

**NORTH EAST SCHOOL DISTRICT**  
**REQUEST FOR PROPOSAL – DIGITAL COPIER EQUIPMENT**  
**50 E. DIVISION ST. NORTH EAST, PA 16428**

**SECTION I - INVITATION TO SUBMIT PROPOSAL**

- 1.1 Sealed proposals for **Digital Copier Equipment** will be received at the North East School District Administration Office, 50 E. Division St. North East, PA 16428 until 1:00 p.m. on June 3, 2025.
- 1.2 All proposals shall be submitted in sealed envelopes and marked **“PROPOSAL FOR DIGITAL COPIER EQUIPMENT – June 3, 2025 AT 1:00 P.M.”**
- 1.3 All proposals received up to 1:00 p.m. on June 3, 2025, will be opened at that time.
- 1.4 Provider of chemical substances must submit Material Safety Data Sheets (MSDS) outlining the names of chemical substances, their characteristics, hazards and health effects, first aid instructions, and waste disposal methods, must accompany all shipments of chemical products including cleaning materials, solvents, inks, etc.
- 1.5 By submission of this proposal, the vendor certifies that:
- a) This proposal has been independently arrived at without collusion with any other vendor or competitor (the attached Non-Collusion Affidavit in Section VIII must be completed, notarized and attached to the submitted proposal);
  - b) This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of proposals or proposals for this project to any other vendor, competitor or potential competitor;
  - c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal;
  - d) The person signing this proposal certifies he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and, under the penalties being applicable to the vendor as well as to the persons signing in its behalf.
- 1.6 The submission of a proposal shall serve as conclusive evidence that the vendor has satisfied himself/herself as to all requirements outlined in the proposal specifications and to all conditions serving to control the executions of any contract which may ensue. The contractor shall not at any time after the submission of his/her proposal, set up any claim whatsoever based upon insufficient data or incorrectly assumed conditions.
- 1.7 All proposals must be submitted using the proposal form provided by the district and shall be in an envelope clearly marked **“Proposal for Digital Copier Equipment, June 3, 2025 at 1:00 p.m.”**. No proposal will be accepted as valid unless “proposal forms” provided to all vendors are properly and completely executed. Late proposals will not be accepted.
- 1.8 The proposals shall include all costs including transportation, transit insurance, and delivery charges to ship to the North East School District specified location. The District will not be responsible for payment of additional sums not included in the proposal price.
- 1.9 North East School District is exempt from both Federal and Pennsylvania taxes. Do not include these taxes in your proposal. Necessary tax exemption number or certificate will be forwarded upon request.
- 1.10 All prices shall be fixed for 90 days. A recommendation should be made to the North East School District Board of School Directors by June 19, 2025.
- 1.11 All questions regarding this specification can be directed to Jeffrey Fox at (814) 725-8671 x3905 or Tyler Wilson at (814)-725-8671) x2020.
- 1.12 Per Pennsylvania State law, clearances must be submitted before working within a school district. **Clearances for your employees that would be working on campus would be needed after the proposal is awarded.** Clearances are valid for 5 years. Required clearances must be emailed or delivered to the North East School District Administration Office.
- 1.13 Delivery must be made to each of the school buildings with quantities and locations to be determined.

**NORTH EAST SCHOOL DISTRICT**  
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**50 E. DIVISION ST. NORTH EAST, PA 16428**

- 1.14 The successful vendor will need to coordinate the return of existing Xerox copiers from previous lease.
- 1.15 The vendor must submit a list of at least three user references that your company has done business with in the past 12 months; which may be contacted by the District. A form is provided in Section VII for these references.
- 1.16 It is the responsibility of the vendor to integrate the digital copier equipment with the necessary server software and to provide all training necessary to operate the equipment efficiently.

**SECTION II - DESCRIPTION OF WARRANTY SERVICES**

- 2.1 The name of the warranty provider for all equipment must be indicated if other than the awarded vendor.
- 2.2 Information regarding the response time, hours of coverage, level of effort, and scope of such service must also be included.
- 2.3 Warranty period and details pertaining to type and scope of warranty must be included with proposal submission for all equipment. Additional warranty cost must be included as a line item if applicable.

**SECTION III - QUANTITY**

- 3.1 The North East School District Board of Directors reserves the right to accept or reject any or all proposals and further reserves the right to waive any proposal conditions or formalities when it appears to be in its best interest to do so.
- 3.2 Quantity of copiers may vary as specified in Section VI. The district will purchase or lease copiers made up of both black only and color. The quantities may change as indicated at section 6.6.

**SECTION IV - QUALITY**

- 4.1 Proposals will be accepted from suppliers that have been in the business of manufacturing and/or supplying digital copier equipment for the last 5 years.
- 4.2 The vendor must be able to respond to service calls at North East School District campus within a reasonable amount of time based on the urgency of required maintenance. For a copier that is down, we would expect a response within two to four hours, or the next morning if the call for service is made late the day before. If copier is expected to be down longer than seven (7) business days, a loaner device should be provided to the district (unless authorized by district Technology Supervisor).

**SECTION V - ALTERNATIVES**

- 5.1 The various materials and products specified in the proposal form by name or description are given to establish a STANDARD OF QUALITY and of cost for proposal purposes. It is not the intent to limit the acceptance to any one material or product specified, but rather to name or describe it as the absolute minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words “or as approved equal”, they shall be subject to equals only as approved by a representative of the District. Any products other than those specified shall be considered alternated and should be marked accordingly on the proposal form. Alternate proposals are to be clearly marked “ALTERNATE PROPOSAL”. Alternate proposals will be accompanied with specifications regarding product quality, contents, and Right-to-Know Documentation. An alternate proposal should include list of the items that are different from those specified. Unless otherwise noted, it is understood that the vendor is furnishing prices on exact items indicated within the proposal form. If a substitution is intended for any item, the vendor must clearly indicate such a condition exists. **Technical and general documentation must be submitted for all substitutions and must accompany the proposal reply.**
- 5.2 Only new equipment will be deemed acceptable.

**NORTH EAST SCHOOL DISTRICT**  
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**SECTION VI - PROPOSAL FORM**

6. I/We hereby declare that I/we have examined the specifications for Digital Copier Equipment. Our proposal is shown below.
- 6.1 BY SUBMISSION OF THIS PROPOSAL, THE VENDOR CERTIFIES THAT:
- a) This proposal has independently arrived at without collusion with any other vendor of competitor;
  - b) This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of proposals for this project to any other vendor, competitor or potential competitor;
  - c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal;
  - d) The person signing this proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and, under the penalties being applicable to the vendor as well as to the persons signing in its behalf.
  - e) If awarded on June 19, 2025, the projected date of completion of installation would be no later than: August 8, 2025.

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone, Fax \_\_\_\_\_

Signature, Date \_\_\_\_\_

Model	Digital Copier Equipment Cost per Unit	Quoted volume per month	Cost per copy/excess of quoted volume	Cost per copy parts: includes service, toner, supplies other than paper and staples	Lease rate per month at fair market value

\_\_\_\_\_ A signed and notarized Non-Collusion Affidavit is attached

\_\_\_\_\_ Other costs not included above and variances to the technical specification must be outlined below:

\_\_\_\_\_

\_\_\_\_\_

- 6.2 You are invited to submit a proposal for Digital Copier Equipment meeting or exceeding the specifications contained herein.
- 6.3 All digital copier equipment must be compatible with the network and capable of receiving reports from workstations on the network. The digital copier equipment must be capable of scanning to an email mailbox compatible with Google Workspace/Gmail and Microsoft Office 365/Exchange. Must be able to conduct another copy, scan, or print job while the unit is copying, printing, or faxing another document.

**NORTH EAST SCHOOL DISTRICT**  
**REQUEST FOR PROPOSAL – DIGITAL COPIER EQUIPMENT**  
**50 E. DIVISION ST. NORTH EAST, PA 16428**

6.4 Security must provide the ability of users to send reports and release at the copiers based on a password or security code.

6.5 All digital copier equipment must meet or exceed the current copier specifications listed in the chart below in all aspects including, but not limited to: copy speed, duplexing speed, scanning, security, and finisher options. Larger scale copiers should hold at least 6 reams of paper or more. You will need to indicate a proposal as “**Alternate**” where the technical specifications cannot be met. Quantities may change.

6.6

Location	Xerox AltaLink C8145 Color	Xerox VersaLink C405DN Color	Xerox PrimeLink B9100 B/W
Approximate monthly volumes (per device)	2,000 – 10,000	1,000 – 3,000	60,000 – 85,000
North East School District Administration Office	1 (Std/Booklet Finisher) – Copier Room	1 (w/Fax) - Secretary	
Student Services Office		1 (w/Fax) – Student Services	
North East Elementary School	1 (w/Standard Finisher/Fax) - Office		2 (1w/Standard Finisher, 1w/Std/Booklet Finisher) – Copy Rooms
North East Middle School	1 (w/Standard Finisher/Fax) - Office		1 (w/Standard Finisher) – Copy Room
North East High School	1 (w/Standard Finisher) – Office	1 (w/Fax) – Guidance Office	1 (w/Standard Finisher) – Copy Room
North East Transportation Department		1 (w/Fax) – Transportation Office	

6.7 Current approximate monthly volume: B/W: 300,000 - 350,000 Color: 10,000 – 15,000

6.8 Current copier lease ending on December 31, 2025 may be terminated early to better align with district fiscal year. **Vendors should include a lease buyout figure of approximately \$32,085.00 for the remainder of the lease and include costs associated with shipping/returning equipment to the leasing company.**

6.9 Features must include a large capacity supply, hole-punch, and a multi-function finisher that provides for 4-position stapling.

6.9.1 \*Please provide an alternate proposal for each model device that includes above features & finisher capable of booklet making

6.10 The successful vendor must provide technical assistance to set up user codes to track volumes, limit volumes, and to hold printing for release at the machines. User codes would be for all employees.

6.11 Must include reporting ability to track copies made by user.

6.12 The volumes for each machine listed in table 6.6 is an approximate and must support usage over contract lifecycle.

6.13 The lease term is 60 months beginning July 1, 2025. Other lease terms, such as beginning January 1, 2026 with no lease buyout, can be proposed as “**Alternate**”.

6.14 Billing for service must be done on a monthly or quarterly basis based on actual copier volume.

6.15 The successful vendor must assist in the install and configuration of the appropriate printer drivers on Windows 2016-2025 servers and ensure proper printing support on Windows 11 end user machines.

**NORTH EAST SCHOOL DISTRICT**  
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**SECTION VII - LIST OF REFERENCES**

Please complete the following list of three (3) references who have previously leased or purchased similar equipment from you. The District reserves the right to contact these references.

- 1) Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Equipment Purchased: \_\_\_\_\_
  
- 2) Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Equipment Purchased: \_\_\_\_\_
  
- 3) Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Equipment Purchased: \_\_\_\_\_

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**50 E. DIVISION ST. NORTH EAST, PA 16428**

**SECTION VIII - NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_:

County of \_\_\_\_\_:

I state that I am \_\_\_\_\_ (Title) of \_\_\_\_\_  
(Name of my firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and with-out consultation, communication or agreement with any other contractor, vendor or potential vendor.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a vendor or potential vendor, and they will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement form, any firm or person to submit a complementary or other non-competitive proposal.
5. \_\_\_\_\_, (Name of my Firm) its affiliate, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public contract, except as follows:

I state that \_\_\_\_\_, (Name of my Firm) understands and acknowledges that the above representations are material and important, and will be relied on by the North East School District in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North East School District of the true facts relating to the submission of a proposal for this contract.

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Typed Name of Authorized Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public Signature

My commission Expires: \_\_\_\_\_  
Date