



## REQUEST FOR PROPOSALS FOR COPIER NEED

(Due Date – July 30<sup>th</sup>, 2016)

### PURPOSE

The Magnolia Public Schools(MPS) is accepting proposals on five year lease term basis for copier machine for Magnolia Science Academy(MSA)-2's daily operations need (i.e. printing, copying, and scanning). The approved vendor, machine model, and price will be used for any of other MPS school needs between dates July 1<sup>st</sup>, 2016 – June 30<sup>th</sup>, 2017. School names and addresses are listed as follows:

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](mailto:rmonoshev@magnoliapublicschools.org).**



## **PROPOSAL SUBMISSION**

Proposals are to be submitted no later than 5:00 PM PST, Wednesday, 06/22/2016 with options below:

- Email price quote to [copier\\_rfp@magnoliapublicschools.org](mailto:copier_rfp@magnoliapublicschools.org)
- Mail to: Rasul Monoshev, MPS Copier RFP

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 terms will be on monthly basis. 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%
<b>Total</b>	<b>100.00%</b>

## EQUIPMENT & SERVICES SPECIFICATIONS

- **Item 1:**

**Quantity:** 1

**Description/Model:**

- ✓ Canon imageRUNNER ADVANCE 6265 or similar models with 65 pages per minute capabilities.
- ✓ Folding unit
- ✓ Stapling unit
- ✓ 2-3 punch hole unit
- ✓ Scan to email capability
- ✓ User Management and Copy/Print limitation capability

### Delivery/Shipping

**NOTE:** No dock at this location.

### Ship to Address:

Magnolia Science Academy-2

17125 Victory Blvd Van Nuys, CA 91406