

Philadelphia Electrical & Technology Charter High School (PETCHS)
Invitation to Respond to Request for Proposal (RFP)



1709 Benjamin Franklin Parkway · Philadelphia, PA 19103 · www.petchs.org · Phone: 267-514-1823 · Fax: 267-514-1834

To all interested Vendors,

Philadelphia Electrical and Technology Charter High School (PETCHS) is requesting proposals for a 5 year copier lease and maintenance agreement for the school building located at 1709 Benjamin Franklin Parkway, Philadelphia, PA, 19103. This Request for Proposal (RFP) is being issued to Copy Vendors for replacement of existing machines for the 2023 - 2024 School Year. Details of the proposed scope of work are set forth in the attached RFP.

The Request for Proposal Schedule is as follows:

Process	Date
RFP Distributed & Posted	February 7, 2023 at 12 NOON
Pre-Bid Meeting (Not Mandatory)	February 14, 2023 at 9AM
Written Questions Submitted	February 21, 2023 by 12 Noon
Written Answers Due/Posted	February 23, 2023 by 12 NOON
Proposal Submission Deadline IN-PERSON (Sealed Envelope)	March 1, 2023 by 12 NOON
Interview Window	March 6, 2023 through March 13, 2022
Contract Award	March Board of Trustees Meeting
Contract Period Begins	July 1, 2023

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Inquiries & Questions

Please RSVP to attend the Pre-Bid Meeting.

All requests, questions, or other communications about this RFP shall be made in writing via electronic mail to:

Erin Dougherty
Chief Executive Officer
doughertye@petchs.org

PETCHS does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or age. PETCHS does not retaliate against those who file a discrimination complaint or lawsuit, who complain about discrimination, or who participate in a discrimination proceeding, such as being a witness in a complaint investigation or lawsuit.

Proposal Requirements

The Vendor shall provide a detailed description of services to be provided, and shall respond to the Scope of Work identified. A proposal must comply with the following requirements in order to be valid:

Cover Letter

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the School. The cover letter should have: the names of the individuals authorized to negotiate the contract; current address; current telephone and fax number; email address; signature of authorized representative.

Table of Contents

The table of contents should use page numbers to identify the sections.

Narrative Questions

In order to ensure that the School has a clear understanding of each Vendor's background and capabilities, proposals must contain responses to the following three prompts to aid in overall qualitative evaluation:

1. Describe your qualifications and experience (years in business) in providing services of similar project scope and size (including specific experience with K-12 educational institutions).
2. Describe your practices to ensure safe cleaning, sanitizing and disinfecting practices.
3. Demonstrate the quality of management and financial stability.

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4. Workplan - Describe how you would staff the project in order to perform the services described in the RFP.

Written Plan

The written plan clearly identifies the equipment and services proposed and a detailed explanation of the process and implementation of the plan. The plan is not to exceed five (5) pages in length, excluding appendices/exhibits. The plan must include all components of the RFP.

Documentation

The proposal must contain documentation of the following:

- Business License
- Proof of Insurance (see coverage requirements below)
- Three (3) references that support your experience and qualifications to demonstrate evidence that you are a responsive and responsible bidder.

Rate Requirements

- The school seeks a monthly price for servicing the school as described below in the Scope of Work for the above referenced period.

Proposal Terms

Contract Period

The Vendor's proposed contract shall be valid for a five-year period from July 1, 2023 through August 31, 2028.

Submission of Bids

Bids shall be enclosed in sealed envelopes, addressed to the Philadelphia Electrical and Technology Charter High School with the name of the bidder. Bids must be received in the Purchasing Department no later than the date and time set forth in the Invitation to Bid. **It is the sole responsibility of the bidder to ensure that his or her bid reaches the School.** Any addenda should be enclosed in the sealed envelopes as well.

Items offered must meet required specifications and must be of quality, which will adequately serve the use and purpose for which intended. Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. The bidder must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.

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Unsigned bids will not be considered except in cases where the bid is enclosed with other documents, which have been signed. The School will determine this.

Philadelphia E&T Charter High School is exempt from federal excise tax and Pennsylvania sales tax with regards to goods and services purchased directly by Philadelphia Electrical and Technology Charter High School.

Tax Exemption Certificates will be furnished upon request.

Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Pennsylvania Open Records Act. Each page of proprietary information must be identified. Entire bid may not be deemed proprietary.

Evaluation Criteria

- Degree of Respondent's ability to fully comply with the requirements in this RFP.
- Useful life of the product
 - Advantages of a particular product relative to its weaknesses.
 - Frequency of upgrades to the product.
- Time of delivery, performance and completion.
- Implementation plan.
 - Qualification and experience of the Respondent.
- Respondent's technical support structure.
- Cost
 - Other factors determined to be relevant by the School.

Philadelphia E&T reserves the right to reject any and all proposals. If the School is unable to negotiate an acceptable price, it reserves the right to rebid the item(s) involved.

Requirements & Specifications

Philadelphia E&T will be seeking bids to lease six (6) laser Multi-Function Printers and Copiers to replace existing machines.

The printers and copiers will be located throughout the school in six locations. The monthly lease amount should include maintenance and materials for the life of the 5-year lease and service agreement. All B/W and Color copies should be billed quarterly on a print per page basis.

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Existing Machines vs. Replacement

Existiting	Replace with
1-Canon imageRUNNER ADVANCE C5535i II -Cassette Feeding Unit-AM1 -Inner Finisher-H1 -Super G3 Fax Board -AS2	2-Similar or better
2-Canon imageRUNNER ADVANCE 4500 II -Single Pass DADF-A1 -Cabinet Type Q -Inner Finisher-J1 -Super G3 Fax Board-AS2 -GPR-57 Toner Black (42100 impressions @ 6 coverage)	2-Similar or better
3-Canon image Runner ADVANCE 6575i II -Staple Finisher-V2 - $\frac{2}{3}$ Hole Puncher -GPR-380-Black Toner (56000 impressions @ 6 coverage)	2-Similar or better
Papercut Education License -500 Users ID Scan Option	

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Supply Expectations

- Unlimited toner
- Black and white toner may not be off brand
- Color toner may not be off brand
- Consumable supplies must meet manufacturer specifications
- Vendor assumes all responsibility for hardware performance due to consumable supplies
- Covers all multifunction devices in RFP
- Down time due to lack of consumables is not acceptable
- Vendor is responsible for delivery to school
- School will supply paper

Service Expectations

- Minimum service response expectations:
 - Vendor shall respond for service within 24 hours
 - Maximum allowable downtime for any one piece of equipment is a maximum of 48 hours
 - Vendor shall be responsible for hardware performance due to service parts and components
 - Vendor shall assume responsibility for disposal and recycling of all service parts
 - A loaner machine must be placed at school for any equipment that can't be repaired and restored to normal operating service within five (5) days
 - Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather conditions.
- Unlimited phone support during normal business hours.
- Unlimited customer training.
- Equipment must be new, unused, current models
- Machines should be delivered, installed and made ready for use by the selected vendor. Lease prices should include these services:
 - Vendor shall provide delivery at no additional cost
 - Vendor shall provide end user training at no additional cost
- Vendor shall provide routine maintenance and service at no additional cost
- Service shall be provided to the school between the hours of 8:00AM and 3:30PM, Monday-Friday.
- Vendors shall include proposed method of managing service calls
- Maintenance price shall be fixed for the duration of the contract.
- The end of contract return of equipment shall be provided by the vendor and coordinated with the School and at no cost to the School. Subject equipment shall be removed no later than 30 days after receiving notification to the School.

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Insurance Coverage

As part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of any awarded contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the School. Should any of the described policies be canceled before the expiration date thereof, notice must be delivered in accordance with the policy provisions.

Please see Attachment A: PETCHS - Insurance Requirements for Contractors

Clearances

A vendor awarded a contract must provide, at the Vendor's own expense, the clearances required under state law for each worker assigned to the School. The School shall provide details regarding such clearances and the methods of obtaining them.

Supplies

All reasonably anticipated supply costs should be outlined and attached to the proposal at the current rate. Anticipated proposal for PETCHS of the need to re-order consumables is expected to be outlined; PETCHS will place all orders for these consumables. Supply equipment and property brought on the premises by Vendor shall remain the property of Vendor.

Proposal Clarifications

1. A proposal may not be modified, withdrawn or canceled by the contractor for a period of thirty (30) days following the aforementioned time and date designated for the receipt of the proposals.
2. The School shall have the right to reject any and all proposals.
3. Any exceptions to this RFP must be proposed in writing during the initial proposal submission period.
4. The School will not be liable for any proposal preparation costs or any delay in acting upon proposals.
5. The School will engage in individual negotiations with potential vendors deemed fully qualified, responsible, and suitable on the basis of initial response.
6. The School requires evidence of insurance coverage (certificate of insurance), to be submitted with the proposal response.
7. This RFP is not an offer of contract. Only the execution of a written contract will obligate The School in accordance with the terms and conditions in such contract. No agreement or other binding obligation on The School is implied or will occur unless and until a definitive contract is executed. The issuance of this RFP and the submission of the Firm's proposal do not create any obligation upon The School to purchase goods or services from the Firm, or to enter into any binding legal relationship with any one or more of the Firm.

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Attachment A

PETCHS - Insurance Requirements for Contractors

COMMERCIAL GENERAL LIABILITY INSURANCE

1. Limits \$1,000,000 combined single limit (CSL) for bodily injury and property damage per occurrence/\$2,000,000 general aggregate.
2. Policy is to be written on an occurrence form.
3. Additional Insured - PETCHS to be named as an additional insured.
4. Waiver of subrogation in favor of the Indemnified Party.
5. Primary and Noncontributory Insurance - This policy is to be primary and noncontributory if agreed in a written contract

WORKERS COMPENSATION

1. Employers Liability Limit of Insurance - \$1,000,000/\$1,000,000/\$1,000,000
2. Waiver of subrogation in favor of the Indemnified Party.

PROFESSIONAL LIABILITY

1. Limit of Insurance - \$1,000,000 per claim/annual aggregate
2. Primary Insurance- Any person(s) or organization(s) whom the Named Insured agrees, in a written contract, to provide Primary and/or Non-contributory status of this Insurance. However, this status exists only for the project specified in that contract.

EXCESS LIABILITY

1. Limits \$1,000,000 per occurrence and in the aggregate following the aggregates of the primary GL. All provisions included in the underlying General Liability included in the excess policy (follow form).

CERTIFICATE OF INSURANCE (COI)

1. Certificates of Insurance will be provided evidencing the requested insurance requirements.