



INVITATION FOR BIDS
DUE DATE FOR BID: 11/22/2024

Refer all inquiries in writing to:

Adam Sellers

Email: asellers@columbus.k12.nc.us

Item: Multifunction Copiers, Maintenance
and Supplies

Source of Funds: **Budgeted Money and
Federal Grants**

Name of School and Address:

Columbus County Schools

89 School Road
Hallsboro, NC 28442

Notice to Bidders:

Sealed bids, subject to the conditions made a part hereof, will be received on the day of opening and then opened, for furnishing and delivering the commodity as described herein. Refer to page 2 for proper mailing instructions.

Bids are subject to rejection unless submitted on this form.

Execution:

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (GS. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.

Failure to execute/sign bid prior to submission shall render bid invalid. Late bids are not acceptable.

BIDDER:		Federal Tax ID or Social Security No:	
Street Address:		PO Box:	
City, State, Zip:	Telephone No:	Fax No:	
Type or Print Name & Title of Person Signing:		Date:	
Authorized Signature:		E-Mail:	

Offer valid for 30 days from date of bid opening unless otherwise stated here: _____ days (See Instructions to Bidders, Item 5).

Are you a NC Recognized Historically Underutilized Business (HUB)? ____ YES ____ NO

If unsure, don't answer. More information: <https://ncadmin.nc.gov/businesses/hub>

Mailing Instructions: Submit **one (1)** fully executed bid document with digital scanned version on a usb drive, unless otherwise instructed, and only one bid per envelope by either of the methods below. DO NOT SUBMIT AN ELECTRONIC OR FAXED COPY OF YOUR BID. THIS SHALL BE CAUSE FOR REJECTION OF YOUR BID.

It is the responsibility of the bidder to have the bid in this office by the specified time and date of opening.

Delivered By US Postal Service or Courier	Hand Delivered
Columbus County Schools Attn: Adam Sellers 89 School Road Hallsboro, NC 28442	Columbus County Schools Central Office 89 School Road Hallsboro, NC 28442 Call (910) 642-0161 to arrange delivery

Transportation Charges: FOB – Destination. Freight charges must be included in the price. Delivery shall be made to Locations on attached list.

Purchase the Following Items:

Multifunction Copiers, Maintenance and Supplies identified on the attached Item Detail & Bid Sheet

Items referenced and specified herein are based upon a particular manufacturer, but are used for the purpose of identification and to establish a general quality level. Such references are not intended to be restrictive, and functionally equivalent products of other manufacturers will be considered. However, bidders are cautioned that any deviation from specifications must be pointed out in their bid. Functional equivalency shall be determined by Columbus County Schools (CCS). CCS shall not be obligated to accept deviations if deemed not to be in the best interest of CCS.

Quantities shown are not a guarantee of purchases. The figures could be more or less. Please take that into consideration when you are submitting a bid.

Award Criteria: As provided by statute, award will be based on the lowest and best bid(s) (most advantageous to CCS) as determined by consideration of:	
<ol style="list-style-type: none">1. Prices offered.2. Quality of products offered.3. General reputation and performance capabilities of the bidders.4. Conformity with terms and conditions of this Invitation for Bids.5. Delivery/installation schedule offered.6. Durability and Suitability of items for intended use.	<ol style="list-style-type: none">7. Functional Equivalency to specifications stated herein.8. Samples, if requested.9. Conformity of Product Specifications.10. Product's Presentation and Finish11. References

CCS reserves the right to waive any minor informality or technicality in bids received.

RFP Questions and Answers

All questions and answers will be posted to the Q&A document found at: <https://bit.ly/CCSRFPOA>

Bid Evaluation: Bids are requested on the items and/or equipment as hereinafter specified. Bidders are cautioned that any/all information furnished or not furnished on this bid may be used as a factor in determining the award of this contract.

Basis for Rejection: Columbus County Schools reserves the right to reject any and all offers, in whole or in part, by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered: non-compliance with the requirements or intent of this solicitation; lack of competitiveness; error(s) in specifications or indications that revision would be advantageous to Columbus County Schools; cancellation or other changes in the intended project, or other determination that the proposed requirement is no longer needed; limitation or lack of available funds; circumstances that prevent determination of the best offer; or any other determination that rejection would be in the best interest of Columbus County Schools.

Samples: Samples are not required prior to bid opening date; however, if required later, bidder agrees to furnish samples of items offered at no expense to CCS within two (2) business days after request is made by CCS. Bids which do not comply with these requirements will be subject to rejection.

Budgetary Limitations: Should it become necessary, based upon budgetary limitations, CCS reserves the right to reduce or increase quantities. Therefore, bidders must include freight in the “each” pricing for each line item, as well as identifying a per unit installation cost for each line item if applicable.

Timeline for Complete Order: CCS reserves the right to order portions of the total items in phases, not to exceed six (6) months from the date the bid is awarded. The price listed must be offered to Columbus County Schools for the duration of six (6) months for additional orders of the product listed in this bid.

Delivery and Installation: Items called for herein will be furnished, delivered, off-loaded and left ready for use in accordance with the requirements stated herein. All items must be pre assembled upon arrival. All shipping cartons, packages, etc. must include the applicable CCS purchase order number clearly marked on the package or included on a packing slip/list with the package. CCS reserves the right to consider the delivery time offered as a factor in the award of contract.

Deviations: Deviations from specifications and requirements must be documented on a separate sheet and attached to your bid. Item(s) offered is (are) in strict compliance with these specifications and requirements, and successful bidder will be held responsible therefore. Bidder is advised that the response (or lack thereof) on this question does not take precedence over specific responses or non-responses provided elsewhere in this bid.

Late Bids: Regardless of cause, a late bid will not be accepted and will automatically be disqualified from consideration. It shall be the Vendor’s sole risk to ensure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

Award Notification: After the bids have been evaluated and an award has been made, each vendor who submitted a bid will be notified of the award. The award may not be made for several weeks depending upon the complexity of the acquisition and the length of time to complete the evaluation process and get board approval. The winning bid will be posted at <https://www.columbus.k12.nc.us/page/agendas-and-minutes> within the board meeting minutes on a date after the due date of this RFP.

Confidentiality of Bids: In submitting its bid, the bidder agrees not to discuss or otherwise reveal the contents of its bid to any source outside of CCS until after the award of the contract. All bidders are advised that they are not to have any communications with CCS during the evaluation of the bids (after the public opening of the bids and before the award of the contract) unless CCS contacts the bidder for the purpose of seeking clarification. A bidder shall not: transmit to the issuing and or using agency any information commenting on the ability or qualifications of any other bidder to provide the advertised equipment, defects, errors and/or omissions in any other bidder’s bid and/or prices at any time during and/or award of the contract that is subject of this IFB. Bidders not in compliance with this provision may be disqualified, at the option of CCS, from the contract award.

INSTRUCTIONS TO BIDDERS

1. **Read, Review and Comply:** It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **Notice to Bidders:** **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **Execution:** Failure to sign under EXECUTION section will render bid invalid.
4. **Order of Precedence:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, (3) Columbus County Schools' General Contract Terms and Conditions, and (4) Instructions to Bidders.
5. **Time for Consideration:** Unless otherwise indicated on the first page of this document, bidder's offer shall be valid for 30 days from the date of bid opening. Preference may be given to bids allowing not less than 30 days for consideration and acceptance.
6. **Prompt Payment Discounts:** Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
7. **Specifications:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
8. **Information and Descriptive Literature:** Bidder is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Bids which do not comply with these requirements will be subject to rejection.
9. **Clarifications/Interpretations:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document.
10. **Acceptance and Rejection:** CCS reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
11. **References:** CCS reserves the right to require a list of users of the exact item offered. CCS may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
12. **Award of Contract:** As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to CCS as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by CCS to be pertinent or peculiar to the purchase in question. **CCS reserves the right to accept any individual item or group of items on a multi-item bid.**

13. **Historically Underutilized Businesses:** Columbus County Schools (CCS) is committed to the State of North Carolina Historically Underutilized Business (HUB) Program. CCS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
14. **Confidential Information:** As provided by statute and rule, CCS will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
15. **Samples:** Samples of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the bidder's expense. Request for the return of samples must be made within 10 days following the date of bid opening. Otherwise the samples will become CCS property. Each individual sample must be labeled with the bidder's name, bid number, and item number. A sample, on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.
16. **Acceptance and Rejection:** Columbus County Schools reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the Vendor, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
17. **Transportation:** Transportation of Deliverables shall be FOB Destination, unless otherwise specified in the solicitation document or purchase order. Freight, handling, hazardous material charges, and distribution and installation charges shall be included in the total price of each item. Any additional charges shall not be honored for payment unless authorized in writing by Columbus County Schools. In cases where parties, other than the Vendor ship materials against the order, the shipper must be instructed to show the purchase order number on all packages and shipping manifest to ensure proper identification and payment of invoices. A complete packing list must accompany each shipment.

GENERAL CONTRACT TERMS AND CONDITIONS

1. **Availability of Funds:** Any and all payments to the contractor are dependent upon and subject to the availability of funds to Columbus County Schools (CCS) for the purpose set forth in this agreement.
2. **Taxes:** CCS is NOT exempt from N.C. sales tax. Any applicable taxes shall be invoiced as a separate item.
3. **Situs:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
4. **Governing Laws:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
5. **Inspection at Contractor's Site:** CCS reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for CCS' determination that such equipment/item, plants or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
6. **Payment Terms:** Payment terms are Net 30 days after receipt of correct invoice or acceptance of goods, whichever is later.
7. **Affirmative Action:** The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex national origin or disability.
8. **Condition and Packaging:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment. Shipping cartons, packages, etc. shall include the applicable CCS purchase order number clearly marked on the packaging or packing slip/list included with the package.
9. **Patent:** The contractor shall hold and save the CCS, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.
10. **Iran Divestment Act and Divestment from Companies Boycotting Israel:** No contract may be entered into with a restricted company as listed by the State Treasurer in accordance with N.C.G.S. Chapter 147, Articles 6E or 6G, except as permitted by those laws. By entering into this contract ("Contract") and providing materials, equipment or services described in the Contract (the "Work"), Contractor acknowledges and represents that it is not a restricted company as defined in N.C.G.S. Chapter 147, Articles 6E or 6G.
11. **Lunsford Act:** Contractor acknowledges that N.C.G.S. 14-208.18 prohibits anyone required to register as a sex offender from knowingly being present upon the premises of any school, and Contractor shall insure that neither Contractor, its subcontractors, nor its suppliers shall allow any person registered as a sex offender to come on or about the premises of any subject school in any manner or for any reason related to the Work or the Contract.
12. **E-Verify:** Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to

comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

13. **Policy Compliance:** Contractor, its subcontractors and suppliers, shall comply with all Board policies relating to visitors in the schools while engaged in the Work.

CONTRACT PROVISIONS REGARDING USE OF FEDERAL FUNDS

The Contractor is notified that this project will be financed with federal funds. The Contractor shall ensure that all subcontracts and other contracts for goods and services for a federally-funded project have the mandated provisions of this directive in their contracts. By submission of a proposal, Contractor agrees to comply with the following provisions. Failure to comply with any and all provisions herein may be cause for the contracting agency to issue a cancellation notice to a contractor.

Contracts for more than the simplified acquisition threshold currently set at \$150,000

When federal funds are expended by CCS, CCS reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Termination for cause and for convenience by CCS

When federal funds are expended by CCS, CCS reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Contractor, in the event Contractor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. CCS also reserves the right to terminate the contract immediately, with written notice to Contractor, for convenience, if CCS believes, in its sole discretion that it is in the best interest of CCS to do so. The Contractor will be compensated for work performed and accepted and goods accepted by CCS as of the termination date if the contract is terminated for convenience of CCS. Any award under this procurement process is not exclusive and CCS reserves the right to purchase goods and services from other vendors when it is in the best interest of CCS.

Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, when funds will be expended by CCS on a contract that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3, Contractor certifies it will comply with the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)

During the term of an award for all contracts and subgrants for construction or repair, the Contractor certifies it will be in compliance with all applicable Davis-Bacon Act provisions. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. CCS will report all suspected or reported violations to the Federal awarding agency. Contractor certifies it will comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. CCS will report all suspected or reported violations to the Federal awarding agency.

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

The Contractor certifies that during the term of an award for all contracts in excess of \$100,000 that involve the employment of mechanics or laborers, the Contractor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act. Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Rights to Inventions Made Under a Contract or Agreement

If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” Contractor agrees to comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387) Compliance

The Contractor certifies that during the term of an award for all contracts by CCS resulting from this procurement process in excess of \$150,000, the Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water

Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Buy American provision

Contractor certifies that contractor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition. Contractor agrees to abide by this provision and shall maintain records of such purchases for inspections by authorized agents of the State of North Carolina and federal agencies. The Contractor must obtain written exception from this provision from the agency issuing the contract.

Debarment and Suspension

Contractor certifies that during the term of an award for all contracts by CCS resulting from this procurement process, the Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Compliance with Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

When federal funds are expended by CCS for an award exceeding \$100,000, the Contractor certifies that during the term and after the awarded term of an award for all contracts by CCS resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Contractor further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The Contractor shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Records Retention Requirements

The Contractor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Contractor further certifies that Contractor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Certification of Compliance with EPA Regulations

For an contract in excess of \$100,000, the Contractor certifies that the Contractor is in compliance with all applicable standards, orders, regulations, and/or requirements issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15.

Certification of Compliance with Energy Policy and Conservation Act

Contractor certifies that the Contractor r will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Certification of Non-Collusion Statement

Contractor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Scope of Requested Services

- Service Start Date: **January 20th 2025**
- Term: (3) years with (2) one year optional extensions
- Sites of Service : We have a total of (16) Physical Locations (Attached).
- Required Services:
 - The vendor will furnish, deliver, install, train staff and maintain copiers to the end user's complete satisfaction. New Equipment or USED (Product release date cannot be older than June/2019) equipment will be supplied. Equipment will be able to support the projected workload provided in the planning section of this document. ALL operating supplies and delivery of supplies, (excluding paper), ALL service requirements as necessary to meet the current and future volume demands, and copier/printer management software should be included. ALL devices proposed must be compatible with Google Chrome printing (Chromebooks). At the time of the award, each District location's needs will be communicated to the apparent successful bidder outlining the specific business needs for devices at that location. The proposer will provide specification sheets listing all accessories, features, functions and technical requirements for each model copier/scanner/printer/fax proposed under this solicitation. ALL of this must be provided during the complete term of the contract and must be included in the bid price.
 - All charges associated with maintenance, delivery and removal, training, property tax, sales tax and insurance must be included in the bid price.
 - Include terms for: Three year lease contract with (2) one year optional extensions.
 - Service technicians must be direct employees of the awarded vendor and reside in Columbus County, NC, or a neighboring county.
 - Full service maintenance contract which includes all developer, toner, fuser, oil, drums, finisher supplies, staples, repair parts, labor and preventative maintenance services.
 - If a service call is placed, a service technician is to be on site within 24 hours.
 - Upon arrival to any campus for service calls, service representatives must check in at the office and be properly badged and notify personnel of his/her arrival.
 - If a unit is down for more than three business days, a comparable loaner machine is to be supplied by the provider.
 - Poor performing and/or problematic copier/printer/fax units will be replaced with similar equipment that continues to meet the requirements outlined in this document. If there are 3 service calls in a 30 day period, the machine is to be replaced with a comparably used unit with the same features. If there are 6 service calls in 60 days, the machine is to be replaced with a new unit with the same features.
 - If it is necessary to replace an existing unit with a new unit, it is the responsibility of the proposer to duplicate any machine configurations from the current unit to the new unit.

- Provide preventative maintenance and remedial maintenance service during District normal business hours, Monday through Friday 8:00 a.m. through 4:30 p.m., except on state holidays, to keep copiers in good working condition.
 - Perform preventative maintenance based on specific requirements of the equipment.
 - Perform on-call remedial maintenance on an as needed basis as determined by the District.
- Provide automatic toner replacement and automatic meter collections.
- Backup toner included with delivery of each unit. This will be used in the event of a critical need or delay in automatic toner delivery.
- If a machine is over utilized, the contractor will replace the machine with a machine with greater speed and/or capacity. This must be accomplished without extending the equipment lease and/or maintenance agreement beyond the original term.
- Provide quarterly invoices for all equipment to include:
 - Location, make, model, service tag, and serial number for each unit
 - Provide the number of copies/prints made on each unit broken down by color or black & white utilization
 - Provide current and previous meter reading
 - Include date of meter read
- Multi-function machine specifications:
 - Ability to retrieve a print job from any District desktop or laptop computer on the District's network to any machine by entering a unique code
 - Ability to work with Google Cloud Print without a Windows Print Server as the pass-through
 - Have tracking software that monitors toner levels, click counts, and malfunction alerts
 - Minimum Speed: 30 ppm or 45 ppm based on the attached equipment list.
 - Dual-Scan document feeder with 50-sheet capacity (scan speed of 120 IPM)
 - Minimum Memory 4.0 GB Ram/Dual 32 GB HDD
 - All drivers/mobile print/secure printing
 - Network connectivity: TCP/IP
 - Scan to Email via Google / Office 365 SMTP compatibility
 - Scan to Black & White and Color minimum 300 dpi
 - Scan to network functionality
 - PCL 6 and PS Drivers
 - Minimum 2 Standard Paper drawers and 1 Large Capacity drawer with Bypass Tray

- Paper handling capability:
 - Letter - portrait and landscape
 - Legal (11 x 14)
 - 11 x 17
 - Bypass Tray
 - Envelopes - ability to print envelopes fast
 - Photo Paper
 - Cardstock
 - Labels
 - Automatic document feeder
 - Automatic duplexing
 - Collating capabilities
 - Reduction and Enlargement capability
 - Output Resolution of 300 dpi (will be selected on some machines)
 - Cardstock weight of up to 110 (will be selected on some machines)
 - Scanning Resolution minimum 300 dpi
 - 50 sheet stapling finisher (will be selected on all machines)
 - Fax Module (will be selected on some machines)
 - Saddle stitched booklet capability (will be selected on some machines)
 - 2 and 3 hole punch (will be selected on all machines)
 - Wireless WiFi connectivity (will be available on all machines)
- Equipment Required
 - The current production desktop printers, fax machines, and multifunction copiers will need to be replaced with new machines.
- Installation
 - Conform with the Lunsford Act by securing and maintaining criminal records checks on all contractors who come or may potentially come onto a District campus during the duration of this contract
 - Provide qualified labor for delivery and installation of equipment
 - Schedule equipment and software installation with the District IT staff
 - Perform installation in accordance with the manufacturer's instructions
 - Conduct work in a manner which is least disruptive to regular operation at the District locations
 - Provide cleanup and disposal of any debris resulting from this project. All areas should be ready to use upon completion
 - Provide a reasonable delivery time frame
- Maintenance
 - Successful contractor will execute a maintenance contract covering all maintenance (parts and labor) and supplies (excluding paper and fax toner) for a period equal to the length of the lease selected. Maintenance agreement pricing will include all maintenance, repairs, parts and consumable supplies. Any costs excluded from the maintenance cost will be clearly specified.

- Warranty
 - Maintenance/service agreement will commence upon delivery of equipment to the District and the successful contractor will act on behalf of the District in any warranty related repair and claim necessary with the machine manufacturer. Contractor shall bear all material and labor costs for repair of equipment including defective and failed machines occurring within and outside of any warranty period covered by the maintenance contract.
- Network Technical Requirements
 - Networked copiers/printers will be connected to the District's network.
 - Each networked copier and printer will allow printing from any authorized computer within the district's network.
 - Specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc. Each device shall include electrical surge protection.
- Delivery Schedule
 - Anticipated Delivery Schedule Start : January 10th 2025
- Equipment, Supplies, Tools
 - Successful contractor will supply all equipment, tools, supplies, offices, personnel, instruments, transportation, support services and insurance required to deliver and install and maintain copiers/printers under this agreement.

Columbus County Schools

Multifunction Copiers, Maintenance and Supplies Bid # 171-24-222

Item Detail & Bid Sheet

Bidder Name: _____

DESCRIPTION / SPECIFICATIONS	ESTIMATED TOTAL	ESTIMATED START OF SERVICE	UNIT PRICE
<ul style="list-style-type: none">• Total Monthly Cost (for all locations combined)• Total Yearly Cost (for all locations combined)• Each Multi-Function Copier (B&W)• Cost per B&W copies over minimum• Cost per B&W copies under minimum• Each Multi-Function Copier (Color)• Cost per color copies over minimum• Cost per color copies under minimum			

- **Please provide a combined total cost for all locations on this sheet based on replacement of current equipment as found in the attached spreadsheet.**
- **Please provide a proposed breakdown of each site / equipment list on another document.**
- **Please include any relevant information about your company that will support the evaluation team's review of your proposal. This may include references, testimonials, case studies, or any other details that demonstrate your qualifications and expertise.**
- **Please provide an electronic copy on a Flash Drive with printed proposal**
- **Unit Price / Total price includes 6.75% sales tax and all fees**

SerialNumber	MacAddress	TAG Number	Location	BW or Color	Current Model	Minimum PPM	Sept BW	Total BW	Trays	WiFi	Stapler	Hole Punch	Fax	Booklet
AA6U011004886	00-20-68-6E-9D-EC	EW806	Tabor City School.5.6	Monochrome	KONICA MINOLTA BIZHUB 458E	45 Pages Per Minute	7497	686640	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002004	00-20-68-FA-29-32	FQ931	Williams Township Elementary School.5.61	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	19902	671189	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA6U011004680	30-F7-72-0B-83-02	EW809	West Columbus School.5.8	Monochrome	KONICA MINOLTA BIZHUB 458E	45 Pages Per Minute	8627	602481	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002009	74-4C-A1-1B-EB-50	FQ974	Williams Township Elementary School.5.150	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	21654	585403	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007158	00-20-68-48-40-5F	FQ982	Old Dock Elementary School.5.36	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	14993	544414	3 Tray + Bypass	Yes	Yes	Yes	No	No
A9HJ011005095	30-F7-72-0B-B2-6D	EN704	Williams Township Elementary School.5.213	Monochrome	KONICA MINOLTA BIZHUB 368	45 Pages Per Minute	11618	540308	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001998	D8-F3-BC-F3-73-81	FV094	Chadborn Elementary School.5.26	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	11340	520952	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007071	00-20-68-48-39-A4	FV079	Central Services Office.5.31	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	11439	520604	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AC78013002041	00-20-68-FA-2A-B2	FQ941	West Columbus School.5.4	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	20911	509650	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002037	F4-6A-DD-D2-C5-6F	FQ943	South Columbus High School.5.50	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	15220	491787	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001923	F4-6A-DD-D2-C5-6D	FQ942	South Columbus High School.5.51	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	14389	455796	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002633	00-20-68-FA-34-6C	FQ989	Williams Township Elementary School.1.101	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	11815	439328	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002040	00-20-68-FA-2B-36	FQ924	Acme Delco Elementary School.5.1	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	11743	434715	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002033	F4-6A-DD-D2-CD-3E	FQ947	South Columbus High School.5.1	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	10872	434604	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002053	00-20-68-FA-29-BE	FQ973	West Columbus School.5.2	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	8538	431419	3 Tray + Bypass	Yes	Yes	Yes	No	No
A9HJ011005084	00-20-68-BC-C8-23	EO607	Hallsboro Elementary School.5.10	Monochrome	KONICA MINOLTA BIZHUB 368	45 Pages Per Minute	366	419176	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001974	00-20-68-FA-29-21	FQ927	Hallsboro Elementary School.5.6	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	8902	419034	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002045	00-20-68-FA-2A-B3	FQ997	Hallsboro Elementary School.5.3	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	6654	412417	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002038	00-20-68-FA-29-D3	FQ976	Tabor City School.5.10	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	13873	401570	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002036	00-20-68-FA-2A-9F	FQ940	West Columbus School.5.7	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	17071	392946	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001940	00-20-68-FA-28-40	FQ918	Tabor City School.5.4	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	22270	389625	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001983	00-20-68-FA-29-3D	FQ926	West Columbus School.5.5	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	14318	386179	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002000	00-20-68-FA-29-C9	FQ939	West Columbus School.5.6	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	10700	372028	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001972	00-20-68-FA-29-20	FV095	Old Dock Elementary School.5.56	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	13717	366441	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002044	00-20-68-FA-2A-95	FQ978	Tabor City School.5.11	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	5655	355656	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002052	00-20-68-FA-29-BF	FQ938	East Columbus High School.2.61	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	9028	345108	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002047	00-20-68-FA-29-7A	FQ934	East Columbus High School.2.62	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	10449	342303	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001948	00-20-68-FA-27-56	FQ936	East Columbus High School.2.63	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	11256	336802	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002027	00-20-68-FA-29-DE	FV099	Acme Delco Elementary School.5.3	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	12163	318746	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001935	00-20-68-FA-27-57	FQ932	Nakina Middle School.5.35	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	10465	315656	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001932	00-20-68-FA-27-BE	FQ998	Hallsboro Elementary School.1.47	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	6758	295626	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002001	00-20-68-FA-29-CA	FQ928	Tabor City School.5.12	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	7720	292722	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007197	00-20-68-48-37-F1	FQ983	Tabor City School.5.2	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	18418	284863	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002022	00-20-68-FA-2B-9D	FQ959	West Columbus High School.5.16	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	9109	280461	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001956	00-20-68-FA-27-E9	FQ917	Old Dock Elementary School.5.88	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	8806	271423	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001990	00-20-68-FA-29-2D	FQ921	Hallsboro Elementary School.5.4	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	9128	267526	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002032	00-20-68-FA-2B-9E	FV087	West Columbus High School.5.26	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	2497	247148	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007132	00-20-68-48-45-08	FV080	Central Services Office.5.8	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	6878	239487	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AC78013001968	74-4C-A1-1B-EB-AC	FQ956	West Columbus High School.1.145	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	6652	235148	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002671	14-5A-FC-AC-A0-24	FQ990	Williams Township Elementary School.1.102	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	5241	227579	3 Tray + Bypass	Yes	Yes	Yes	No	No
A9HJ011003439	00-20-68-BC-AD-2A	EL055	South Columbus High School.5.102	Monochrome	KONICA MINOLTA BIZHUB 368	45 Pages Per Minute	6394	212243	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001961	00-20-68-FA-29-C2	FV091	Acme Delco Elementary School.5.21	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	6688	201003	3 Tray + Bypass	Yes	Yes	Yes	No	No
A9HJ011007833	30-F7-72-49-7B-7F	EO910	Williams Township Elementary School.5.149	Monochrome	KONICA MINOLTA BIZHUB 368	45 Pages Per Minute	9934	199405	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002051	14-5A-FC-B3-44-BF	FV081	West Columbus High School.5.78	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	6491	194774	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013006943	00-20-68-48-40-70	FQ916	Central Services Office.5.11	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	5867	188296	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AC78013002026	00-20-68-FA-2A-B8	FQ925	Acme Delco Elementary School.5.4	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	4665	182425	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001950	00-20-68-FA-27-C7	FV098	Acme Delco Elementary School.5.20	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	3220	176929	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001926	14-5A-FC-AC-A0-22	FQ920	Nakina Middle School.5.36	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	6669	173163	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001978	00-20-68-FA-29-3C	FQ930	Williams Township Elementary School.5.37	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	5326	172853	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007156	00-20-68-48-44-54	FQ987	West Columbus School.5.3	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	9042	171019	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AC78013002020	00-20-68-FA-2B-94	FV096	Chadborn Elementary School.5.27	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	4727	170833	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007140	00-20-68-48-1D-E1	FQ933	Tabor City School.5.3	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	5156	160333	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AC78013001966	00-20-68-FA-29-37	FV089	Chadborn Elementary School.5.28	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	4424	156075	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013006953	00-20-68-48-40-0E	FV082	West Columbus High School.5.76	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	455	154222	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001992	00-20-68-FA-29-F4	FV085	West Columbus High School.5.13	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	4172	148816	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007147	00-20-68-48-3F-A7	FQ996	East Columbus High School.5.33	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	4369	146033	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001962	00-20-68-FA-29-C3	FQ937	East Columbus High School.5.74	Monochrome	KONICA MINOLTA BIZHUB 300I	45 Pages Per Minute	5091	140787	3 Tray + Bypass	Yes	Yes	Yes	No	No

Serial Number	Mac Address	TAG Number	Location	BW or Color	Current Model	Minimum PPM	Sept BW	Total BW	Trays	WiFi	Stapler	Hole Punch	Fax	Booklet
AA2K013007063	00-20-6B-48-3D-EE	FV078	Central Services Office.5.7	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	5997	138267	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AA2K011011422	00-20-6B-48-AE-A5	FR764	West Columbus School.5.1	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	6338	129207	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007207	00-20-6B-48-36-B5	FQ969	South Columbus High School.5.36	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	3256	127277	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013004645	00-20-6B-47-73-95	FO393	Old Dock Elementary School.1.64	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	3730	126622	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007088	00-20-6B-48-46-E2	FV088	West Columbus High School.5.3	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	3584	122477	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007210	00-20-6B-48-37-43	FQ988	East Columbus High School.5.36	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	3405	114317	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AA2K011011442	00-20-6B-48-A9-04	FR761	Tabor City School.5.3	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	36	112513	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K011011500	00-20-6B-48-AE-EF	FR766	Chadbourn Elementary School.5.29	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	3319	112011	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K011011421	00-20-6B-48-A7-90	FR762	Nakina Middle School.5.1	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	3593	109833	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007044	00-20-6B-48-3E-3A	FQ919	Central Services Office.5.15	Color	KONICA MINOLTA BIZHUB C300I	45 Pages Per Minute	4887	99647	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AC78013001982	00-20-6B-FA-29-3B	FQ993	East Columbus High School.5.35	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	400	97425	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007153	00-20-6B-48-3F-64	FQ986	South Columbus High School.5.38	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	3192	97165	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AA2K013007200	00-20-6B-48-37-61	FQ985	Hallsboro Elementary School.5.7	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	2329	94617	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002721	00-20-6B-FA-36-1A	FQ970	Chadbourn Elementary School.5.25	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	923	90591	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001927	74-4C-A1-1B-E9-D4	FV093	Williams Township Elementary School.5.56	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	3866	88809	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007131	00-20-6B-48-48-A4	FV084	Central Services Office.5.17	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	4375	84181	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AA2K011011446	00-20-6B-48-AD-FD	FR765	Acme Delco Elementary School.5.5	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	2479	79001	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013006850	00-20-6B-48-42-00	FQ922	Central Services Office.5.4	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	3029	61044	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AA2K011011481	00-20-6B-48-A8-60	FR763	Transportation Services.5.5	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	2045	60004	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001989	74-4C-A1-1B-E8-4B	FQ958	Williams Township Elementary School.5.151	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	2938	59760	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002738	00-20-6B-FA-37-14	FQ935	East Columbus High School.5.88	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	1834	59582	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002043	00-20-6B-FA-2B-99	FV092	West Columbus High School.5.101	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	1465	55644	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007030	00-20-6B-48-3E-1C	FV083	Central Services Office.5.14	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	2556	55320	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AC78013001970	00-20-6B-FA-27-9B	FQ994	East Columbus High School.5.34	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	943	49598	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007060	00-20-6B-48-4A-81	FV086	Central Services Office.5.16	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	947	49264	3 Tray + Bypass	Yes	Yes	Yes	Yes	Yes
AC78013002005	00-20-6B-FA-2A-66	FQ955	South Columbus High School.5.40	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	2403	47534	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001986	14-5A-FC-B3-43-C3	FQ944	South Columbus High School.5.61	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	2387	47433	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007141	00-20-6B-48-3E-62	FV097	West Columbus High School.5.11	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	903	46631	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001987	74-4C-A1-1B-E9-CF	FV090	Williams Township Elementary School.5.63	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	784	40163	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001959	00-20-6B-FA-20-07	FQ977	Transportation Services.5.6	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	1337	35462	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007056	00-20-6B-48-39-7A	FQ957	Williams Township Elementary School.1.60	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	1179	34835	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002021	00-20-6B-FA-2A-85	FQ960	West Columbus High School.1.23	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	1177	33584	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K013007152	00-20-6B-48-40-9B	FQ992	Central Services Office.5.23	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	814	33455	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AC78013001958	00-20-6B-FA-27-5A	FQ929	Nakina Middle School.1.62	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	829	25797	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013002010	00-20-6B-FA-29-F0	FQ979	Hallsboro Elementary School.5.5	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	557	24442	3 Tray + Bypass	Yes	Yes	Yes	No	No
AAJT011000259	00-20-6B-4B-B9-AD	FQ945	Central Services Office.5.20	Color	KONICA MINOLTA BIZHUB C3300I	30 Pages Per Minute	125	20649	3 Tray + Bypass	Yes	Yes	Yes	Yes	No
AA2K013001964	00-20-6B-46-9B-C5	FQ390	Maintaince and Technology Services.5.36	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	720	20252	3 Tray + Bypass	Yes	Yes	Yes	No	No
701700730LF80	78-8C-77-A4-2A-26	FQ975	Hallsboro Elementary School.5.2	Monochrome	KONICA MINOLTA BIZHUB 4422	30 Pages Per Minute	312	15654	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC77011005537	00-20-6B-FA-9D-28	FY251	West Columbus High School.5.100	Monochrome	KONICA MINOLTA BIZHUB 360I	30 Pages Per Minute	1021	11620	3 Tray + Bypass	Yes	Yes	Yes	No	No
701700730LFC7	78-8C-77-A4-4A-B0	FQ946	West Columbus High School.5.99	Monochrome	KONICA MINOLTA BIZHUB 4422	30 Pages Per Minute	257	8364	3 Tray + Bypass	Yes	Yes	Yes	No	No
AC78013001960	00-20-6B-FA-29-2F	FQ923	South Columbus High School.5.52	Monochrome	KONICA MINOLTA BIZHUB 300I	30 Pages Per Minute	243	2831	3 Tray + Bypass	Yes	Yes	Yes	No	No
AA2K011011489	00-20-6B-48-A7-7C	FR771	Central Services Office Server Room	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	N/A	N/A	3 Tray + Bypass	Yes	Yes	Yes	No	No
		FQ981	Career & College Academy	Color	KONICA MINOLTA BIZHUB C300I	30 Pages Per Minute	N/A	N/A	3 Tray + Bypass	Yes	Yes	Yes	No	No
		DQ735	Career & College Academy	Color	KONICA MINOLTA C364	30 Pages Per Minute	N/A	N/A	3 Tray + Bypass	Yes	Yes	Yes	No	No
		EL412	Acme Delco Elementary	Monochrome	KONICA MINOLTA 368	30 Pages Per Minute	N/A	N/A	3 Tray + Bypass	Yes	Yes	Yes	No	No
		FRN91	Career & College Academy	Monochrome	2840 FAX MACHINE					WiFi	Stapler	Hole Punch	Fax	Booklet
		FQ521	Williams Township	Monochrome	2840 FAX MACHINE				Totals	102	102	102	15	1
		FQ522	South Columbus High	Monochrome	2840 FAX MACHINE									
		FQ523	Nakina Middle	Monochrome	2840 FAX MACHINE									
		FQ524	Hallsboro - Artesia Elementary	Monochrome	2840 FAX MACHINE									
		FQ526	East Columbus High	Monochrome	2840 FAX MACHINE									
		FQ517	Chadbourn Elementary	Monochrome	2840 FAX MACHINE									
		FQ512	West Columbus High	Monochrome	2840 FAX MACHINE									
		FQ514	Acme Delco Elementary	Monochrome	2840 FAX MACHINE									
		FO387	HMT - Hallsboro Maintenance	Monochrome	2840 FAX MACHINE									
		FQ986	South Columbus High	Monochrome	2841 FAX MACHINE									

SerialNumber	MacAddress	TAG Number	Location	BW or Color	Current Model	Minimum PPM	Sept BW	Total BW	Trays	WiFi	Stapler	Hole Punch	Fax	Booklet
		F0393	Old Dock Elementary	Color	M404DN PRINTER	Data Manager								
			Central Services	Color	M404DN PRINTER	Finance								
			Central Services	Color	M404DN PRINTER	Finance								
			West Columbus High	Color	M404DN PRINTER	Data Manager								
			Central Services	Color	M404DN PRINTER	Finance								
			Central Services	Color	M404DN PRINTER	Finance								
			Acme Delco Elementary	Color	M404DN PRINTER	Data Manager								
			Chadbourne Elementary	Color	M404DN PRINTER	Data Manager								
			Tabor City School	Color	M404DN PRINTER	Data Manager								
			Williams Township	Color	M404DN PRINTER	Data Manager								
			Nakina Middle	Color	M404DN PRINTER	Data Manager								
			Career & College Academy	Color	M404DN PRINTER	Data Manager								
			Cerro Gordo Elementary	Color	M404DN PRINTER	Data Manager								
			Tabor City Elementary	Color	M404DN PRINTER	Data Manager								
			Williams Township	Color	M404DN PRINTER	Data Manager								
			East Columbus High	Color	M404DN PRINTER	Data Manager								
			South Columbus High	Color	M404DN PRINTER	Data Manager								
			Central Services	Color	M608DN PRINTER	Finance								
			Maintaince and Technology Services	Color	M608DN PRINTER	Technicians								
			South Columbus High	Monochrome	4422 PRINTER									
			South Columbus High	Monochrome	4422 PRINTER									
			Usage Totals											
			BW / Month	Color / Month	BW / 3 Years	Color / 3 Years								
			627,857	67,105	21,757,241	1,927,586								
			Copier PPM Counts	30PPM	45PPM	Total								
				35	67	102								
			Copier Toner Type Counts	Color	Monochrome	Total								
				35	67	102								

Multifunction Copiers, Maintenance, and Supplies RFP 171-24-222

DUE DATE FOR BID: 11/22/2024

- Service Start Date: **January 20th 2025**
- Anticipated Delivery Schedule Start : **January 10th 2025**