



REQUEST FOR PROPOSALS FOR MSA SANTA ANA COPIER NEED

(Due Date – June 27rd, 2017)

PURPOSE

The Magnolia Public Schools(MPS) is accepting proposals for the lease of copier needs at Magnolia Science Academy(MSA) – Santa Ana. *Should there be a need for any other MPS schools listed below between dates July 1st, 2017 – June 30th, 2018, the approved vendor, the copier model, and the price will be used for the lease:*

MSA-1	18238 Sherman Way, Reseda, CA 91335
MSA-2	17125 Victory Blvd., Van Nuys, CA 91406
MSA-3	1254 East Helmick Street, Carson, CA 90746
MSA-4	11330 West Graham Place, Los Angeles, CA 90064
MSA-5	18230 Kittridge St., Reseda, CA 91335
MSA-6	3754 Dunn Dr., Los Angeles, CA 90034
MSA-7	18355 Roscoe Boulevard, Northridge, CA 91325
MSA-8	6411 Orchard Ave., Bell, CA 90201
MSA-Santa Ana	2840 W. 1st Street, Santa Ana, CA 92703
MSA-Santa Clara	14271 Story Road, San Jose, CA 95127
MSA-San Diego	6365 Lake Atlin Ave., San Diego, CA 92119

GENERAL TERMS AND CONDITIONS FOR RFP PROPOSAL GUIDELINES

1. Each item request and guideline in the RFP must be known and properly addressed in the proposal.
2. All equipment in proposal must conform to specifications provided in the RFP.
3. The Vendor must provide terms of warranty on all products
4. The Vendor shall provide a clear breakdown of equipment and services costs.
5. The Vendor must provide an estimated timeline for product delivery.
6. Proposal must be valid for 60days.

All questions regarding the RFP should be addressed in writing to Rasul Monoshev, IT Director, rmonoshev@magnoliapublicschools.org.

PROPOSAL SUBMISSION



Proposals are to be submitted no later than 5:00 PM PST, Tuesday, 06/27/2017 with options below:

- Email price quote to copier_rfp@magnoliapublicschools.org
- Mail to: Rasul Monoshev, MPS Copier need

Magnolia Public Schools, 250 East First St STE1500, Los Angeles, CA 90012

ACCEPTANCE/REJECTION OF PROPOSAL SUBMISSIONS

The Magnolia Public Schools reserves the right to accept or reject any and all proposals or any portion of any and all proposals at their discretion. While price is an important consideration, it will not be the sole determining factor in the selection of a Vendor. Payments will not be made nor orders submitted until after the Magnolia Public Schools Board of Directors has accepted a proposal and awarded it as the winning proposal submission. A contract will exist between the Magnolia Public Schools and the Vendor upon selection of the winning proposer.

COMPENSATION

Payment 60 days after invoice date. The payment will not be issued until after both the Vendor and Magnolia Public Schools agree that the project is complete and meets all requirements.

RFP Revisions

The Magnolia Public Schools reserves the right to modify or issue amendments to the RFP at any time. The Magnolia Public Schools also reserves the right to cancel or reissue the RFP at any time. Notices will be posted to <http://magnoliapublicschools.org>. It is the sole responsibility of the proposer to monitor the URL for posting of such information.



RFP EVALUATION

All qualified, responsive proposals will be evaluated using the following factors and weights.

Factor	Weight
Cost of products and services (required, highest weight)	40%
Functionality/completeness/specifications of proposed solution	30%
Vendor: qualifications, credentials, certifications, experience, references	20%
Contract terms and conditions	10%
Total	100.00%

EQUIPMENT & SERVICES SPECIFICATIONS

- **Item 1:**

Quantity: 1

Description:

- ✓ Canon imageRUNNER ADVANCE C7580i Multifunction Printer/Copier (3-year term lease) or similar
- ✓ Stapling unit
- ✓ Scan to email
- ✓ Folding unit
- ✓ iOS, Chromebooks compatibility is a plus (but not a must)

- **Item 2 :**

Quantity: 1

Description:

- ✓ Canon imageRUNNER ADVANCE C7570i Multifunction Printer/Copier (3-year term lease) or similar
- ✓ Stapling unit
- ✓ Scan to email
- ✓ Folding unit
- ✓ iOS, Chromebooks compatibility is a plus (but not a must)



Delivery/Shipping

NOTE: No dock at this location.

Ship to Address:

Magnolia Science Academy-Santa Ana

2840 W. 1st Street, Santa Ana, CA 92703