



REQUEST FOR PROPOSAL
FOR
THE LEASE OF DIGITAL COPIERS,
ACCOUNT MANAGEMENT, SOFTWARE,
EQUIPMENT MAINTENANCE,
AND SUPPLIES

Norwalk Public Schools

Addendum #1

June 4, 2019

This addendum is issued to provide additional information
as attached

All other terms, conditions and specifications remain the same as on the original RFP.

NORWALK PUBLIC SCHOOLS
Central Office
125 East Avenue
Norwalk, Connecticut 06852-6001
K. Bartron 203-854-4036
bartronk@norwalkps.org

Copier Request for Proposals
Addendum 1, Q and A:

1. Do you utilize your own courier service to pick up and drop off copies, etc at each school?
Yes.
2. For the 29-100 page per minute machines, would you consider 97 ppm?
Alternates must be clearly stated in the response. Reasonable alternatives will be considered.
Stated reason for alternate may aid in consideration.
3. The buy out of \$319,638.52, is this to return the machines to Xerox or for Norwalk Public Schools to own the equipment? If you own them, you are asking us to dispose of the machines, correct? Also, if you do own them for that buy out costs, have you asked them for the figure to return them instead?
The buyout figure listed is for removal and disposal of the equipment. If, upon evaluation any machines have value they may be considered to be kept and possibly repurposed. However, re-use of any of the current fleet will not be a consideration in the evaluation of this proposal.
4. Page 20, only has up to year 4, but the lease will be year 5, so did you want to update that?
Please see the newly revised and corrected page 20 attached.
5. Would you be able to provide a spreadsheet with lease termination date and buy out costs per device?
No, that information is not available on a per unit basis.
6. Unlimited copies are referenced here. Is this expected in the pricing proposal?
7. In order to produce an accurate proposal, we will need Volumes on all Hardware (Monthly, Yearly, etc.)
See attached
8. Is there a specific reason for the required 13 x 19 print size on the B&W 100 ppm units but only 12 x 18 & 11 x 17 on the two B&W production systems?
9. The largest size needed on these machines is 11 x 17.
10. We need clarification on expectations on cost per page versus unlimited pages inclusive in pricing in order to generate correct pricing that meets needs/expectations

The PROPOSAL for the 60-MONTH LEASE AGREEMENT Shall Include:

2,683,885 Black & White Monthly Copy Volume

31,093 Color Monthly Copy Volume

(109) licenses and card readers for Print Management Software with (5) years support

11. On page 4 under section B part I for the Required Bid Bond it states "10% of total bid price." As this can be interpreted several way (Hardware only, Hardware & Service for a year, Hardware & Service for the contract term) and we had wondered if you can make this a flat fee (such as \$50,000.00) to ensure that all bidders are equal in how this is being interpreted?
No, the bid bond is 10% of the total proposal. This number is inclusive of hardware, software, service and cost per copy.

12. The vendor that you choose cannot use a third party leasing company?
A third party leasing company will be considered as long as it is financially viable. NPS will determine if the leasing party is financially viable and acceptable. Please include any documentation that may be of use in this determination.
13. When is the actual lease concluding?
The lease concludes in March of 2021, however, we are terminating early because our current fleet is over-extended.
14. Has a letter been sent out for a return authorization for the existing systems?
N/A
15. Has a letter gone out to your existing vendor stating that you are not looking to renew the existing agreement? (Normally has to be sent out within 90 days of lease expiring)
N/A
16. If the agreement end date has approached or is approaching, why would the agreement have to be bought out? If its FMV the existing systems would just have to be returned with no further financial obligation from the district.
The agreement is not ending until March of 2020, there is a buyout.
17. Does your organization have a print management solution in place, if yes please provide details?
No.
18. How many print servers are within the environment related to this project?
- Are the print server centrally located or distributed throughout the environment to various locations? If distributed, please provide locations.
Distributed throughout the district.
Please see attached for locations.
 - Are all of the print servers using a Windows Server OS?
19. Does the organization use an **ID card** (proximity, magstripe, or barcode) or FOB for building or system access that users use?
- ID card / FOB type (Manufacturer and Model)?
 - Do all users at all locations use the same type of ID card or FOB technology?
 - Do Any duplicate card issues exist?
 - Are user ID cards / FOBs defined in Active Directory or in a Security System?
 - What ability is there to export ID card / FOB data to a file?
 - Do all users authenticate to Active Directory for computer and network access?
 - Can sample card be supplied for testing?
20. Please describe your **server environment, client environment, and network infrastructure:**
- Is the data-center that hosts the organizations servers centralized or regional?
 - Are all locations on the same network, please provide details?

1. If not, are Network Trusts in place?

- c. Does your organization use for the hosting of network servers Amazon Web Services (AWS) or AZURE in use?
- d. What Server OS's are used by the organization (Please provide details):
 - i. Windows Server 2008 / 2008R2 / 2012 / 2012R2 / 2016
 - . Servers physical or virtual?
 - i. If virtual, what platform: VMware, Microsoft Hyper-V, other (Vendor and Version)?
 - . What client OS's are used by the organization: Windows 7, Mac?
 - a. Do all Mac/PC computer system/users authenticate to Active Directory?
 - b. Please provide details about Network bandwidth between locations and methods of connection?
 - c. Does the organization have WiFi within the environment? If so, is the WiFi available for use for staff, consultants, guests, general public? Please provide details of how the WiFi is required to be used for this project.
 - d. Do firewalls restrict traffic between locations? If so, can ports be open if required?
 - e. Are there any legacy systems or applications that need to be considered for printing, scanning, or faxing?

21. Relative to faxes:

- a. Have you considered replacing fax boards on the MFDs with a fax server / service solution?
- b. Do you have an idea of the volume of faxing being done?

22. Is there a need to charge a group of users for printing, students, etc? If yes, can details be provided?

23. Can vendors provide alternative pricing models?

Yes, Alternates must be clearly stated (with reason) and will be considered.

Current Lease, Buyout (IV Scope of Work Section (A) # 5):

24. When the contract was last bid was there a requirement to include end of lease returns? Are the previous bid requirements for the current equipment available to view?

The current contract was negotiated and extended from the original, which was last bid approximately 12 years ago.

25. Is the current equipment on one lease or multiple leases?

Multiple.

26. How many payments remain on the current lease(s)? What is the current payment(s)? (With this information we will be able to determine the Buyout to Return Figure).

Buyout return figure is listed in the rfp. This is the only figure to be used in the proposal.

Fleet:

27. Can an electronic version of the current fleet information spread sheet be provided? Or at least a version which does not include highlighted rows?

The only version available is with the highlights.

28. Number of unit listed on the spread sheet do not appear to match the number of units being requested. Would it be possible to add a column which indicates where each new unit (based on PPM) will be placed?

Please use the numbers of machines listed on the request sheet.

29. Are the machines listed as 'Swapped/New' going to be part of the upgrade? Or are they on new (separate) lease(s)?

These machines will be returned to CBS.

30. Are the requested (18) 45ppm devices desktop devices or do they require a pedestal to be a 'floor standing' MFP?

We currently have pedestals or some type of stand for each of these units.

31. Does the current vendor supply any off-line finishing tools such as cutter, folder or inserter?

We own a cutter, folder and binding machine. Inserts are done in the copier at the copy center.

32. Would all of the new MFD's require 11 x 17 output capability?

As listed.

33. Copy Center- Are there any job submission tools being used now?

No.

34. Regarding Color in the Copy Center, are you seeking a maximum paper weight to consistently run thru the device for highest quality output?

We will need the capacity to provide color copies on card stock.

35. Is the award going to be based solely off the RFP submission? Or, will NPS narrow the vendors down to a few and then conduct additional meetings from that point?

We will need to see if additional information and/or meetings are needed in order to make an award.

36. Will NPS be scheduling walk through for all locations?

No.

37. Regarding the Copy Center Operator, can you provide any other details specific to the job responsibilities? Safe to assume the position will be employed thru the summer? What about school holidays and breaks? Should we assume it to be a full year position with a standard two-week vacation with applicable sick and personal time?

Yes, the copy center operates through the summer. This position is full time, and full year, with standard vacations and sick/personal time.

38. With respect to printing:

- a. Is there a requirement to function with locally connected (via USB, Parallel, Serial, other connection) printers for printing or reporting purposes? If so, please provide information on requirements in this area.
- b. Do users print directly to the network connected printers or do they print to these printers via a print server?

Printers are not part of this Request for Proposal.

39. Does NPS have a person checking all devices, replacing toner and trouble shooting the devices daily today? If yes, is a van or car supplied by current vendor?

No. Trouble shooting is done by the copy center employee at central office only. Otherwise, Service handles all calls to other locations. No vehicles are supplied.

40. Section Appendix A-COPY CENTER – this section indicates vendor to include proposed equipment with features and spec sheet but it also states. *Copy center equipment will be by provided by client. Can you please clarify?

Please see equipment owned on this list.

41. Can you supply the number of overtime hours done in 2018?

Only a few, prior approval from NPS and billed directly to NPS.

42. Can you provide dollar amount spent on outsourced work and the type jobs for 2018?

Typically, NPS outsources specialty print work and envelopes. Outsourced print work is not part of this contract.

43. Is Norwalk Schools looking at a complete refresh of fleet and copy center equipment based off of the specs provided?

Please note that some of the equipment in the current fleet may be repurposed after the contract is awarded. However, that possibility will not be considered in the award. Please see owned equipment in copy center.

44. Please clarify "manage recently developed technology" and what the technology is?

This clause was included in order to continue to be "current" with the available technology throughout the live of the contract. It does not refer to a specific technology.

45. Would NPS accept a rightsized bid based on the actual volumes of the equipment being replaced?

This would eliminate any excess cost/waste of any oversized units.

Yes, please clearly state as an alternate (and list justification).

46. For the 70 cpm category. As all manufacturers manufacturer different speeds my question is as follows: In the 70-ppm color unit my manufacturer makes a 65cpm color and an 80 cpm color. With cost being a major incentive of the bid process can the 65 cpm color unit be approved for the bid or do you prefer my organization bids the more expensive 80cpm color.

Please see the newly attached list of volumes by machine. If any vendor wishes to propose an alternate, it must be clearly stated.

47. Please confirm in the 45 cpm black category do you want 11 x 17 as you have on the 55 and 35 cpm black. (It is the only one listed with 8.5 x 14.)

8-1/2 x 14 is requested.

48. Of the 109 units you show 29 fax boards:

a. Would you accept an alternative to using fax boards to enhance technology and further reduce costs?

Yes.

b. Do you currently use analog lines?

We have a few locations with analog lines.

c. If so can you provide the line cost associated with those units?

NPS currently pays for all phone lines.

49. Would NPS accept a 90 CPM unit for the 100 cpm category? (this would lower cost on equipment while still upgrading the current speed.) Most manufacturers 100 copy per minute unit is created to do an extremely large amount of volume. (maximum volumes up to 1 to 2 million copies per month).

Alternates must be clearly stated (included justification, where applicable) and will be considered.

50. If you are keeping any units does NPS expect to have PaperCut installed on the remaining Xerox units in addition to the new MFP's?

Yes. But you will have to project for all units to be new in your proposal.

51. Do you currently have a Print Management/Accounting application in place? If so, what is the name (Equitrac, PaperCut, Pcounter, Print Audit, etc.)

No, we do not.

52. How many Print Servers do they have in the district?

We do not have a master list of printers.

53. What is the WAN connection between the locations/schools? Is it reliable with minimal connection issues/downtime?

It is reliable.

54. Would the NPS prefer an onsite local parts inventory/depo within the NPS Location for quicker access to parts directly related to the population.

We currently do not have a location where we could store spare parts. If you would like to propose to reduce service turnaround times, please include in your proposal.

55. On Page 19 Last sentence "Lease Agreement shall not be sold to the financing community"

Can you please elaborate on this requirement?

NPS is concerned about having the finances sold to a company not included in the proposal (and at a later date).

56. Due to the size of the of the existing contract buyout it will be necessary for most vendors to fund the amount through their lease partner relationships to pay off your current vendor. Would you consider removing this requirement?

No.

Columbus Elementary School	Main Office, Pally Blake	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	J0342	R8845	Xerox 5855	37,000
46 Concord St Norwalk, CT 06854	Teachers Workroom, Pally Blake TTO Program / New Xerox Main office	Xerox 5665PT	Office Finisher, 3 Hole Punch	J0440	R8806	Xerox 5875	44,000
			Delivered 6/27/18			Xerox 5955	
						Xerox 7855	
Crabbury Elementary School	Main Office, Janet Selly	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	J0356	R8836	Xerox 5855	12,000
10 Knowlton Lane Norwalk, CT 06851	Stage, Janet Selly Stage, Janet Selly	Xerox 5638PT Xerox 5665PT	Office Finisher, 3 Hole Punch Office Finisher, 3 Hole Punch	J0310 J0451	R8832 R8805	Xerox 5855 Xerox 5875	28,000 32,000
Fox Run Elementary School	B Wing, Donna Raczko	Xerox 5665PT	Office Finisher, 3 Hole Punch	J0436	R8863 / AA9512	Xerox 5875 / Xerox D95	50,000
228 Willow St Norwalk, CT 06850	C Wing, Donna Raczko Main Office, Donna Raczko	Xerox 5665PT Xerox 5638PT	Office Finisher, 3 Hole Punch Office Finisher, 3 Hole Punch, Fax	J0435 J0316	R8883 R8924	Xerox 5875 Xerox 5855	32,000 8,500
Jefferson Elementary School	Kindergarten, Cynthia Perez	Xerox 4118	Network Kit / No Stand	J0383		Stay	1,600
75 Van Buren Ave Norwalk, CT 06850	3rd Floor - SPED, Cynthia Perez Portable, Cynthia Perez	Xerox 5638PT Xerox 5665PT	Office Finisher, 3 Hole Punch Office Finisher, 3 Hole Punch	J0364 J0448	R8970 R8859	Xerox 5855 Xerox 5875	25,000 32,000
	3rd Floor - Elevator area, Cynthia Perez Outside Main office, Cynthia Perez	Xerox 5638PT Xerox 5665PT	Office Finisher, 3 Hole Punch, Fax Office Finisher, 3 Hole Punch	J0307 J0439	R8968 R8851 / Y7430	Xerox 5855 Xerox 5875 / Xerox D95	27,000 64,000
Kendall Elementary School	Copy Room, Kim or Terri	Xerox 5665PT	Office Finisher, 3 Hole Punch	J0449	R8860	Xerox 5875	41,000
57 Willow St Norwalk, CT 06850	Copy Room, Kim or Terri Main Office, Kim or Terri	Xerox 5675PT Xerox 5638PT	Office Finisher, 3 Hole Punch Office Finisher, 3 Hole Punch, Fax	J0431 J0346	R8871 R8959	Xerox 5875 Xerox 5855	43,000 10,000
Marvin Elementary School	D Wing, Cheryl Visconti	Xerox 5638PT	Office Finisher, 3 Hole Punch	J0325	R8928	Xerox 5855	18,000
15 Galf Pasture Beach Rd Norwalk, CT 06855	Library, Cheryl Visconti Main Office, Cheryl Visconti	Xerox 5665PT Xerox 5665PT	Office Finisher, 3 Hole Punch Office Finisher, 3 Hole Punch, Fax	J0443 J0453	R8870 R8884 / Y2540	Xerox 5875 Xerox 5875	39,000 34,000
Naramake Elementary School	Faculty Lounge, Pauline Miles	Xerox 5638PT	Office Finisher, 3 Hole Punch	J0348	R8829	Xerox 5855	15,000
16 King St Norwalk, CT 06851	Faculty Lounge, Pauline Miles Across from Main office (D95 swap)	Xerox 5665PT Xerox 5665PT	Office Finisher, 3 Hole Punch, Fax Office Finisher, 3 Hole Punch, Fax	J0445 J0445	R8887 / Y6801 R8887	Xerox 5875 / Xerox D95 Xerox 5875	59,000 5,500
	Main Office, Pauline Miles	Xerox 4118	Network Kit / No Stand	J0391		Stay	1,200
Nathan Hale Middle School	Main Office, Kathy & Kathy	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	J0336	R8838	Xerox 5855	12,000
176 Strawberry Hill Ave Norwalk, CT 06851	Room 212 Library, Kathy & Kathy New Program	Xerox 5638PT Xerox 4595	Office Finisher, 3 Hole Punch High Cap Feeder, Staple Finisher	J0372 J0876	R8833 R8065	Xerox 5855 Xerox D95	32,000 84,000
	New Xerox Lease					Xerox D95	
						Xerox 5330	
Norwalk High School	A House, Pat Morrell	Xerox 4118	Network Kit	J0379		Stay	1,400
55 County St Norwalk, CT 06851	D House, Pat Morrell Business Ed, Pat Morrell	Xerox 4118 Xerox 5638PT	Network Kit Office Finisher, 3 Hole Punch, Fax	J0378 J0311		Stay	2,600
	Upper Library, Pat Morrell NECA	Xerox 4595 Xerox 5945	High Cap Feeder, Staple Finisher	J0871	R8839	Xerox 5855	9,000
	Meth, Pat Morrell	Xerox 5665PT	Office Finisher, 3 Hole Punch	J0322	57038	Xerox 5845	25,000
	B House, Pat Morrell	Xerox 5638PT / B7035	Office Finisher, 3 Hole Punch	J0371	G4467 / AA8965	Xerox 5845 / B7035	56,000
	E House, Pat Morrell	Xerox 4118	Network Kit / No Stand	J0380		Stay	600
	English, Pat Morrell	Xerox 5638PT	Office Finisher, 3 Hole Punch	J0357	R8843	Xerox 5875	39,000
	Foreign Language, Pat Morrell	Xerox 5638PT	Office Finisher, 3 Hole Punch	J0373	R8837	Xerox 5855	37,000

	Guidance, Pat Morrell	Xerox 4118	Network Kit	10375			Stay	600
	Library, Pat Morrell	Xerox 5638PT / B7035	Office Finisher, 3 Hole Punch	10339	AA8980		Xerox 87035	
	Main Office, Pat Morrell	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10361	R8842		Xerox 5855	19,000
	Music, Pat Morrell	Xerox 5638PT	Office Finisher, 3 Hole Punch	10352	R8955		Xerox 5855	12,000
	Nurse, Pat Morrell	Xerox 4118	Network Kit	10386			Stay	1,200
	Science, Pat Morrell	Xerox 5638PT	Office Finisher, 3 Hole Punch	10367	R8846		Xerox 5855	26,000
	Science, Pat Morrell	Xerox 5638PT	Office Finisher, 3 Hole Punch	10345	R8853		Xerox 5855	29,000
	Social Studies, Pat Morrell	Xerox 5638PT	Office Finisher, 3 Hole Punch	10365	R8840		Xerox 5855	43,000
	Special Ed, Pat Morrell	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10354	R8844		Xerox 5855	29,000
	Ponus Ridge Middle School							
	Guidance, Hope Holmes	Xerox 4118	Network Kit / Stand	10377			Stay	1,075
	Library, Hope Holmes	Xerox 5665PT	Office Finisher, 3 Hole Punch	10333	R8862 / Y6391		Xerox 5875 / Xerox D95	91,000
	Main Office, Hope Holmes	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10319	R8962		Xerox 5855	10,000
	Room 217, Hope Holmes	Xerox 5665PT	Office Finisher, 3 Hole Punch	10313	R8866		Xerox 5875	26,000
	Roton Middle School							
	Counseling Center a/nr: Marie or Crystal	Xerox 4118	Network Kit / Stand	10381			Stay	3,000
	201 Highland Ave							
	Library a/nr: Marie or Crystal	Xerox 5638PT	Office Finisher, 3 Hole Punch	10318	R8819 / R8062		Xerox 5855 / Xerox D95	39,000
	Main Office a/nr: Marie or Crystal	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10370	R8818		Xerox 5855	9,800
	Room 201 a/nr: Marie or Crystal	Xerox 5665PT	Office Finisher, 3 Hole Punch	10306	R8869		Xerox 5875	29,000
	Room 308 a/nr: Marie or Crystal	Xerox 5638PT	Office Finisher, 3 Hole Punch	10338	R8854		Xerox 5855	28,000
	Teachers Workroom a/nr: Marie or Crystal	Xerox 5638PT	Office Finisher, 3 Hole Punch	10327	R8850		Xerox 5855	21,000
	Roweaton Elementary School							
	Library a/nr: Maryann Carraras	Xerox 5665PT	Office Finisher, 3 Hole Punch	10303	R8807		Xerox 5875	46,000
	1 Roton Ave							
	Main Office a/nr: Maryann Carraras	Xerox 4118	Network Kit / No. Stand	10385			Stay	1,800
	Norwalk, CT 06853							
	Teacher Lounge a/nr: Marilyn Lawrence	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10349	R8867		Xerox 5855	43,000
	Silvermine Elementary School							
	Copy Room a/nr: Torrie Stradford	Xerox 5638PT	Office Finisher, 3 Hole Punch	10709	R8835		Xerox 5855	27,000
	Copy Room a/nr: Torrie Stradford	Xerox 5665PT	Office Finisher, 3 Hole Punch	10433	R8856 / 50996		Xerox 5875 / D95	70,000
	157 Perry Ave							
	Main a/nr: Torrie Stradford	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10347	R8821		Xerox 5855	21,000
	Mr. Reed's office	Xerox 5225	Doc Feeder, Finisher, 3 Hole Punch, PrintScan,	10790			Stay	2,000
	Tracey Elementary School							
	Copy Room a/nr: Donna Floody.	Xerox 5638PT	Office Finisher, 3 Hole Punch	10305	R8831		Xerox 5855	25,000
	20 Camp St							
	Main Office a/nr: Donna Floody	Xerox 5665PT	Office Finisher, 3 Hole Punch	H9622	R8848		Xerox 5875	25,000
	Norwalk, CT 06851							
	Main Office a/nr: Donna Floody	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10716	R8932		Xerox 5855	10,000
	Wolfpit Elementary School							
	Copy Room a/nr: Inez Santalero	Xerox 5665PT	Office Finisher, 3 Hole Punch	10197	R8852		Xerox 5875	30,000
	1 Starlight Drive							
	Main Office a/nr: Inez Santalero	Xerox 4118	Network Kit / Stand	10389			Stay	4,000
	Norwalk, CT 06851							
	Main Office a/nr: Inez Santalero	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10712	R8841		Xerox 5855	27,000
	West Rocks Middle School							
	Guidance a/nr: Linda Goldman	Xerox 4118	Network Kit / No. Stand	10382			Stay	2,500
	81 West Rocks Rd							
	Main a/nr: Linda Goldman	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10359	R8828		Xerox 5855	8,000
	Norwalk, CT 06851							
	Teachers Lounge a/nr: Linda Goldman	Xerox 4595	High Cap Feeder, Staple Finisher	10344	R8974		Xerox D95	95,000
	Teachers Lounge a/nr: Linda Goldman	Xerox 5665PT	Office Finisher, 3 Hole Punch	10374	R8847		Xerox 5875	25,000
	Main a/nr: Linda Goldman	Xerox 5638PT	Office Finisher, 3 Hole Punch, Fax	10359			Stay	3,000

**RESPONSE SHEET
 NORWALK PUBLIC SCHOOLS REQUEST FOR PROPOSAL FOR
 THE LEASE OF DIGITAL COPIERS,
 ACCOUNT MANAGEMENT, EQUIPMENT MAINTENANCE AND SOFTWARE, AND
 SUPPLIES
 DUE MAY 30, 2016 AT 2:00 P.M.**

FOLLOWING IS THE PROPOSED PRICE FOR A FOUR YEAR LEASE CONTRACT ON COPIERS BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2025, AS SPECIFIED IN THIS RFP, WHICH INCLUDES UNLIMITED COPIES WITH NO EXCESS COPY CHARGE, ALL SUPPLIES, PARTS, AND SERVICE. COST MUST INCORPORATE ALL EXPENSES.

THE SUCCESSFUL VENDOR MUST BE RESPONSIBLE FOR REMOVAL AND DISPOSAL OF OLD MACHINES, DELIVERY OF NEW MACHINES, ALL AT NO ADDITIONAL CHARGE TO THE SCHOOL DISTRICT. ADDITIONALLY, THE SUCCESSFUL VENDOR MUST ASSURE THAT IT WILL CONTINUE TO MAINTAIN AND ACHIEVE NORWALK PUBLIC SCHOOLS' COPYING NEEDS DURING THE COURSE OF THE CONTRACT WITHOUT AN INCREASE IN PRICE.

THE DISTRICT DESIRES QUARTERLY INVOICES THAT DETAIL EQUIPMENT DESCRIPTIONS, SITE LOCATIONS, AND USAGE. THERE MUST BE NO INTERIM BILLING; NO EXCESS CHARGES; NO PROPERTY TAXES. PLEASE LIST QUARTERLY PAYMENTS, ANNUAL COST, AND THE GRAND TOTAL.

	year 1 <u>7/1/19-6/30/20</u>	year 2 <u>7/1/20-6/30/21</u>	year 3 <u>7/1/21-6/30/22</u>	year 4 <u>7/1/22-6/30/23</u>	year 5 <u>7/1/23-6/30/20</u>
Quarterly	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	x 4	x 4	x 4	x4	x4
Total Annual cost	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5-year grand total:	\$ _____				

- NORWALK PUBLIC SCHOOLS IS TAX EXEMPT BY STATE STATUTE. THE SUCCESSFUL VENDOR WILL BE RESPONSIBLE FOR ANY AND ALL STATE AND LOCAL TAXES AND WILL NOT PASS SUCH ONTO NORWALK PUBLIC SCHOOLS.
- SHOULD THE SUCCESSFUL BIDDER ASSIGN FINANCING TO ANY INSTITUTION OR PRIVATE PARTY, THERE SHALL BE NO CHANGES IN ORIGINAL TERMS.

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

TITLE: _____