide a certificate of insurance evidencing the vendor's compliance with this Section.

VII. Scope of Work

- A. Installation of all machines shall be "turn-key" (i.e. all machines will be fully adjusted, powered up, calibrated, and ready to use). Installation shall also consist of fully configuring and connecting to the District's network. Vendors shall then perform training classes at each school district site, in coordination with the building principal or IT Manager, for the benefit of all employees at that site, at no additional cost. Vendors shall agree to subsequent annual "refresher" training at each site, at no additional cost.

It is the intent that the equipment be installed and ready for use no later than __April 6th, 2023__, and the term of the contract shall commence on the first day of the following month.

Attachment A: Minimum Equipment Specifications/Inclusions & Service and Supply Structure

Attachment B: Response to RFP Cost Summary Sheet

Attachment C: Signature Sheet

Attachment D: Equipment To Be Removed

ATTACHMENT A

Document Print Equipment Minimum Equipment Specifications / Inclusions & Service and Supply Structure

Minimum PPM	FAX	Features	Location	Black 12Mo AMV	Color 12Mo AMV
35		Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	GUIDANCE OFFICE	2,646	0
30	Y	Network Fax, Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	TREASURER OFFICE	3,120	0
70		Color print/copy capability, Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	ADMIN BLDG	5,885	2,664
35		Color print/copy capability, Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	TECH CENTER	3,338	2,363
35		Color print/copy capability, Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	B110/TRC	3,140	4,412

35		Color print/copy capability, Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	RAMTEC	968	701
90		Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	NURSING WORKROOM	33,209	0
90		Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	E100 WORKROOM	30,361	0
90		Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	MAIL ROOM	22,138	0
55		Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	SAC	7,527	0
55	Y	Network Fax, Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	ADULT ED	6,685	0
30	Y	Network Fax, Network scanning - color, Single pass dual scan, Network printing, Paper capacity Min 100 sheets, Multiple media sizes including envelope, Multiple Trays, Auto Duplex, Staple, Postscript, Hole Punch, Print Management Software capable, Card Reader, Secure Print release, Print Job release at any device, Limits/Rules capability	MAIN OFFICE	2,371	0

ATTACHMENT A
Managed Print Services Program – Existing Equipment

Make	Model	Location	Black 12Mo AMV	Color 12Mo AMV
Hewlett Packard	HP4050	D221 INTERACTIVE MEDIA	0	0
Hewlett Packard	HP4050	F142	133	0
Hewlett Packard	HPCLJEM553DN	B153 EARLY CHILDHOOD	97	445
Hewlett Packard	HPCLJM750	ORRVILLE ENGINEERING	295	636
Hewlett Packard	HPCLJPROM452	F139	135	376
Hewlett Packard	HPCP3525	D221 INTERACTIVE MEDIA	216	483
Hewlett Packard	HPCP3525	D220 BUSINESS	119	96
Hewlett Packard	HPCP3525	E117 Agribusiness	119	32
Hewlett Packard	HPCP4525	A121 SCHOOL COM RELATIONS	266	512
Hewlett Packard	HPCP4525	F170 ADULT ED COUNTER	294	503
Hewlett Packard	HPLJ2100M	C131 PRECISION MACHINE	7	0
Hewlett Packard	HPLJ2200	A115 ADP	0	0
Hewlett Packard	HPLJ3035	A108 CLINIC	931	0
Hewlett Packard	HPLJ3035	E101B Transportation	282	0
Hewlett Packard	HPLJ4000	IT OFFICE	21	0
Hewlett Packard	HPLJ4100	A116 TLC	76	0
Hewlett Packard	HPLJ4100	F111 Exercise Science	105	0
Hewlett Packard	HPLJ4100	CULINARY	138	0
Hewlett Packard	HPLJ4100	B113 ILAB	14	0
Hewlett Packard	HPLJ4240	E101 SAC	119	0
Hewlett Packard	HPLJEM507DN	Treasurer's Office, G110	267	0
Hewlett Packard	HPLJEM608	F135	1,573	0
Hewlett Packard	HPLJM651	G109 ADMIN	173	1,289
Hewlett Packard	HPLJP2055	A149 SAC	116	0

Hewlett Packard	HPLJP2055	A148 MATH	98	0
Hewlett Packard	HPLJP2055	A146 MATH	108	0
Hewlett Packard	HPLJP2055	A143 MATH	160	0
Hewlett Packard	HPLJP2055	A113B	170	0
Hewlett Packard	HPLJP2055	A120 SAC	257	0
Hewlett Packard	HPLJP2055	A105B	329	0
Hewlett Packard	HPLJP2055	A155 GOVERNMENT	172	0
Hewlett Packard	HPLJP2055	E105 Science	49	0
Hewlett Packard	HPLJP2055	D101 ENGLISH D WING	102	0
Hewlett Packard	HPLJP2055	F137 SAC	195	0
Hewlett Packard	HPLJP2055	B122 COSMETOLOGY	828	0
Hewlett Packard	HPLJP2055	C100 SCIENCE ROOM C WING	65	0
Hewlett Packard	HPLJP2055	C102 MATH C WING	203	0
Hewlett Packard	HPLJP2055	C123 BUILDINGS GROUNDS CLASSROOM	22	0
Hewlett Packard	HPLJP2055	D105 ENGLISH	126	0
Hewlett Packard	HPLJP2055	D106 ENGLISH	93	0
Hewlett Packard	HPLJP2055	D124 AUTOMOTIVE CLASSROOM	107	0
Hewlett Packard	HPLJP2055	D160 Math	51	0
Hewlett Packard	HPLJP2055	D222 INDUSTRIAL ELECTRONICS	39	0
Hewlett Packard	HPLJP2055	E107 MAINTENANCE	138	0
Hewlett Packard	HPLJP2055	F117 DENTAL	219	0
Hewlett Packard	HPLJP2055	F139 NURSING OFFICE BACK	95	0
Hewlett Packard	HPLJP2055	A126 SECURITY	27	0
Hewlett Packard	HPLJP2055	F166C	512	0
Hewlett Packard	HPLJP2055	G102 ADMINISTRATION	91	0
Hewlett Packard	HPLJP2055	F166D Adult Ed Office	7	0
Hewlett Packard	HPLJP2055	A175 KITCHEN	303	0

Hewlett Packard	HPLJP2055	A159 GOVERNMENT	172	0
Hewlett Packard	HPLJP2055	A109	537	0
Hewlett Packard	HPLJP2055	B150 ECE	51	0
Hewlett Packard	HPLJP2055	F107 HSP	0	0
Hewlett Packard	HPLJP2055	A147 MATH	0	0
Hewlett Packard	HPLJPROCM1415	C118 BUILDINGS GROUNDS	74	39
Hewlett Packard	HPLJPROM227FDW	WELDING	105	0
Hewlett Packard	HPLJPROM401	Adult Ed office	417	0
Hewlett Packard	HPLJPROM401DN	A004 STUDENT ASST INTERVEN	100	0
Hewlett Packard	HPLJPROM401DN	TRC B	2,452	0
Hewlett Packard	HPLJPROM401DN	D110 CONSTRUCTION	21	0
Hewlett Packard	HPLJPROM401DN	D136 TRUCK MECHANICS	137	0
Hewlett Packard	HPLJPROM401DN	D224 POWERLINE TECHNOLOGY	45	0
Hewlett Packard	HPLJPROM401DN	A156 Science	69	0
Hewlett Packard	HPLJPROM401DN	E115 AG MECHANICS	87	0
Hewlett Packard	HPLJPROM401DN	F122 MEDICAL ASSISTING	357	0
Hewlett Packard	HPLJPROM401DN	F168 ADULT ED	623	0
Hewlett Packard	HPLJPROM401DN	A118 CART	30	0
Hewlett Packard	HPLJPROM401N	A144 SCIENCE	39	0
Hewlett Packard	HPLJPROM401N	D130 CRIMINAL JUSTICE	419	0
Hewlett Packard	HPLJPROM401N	F165C Adult Ed	322	0
Hewlett Packard	HPLJPROM401N	F166E ADULT ED	143	0
Hewlett Packard	HPLJPROM402DN	A153 ENGLISH	155	0
Hewlett Packard	HPLJPROM402DN	A117 TLC	28	0
Hewlett Packard	HPLJPROM402DN	A113	64	0
Hewlett Packard	HPLJPROM402DN	G100	177	0
Hewlett Packard	HPLJPROM402DN	G110	997	0

Hewlett Packard	HPLIPROM402DN	G101 Nursing	89	0
Hewlett Packard	HPLIPROM402DN	AB101 TLC	240	0
Hewlett Packard	HPLIPROM402DN	G110 TREASURES OFFICE	1,768	0
Hewlett Packard	HPLIPROM402DN	TREASURERS OFFICE G110	689	0
Hewlett Packard	HPLIPROM402DN	D103 ENGLISH	97	0
Hewlett Packard	HPLIPROM402DN	D104 ENGLISH	201	0
Hewlett Packard	HPLIPROM402DN	G104 ADMINISTRATION	302	0
Hewlett Packard	HPLIPROM402DN	G110 ADMIN	444	0
Hewlett Packard	HPLIPROM402DN	F128 PATIENT CARE	140	0
Hewlett Packard	HPLIPROM402DN	A154 SOCIAL STUDIES	119	0
Hewlett Packard	HPLIPROM402DN	A158 SOCIAL STUDIES	173	0
Hewlett Packard	HPLIPROM402DNE	D118 Auto Technology	940	0
Hewlett Packard	HPLIPROM402DNE	D118 Auto Technology	72	0
Hewlett Packard	HPLIPROM402N	F164 ADULT ED	624	0
Hewlett Packard	HPLIPROM404	RAMTECH OFFICE	45	0
Hewlett Packard	HPLIPROM404DN	E109	108	0
Hewlett Packard	HPLIPROM521	B152 EARLY CHILDHOOD	657	0

ATTACHMENT B
Response to RFP Cost Summary Sheet

1. Base Proposal: Monthly Cost for _____ month agreement based on _____ black and white prints annually and _____ color prints annually, including equipment.

Black and White Prints

Cost per month based on the _____ annual allowance: \$ _____

Cost per print based on the _____ annual allowance: \$ _____

Overage cost per print in excess of the _____ annual allowance: _____

Color Prints/Copies

Cost per month based on the _____ annual allowance: \$ _____

Cost per print based on _____ annual allowance: \$ _____

Overage cost per print in excess of the _____ annual allowance: _____

2. Alternate Proposal: Monthly Cost for _____ month agreement based on _____ black and white prints annually and _____ color prints annually, including equipment.

Black and White Prints

Cost per month based on the _____ annual allowance: \$ _____

Cost per print based on the _____ annual allowance: \$ _____

Overage cost per print in excess of the _____ annual allowance: _____

Color Prints/Copies

Cost per month based on the _____ annual allowance: \$ _____

Cost per print based on _____ annual allowance: \$ _____

Overage cost per print in excess of the _____ annual allowance: \$ _____

ATTACHMENT C
Signature Sheet

Submitted by: (Company) _____

Represented by: (Signed by) _____

Represented by: (Typed) _____

Title of Representative: _____

Corporate Address: _____

Telephone Number: _____

Corporation is organized under the laws of: (State) _____

Are any corporate employees currently employed or related to someone employed by the Wayne County Schools Career Center? Yes No

If yes, indicate names and relationships:

ATTACHMENT D
Equipment To Be Removed

Make	Model	Location
Xerox	XALB8090	NURSING WORKROOM
Xerox	B8170H2 Altalink	NURSING WORKROOM
Xerox	XALB8090	E100 WORKROOM
Xerox	XALB8090	MAIL ROOM
Xerox	XALB8055	SAC
Xerox	XALB8055	ADULT ED
Xerox	XC702	ADMIN BLDG
Xerox	XALC8035	TECH CENTER
Xerox	XALC8035	B110/TRC
Xerox	XVLB7030	TREASURER OFFICE
Xerox	XVLB7035	GUIDANCE OFFICE
Ricoh	MP3054SP	MAIN OFFICE
Xerox	XALC8035	RAMTEC
Xerox	XVLB405	ANIMAL CARE
Xerox	XC702	GRAPHIC DESIGN/PHOTOGRAPHY