



AMENDMENT DATED 10/27/2023 TO

REQUEST FOR PROPOSALS FOR COPIER LEASE

(the amendment dated 10/27/2023 changes are highlighted in green, the 10/20/2023 changes are highlighted in red.)

(Due Date – Tuesday, November 14th, 2023)

I. Introduction and Background:

Magnolia Public Schools(MPS) is accepting proposals to lease high-speed printing copiers to support our document management needs for Magnolia Science Academy (MSA)-1. We aim to enhance our office's efficiency and productivity by procuring two types of copiers: one based on the Xerox C9070 Color/BW model or similar with a Business Ready Finisher, along with a 2/3 hole punch capability capable of printing 60 pages per minute (PPM), and another based on the Xerox B9100-BW model or similar and 2/3 hole punch capable of printing 100 pages per minute (PPM) (or similar models with 36 months and 90 months contract terms each). We invite qualified vendors to submit proposals to meet our requirements.

Should there be a need for any other MPS schools listed below between dates July 1st, 2023– June 30th, 2028, the approved vendor, the device model, and the lease price will be used for procurement:

MPS Home Office	250 E. 1st. Street, Suite 1500, Los Angeles, CA 90012
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	18238 Sherman Way Reseda, CA 91335
MSA-6	745 S Wilton Pl. Los Angeles, CA 90005
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-San Diego	6525 Estrella Ave. San Diego, CA 92120



II. Scope of Work:

1. Copier Requirements:

Xerox C9070 Color/BW Model or similar - Base Model with Business Ready Finisher, 2/3 Hole Punch (60 PPM):

- High-quality color and black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.
- Business Ready Finisher.
- 2/3 hole punch capability.

Like New Xerox C9070 Color/BW Model or similar - Base Model with Business Ready Finisher, 2/3 Hole Punch (60 PPM) Copier:

• *"Like new" is defined as equipment that has less than three months of manufacturer-rated usage, looks brand new cosmetically, performs as brand new, and has all the same guarantees as brand new, including a like-for-like replacement guarantee for the entire terms of the agreement.*

- High-quality color and black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.
- Business Ready Finisher.
- 2/3 hole punch capability.

Xerox B9100-BW Model or similar - Base Model with with Business Ready Finisher and 2/3 Hole Punch (100 PPM):

- High-quality black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.
- 2/3 hole punch capability.

Like New Xerox B9100-BW Model or similar - Base Model withwith Business Ready Finisher and 2/3 Hole Punch (100 PPM):Copier:

• *"Like new" is defined as equipment that has less than three months of manufacturer-rated usage, looks brand new cosmetically, performs as brand new, and has all the same guarantees as brand new, including a like-for-like replacement guarantee for the entire terms of the agreement.*

- High-quality black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.



- 2/3 hole punch capability.

2. Service and Maintenance:

- Maintenance and support services must be included for all copier types.
- Response time for service requests.
- Availability of replacement parts.

3. Pricing:

- Provide a clear pricing structure, including purchase or lease options.
- Detailed breakdown of costs, including consumables and maintenance.
- B&W Page Rate and Color Page Rate
- Optional pricing for additional features or upgrades.

4. Term Options:

- Vendors should provide pricing options for both **36-month and 60-month terms for 0 pages quarterly or monthly allowance.**

III. Evaluation Criteria:

The following criteria will be used to evaluate proposals:

1. **Compliance:** The extent to which the proposal meets the specified requirements.
2. **Quality and Performance:** The quality of prints, speed, and overall performance of the copiers.
3. **Service and Support:** The quality of service and maintenance offerings. Clarify if any additional fees for servicing or other services related to copier maintenance
4. **Cost:** Competitive pricing and transparency in the pricing structure.
5. **Vendor Experience:** Vendor's track record and experience in providing similar solutions.
6. **Environmental Impact:** Consideration of energy efficiency and environmental certifications

• Criterion	Weight
Cost of BW and Color rates page contract term	35%
Functionality/completeness/specifications of the proposed solution	25%
Cost of 60 Month Lease Term and/or 36 Month Lease Term	25%
Contract terms and conditions	5%
Vendor qualifications	5%



• Criterion	Weight
Quality of proposal document(s)	5%

7. RFP Evaluation Committee

The RFP Evaluation committee members are as follows:

- Rasul Monoshev, MPS IT Director
- Brad Plonka, MSA-1 Principal
- Julian Lopez, MSA-1 IT Manager
- Lesia Nwankwo, MPS Accounts Payable and Vendors Relations Manager

IV. Submission Deadline:

All proposals must be submitted to msa1rfp23@magnoliapublicschools.org no later than 11/14/2023. Submissions must be on time to be considered.

Please include the following table in your submission's first page or cover page and include it in your email body:

		B&W Rate	Color Rate	Monthly lease payment for 36 months term	Monthly lease payment for 60 months term
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Brand New	<i>(Example)</i> \$.03	<i>(Example)</i> \$.04	<i>(Example)</i> \$200	<i>(Example)</i> \$250
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Like New				
B9100-BW Model or similar with	Brand New				



0 pages allowance					
B9100-BW Model or similar with 0 pages allowance	Like New				

V. Questions and Clarifications:

Vendors may submit questions or request clarifications in writing to tomsa1rfp23@magnoliapublicschools.org by 10/26/2023.

VI. Proposal Format

All proposals should be submitted in electronic format to msa1rfp23@magnoliapublicschools.org

VII. RFP Revisions

MPS reserves the right to modify or issue amendments to this RFP at anytime. MPS also reserves the right to cancel or reissue this RFP at anytime. Notices will be posted to <http://magnoliapublicschools.org>. It is the sole responsibility of interested vendors to monitor the URL for posting of such information.

VIII. Contract Award:

Magnolia Public Schools reserves the right to award a contract to the vendor that best meets the requirements and offers the best value to our organization.

MPS reserves the right to accept or reject any proposals or any portion of any and all proposals at its discretion. While price is an important consideration, it will not be the sole determining factor in selecting a Vendor. Payments will be made and orders submitted after the MPS Board of Directors has accepted a proposal and awarded it as the winning proposal submission. A contract will be entered into between MPS and the Vendor after the aforementioned approvals. Thank you for your interest in our RFP. We look forward to receiving your proposals.

Magnolia Public Schools



Delivery/Shipping: No dock at this location.

Ship to Address:

Magnolia Science Academy-1
18238 Sherman Way, Reseda, CA 91335