**SUMMIT ACADEMY MANAGEMENT**

**REQUEST FOR PROPOSAL AND CONTRACT**

**FOR**

**MULTIFUNCTIONAL DEVICE AND SERVICE**

**(COPIERS AND COPIER SERVICE)**

Proposals will be accepted until the posted deadline to SummitacademyRFP@summitacademies.org, for furnishing the services described herein.

**LEGAL NOTICE**

Summit Academy Management intends to enter a multi-year year contract with a qualified Vendor to deliver MFP devices and services. The bidder is asked to submit pricing for both three (3) and five (5) year contracts.

Proposals to provide copier services for Summit Academy Management can be sent to the following email address: SummitacademyRFP@summitacademies.org the posted deadline.

Any questions or comments should be directed to Jared Wesley, via email at Jared.Wesley@summitacademies.org until the posted deadline.

**PURPOSE**

The purpose and intent of this request for proposal is to solicit cost per copy services, and to establish a contract for low to mid volume copying, printing, duplicating devices solution district-wide that will minimize administrative and management time to manage performance, provide financial control, and allow Summit Academy Management to remain current with technology.

**PROPOSALS**

Proposals will be based on cost per copy only; Summit Academy Management will pay only for copies used. The quantities specified in this request are estimates only and are given for information and for the purpose of bid evaluation. They do not indicate the actual number of copies that will be made. Summit Academy Management reserves the right to order quantities different from those specified in the bid. Summit Academy Management shall make every effort to ensure that the placement of copiers, by volume classification, are directly related to the estimated average monthly volume of copies produced at a given copier location. After the transition period, if there is overuse/underuse for three (3) consecutive months at any location, the Vendor may recommend in writing to replace with a correct volume machine. Summit Academy Management shall make the final decision as to whether the volume classification of a given machine is appropriate for its site placement. Monthly usage reports are required, the monthly due date is negotiable.

Summit Academy Management requires Vendors to submit bidding for both three (3) year and five (5) year cost per copy contracts. The Vendor may include an option for a lesser term of cost per copy contract.

**SCOPE OF SERVICE**

The selected Vendor shall provide digital copiers, installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies/staples (except paper), and proper training to key personnel. Schedule A contains a list and location of all copiers included in this RFP. Copiers shall be kept in proper and good working condition so that work delays do not exceed four (4) service calls in one month, or eight (8) service calls in a 12-month period for any device or Summit Academy Management reserves the right to reject the device. The Vendor will, at Summit Academy Management’s option, replace the copiers with an acceptable device for the duration of the contract.

Summit Academy Management’s annual volume is approximately 3,808,000 black and white copies and 1,333,000 color copies.

**SUBMISSION TIMELINES AND REQUIREMENTS:**

**TIMELINES:**

RFP release date 3/20/2023

Deadline to submit questions 4/7/2023

Electronic Proposals due 4/17/2023

Board to award proposal 5/12/2023

New Systems installed &

Operating No later than 8/1/2023

Proposal forms and specifications are enclosed for your review and consideration. For proposals to be considered, they must meet or exceed all specifications herein.

Questions regarding this RFP should be directed to Jared Wesley at Jared.Wesley@summitacademies.org no later than the date posted above.

All proposals shall remain Vendor for a period of ninety (90) days.

Summit Academy Management reserves the right to accept or reject any or all proposals, either in whole or in part; to award to other than the low contractor; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of Summit Academy Management

**EQUIPMENT:**

* All MFPs shall be newly manufactured with no used or refurbished parts and include the capability for color copying, scanning and FAX.
* All digital copiers are to be plain, card stock, and multiple size paper copiers. Equipment must be capable of 11”x17” paper when listed. Digital copiers are required to run recycled paper.
* In addition to specifying the machines, you must include descriptive literature about the machines in your bid. Such literature must include at a minimum the specifications regarding copy speed, reduction/enlargement, document feeder, account or audit receptivity, sorter and bins, electrical requirements, technical specifications for networking and energy consumption and available add-ons (hole punch, staplers, wireless, fax capabilities, etc.). Prior to the final equipment order, Summit Academy Management will meet to Vendor each device meets these qualifications.
* Web based user interface for device configuration – All digital copiers shall have the ability for network connectivity using Ethernet TCP/IP protocol.
* Copiers of equivalent or superior quality and functionality will be given equal consideration.

**Minimum Requirements for MFP Devices:**

All features of the copiers should include, but not be limited to the following:

* A minimum 65ppm Color and B&W
* Automatic document feeders and paper supply.
* Tray Oversized Capacity Feeder
* 250-sheet bypass tray
* 120 imp scanner with standard color scanning
* Print resolution of at least 1200 x 1200 dpi
* Copy resolution of at least 600 x 600 dpi
* 1,100 sheet letter-size tray
* 1,600 sheet letter-size tray
* 2 – 550 sheet trays standard and custom sizes up to 13 x 19.2 inches
* Network interface module
* 500 Sheet top tray
* Stapler
* Built in web browser (i.e., “I-Option”)
* Fax Kit
* Remote management via a web browser

**Optional Features:**

The following features are to either come standard with the MFP or can be added on at Summit Academy’s discretion.

* Hole Punch
* Fax Kit

**Vendor Responsibilities:**

* Locked Lease price through term of contract – 36 or 60 months.
* Service is to be on a Cost per Copy – No base and no minimum.
* Service to include: all parts, all labor, all service, all black & white toner, all color toner, staples, and all shipping charges.
* Winning Vendor must provide/use all authentic/OEM parts and authentic/OEM toner.
* Winning Vendor guarantees a 4 hour or less service response time.
* Winning Vendor must have automatic meter readings set up as their responsibility for all devices are networked.
* Winning Vendor must install, network, and train staff on all devices.
* Winning Vendor must provide assistance with setting up user codes on all MFPs.
* Winning Vendor must provide assistance with integrating MFPs with PaperCut.
* Summit Academy Management reserves the right to award the contract to more than one Vendor in this category if, in the opinion of Summit Academy Management, the “successful” Vendor cannot meet the requirements for a digital solution.
* Provide licensing and support for print management software (i.e., Papercut) for the duration of the agreement.
* The Vendor may recommend eliminating copiers with a narrative of the reasons and methodology for the recommendation.
* The Vendor shall be responsible for the connections of units to the network while providing district staff training in the management of the installed system. Summit Academy Management will provide IPV4 IP numbers for copiers and provide a properly configured LAN. The Vendor will include all network requirements needed for installation.
* Vendor proposing to provide digital copier with printer, scanner and facsimile combination or any combination thereof must include all cost in proposal. Vendor will be responsible for all software, including updates and new releases and connectivity cost.
* Summit Academy Management expects that the digital photocopier/printer/scanner/facsimile solution(s) will be transparent and fully integrated with any current infrastructure at Summit Academy Management sites. User accounts/security are recommended to support user number authentication on device, log-in/password (on device), or log-in/password (on device via LDAP or other service).
* Sorters and finishers are listed separately.
	+ If for some reason low volume machines do not include this equipment, the Vendor will list and provide cost of optional equipment. Equipment must be capable of integrating with network operating systems.
* Summit Academy Management reserves the right to seek alternate financing.
* Recommend alternate faxing solutions aside from analog faxing.

**EQUIPMENT PERFORMANCE/SERVICE LEVEL AGREEMENT**

The Vendor shall maintain a minimum average rate of 95% uptime per copier per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding recognized holidays. All service calls except those designated as (a) preventative maintenance; (b) operational software or equipment upgrades; or (c) district operator’s negligence or abuse will be included in uptime analysis. Each copier furnished by the Vendor will be expected to perform its intended functions, operate satisfactorily, and provide copies of acceptable quality.

The Vendor will guarantee the availability of replacement parts, applicable accessories, and equipment for the duration of the contract term. Vendor may provide any additional service and warranty that will be provided but not otherwise listed in this RFP. Service pricing must be locked in for the duration of the agreement, either three (3) or five (5) years.

**EQUIPMENT PRICING**

Prices provided shall be at or below pricing levels for state contract pricing as established by the Ohio Department of Administrative Services.

**SERVICE, SUPPORT AND WARRANTY**

If a digital copier does not perform to manufacturer’s specifications, the Vendor shall replace the unit(s) with a new digital copier of the same model. Vendor shall provide telephone support and a toll-free phone number for placing service calls, which will be available Monday through Friday, 6:00 AM to 4:00 PM (EST). Within two hours of receiving the initial service call, the Vendor is required to contact Summit Academy Management to establish an estimated time of arrival (ETA). A technician shall arrive at the Summit Academy Management site within four (4) business hours of the initial service call. Vendor will remedy any defect in the software or equipment within forty-eight (48) hours, excluding district recognized holidays, of the initial service request. If the reported defect remains unresolved for a period of one week or more, the Vendor will provide Summit Academy Management with a comparable replacement at no charge. Summit Academy Management will provide storage for PM kits on site for each model. Service reports will be submitted by Vendor to Summit Academy Management monthly.

If a copier has been out of service for or is expected to be out of service for more than 2 full business days, the Vendor will provide a loaned device within 2 days at no cost to Summit Academy, including delivery fees.

Telephone, and remote support must be based in the U.S.

**DISTRIBUTION OF SUPPLIES**

Vendor shall be responsible for the distribution of supplies (as previously defined) to each copier location to insure adequate amounts of supplies are always on hand for individual locations.

Supplies shall be delivered in sufficient quantities to operate all equipment for a minimum of thirty (30) days. All supplies shall be original equipment manufacturer (OEM). No charge for shipping and handling of supplies and equipment.

**INSTRUCTION AND TRAINING**

The Vendor shall train at least two (2) individuals for each copier in each machine location as a key operator and shall train replacement key operators as required. Arrangements for training shall be coordinated by the Vendor within five (5) business days of installation with each office in which the copiers are installed. Initial training of district personnel shall be conducted upon equipment installation and at no additional cost to Summit Academy Management, with the number of sessions, schedules, participants, and number of participants per session identified by Summit Academy Management. Network connectivity, print driver installation, and other technical support training, also at no cost to Summit Academy Management, may be scheduled at a later date. Summit Academy Management’s tech personnel will install provided print drivers on Summit Academy Management’s equipment. Vendor will provide assistance if necessary. Subsequent training at no cost to Summit Academy Management shall be available on an ongoing basis during the contract term for the purpose of training new personnel, providing refresher sessions, increasing user productivity through effective use of networked features, and assisting with new procedures or equipment.

**SUPPLEMENTAL INFORMATION CONTRACT ASSIGNMENT**

The supplier is prohibited from assigning, transferring, or subletting any portion of this agreement including leases, maintenance, or supplies without the written consent of Summit Academy Management.

**MATERIALS SAFETY DATA SHEETS**

Upon awarding of the contract, Material Safety Data sheets for toner, developer, and other supplies shall be submitted to Summit Academy Management, 2791 Mogadore Rd, Akron Ohio 44312.

**ADDITIONS AND DELETIONS**

Summit Academy Management reserves the right to eliminate copiers from the contract for any reason, including but not limited to the following: budgetary concerns, device performance issues, and device usage. Summit Academy Management reserves the right to add additional machines at the base bid price (or upgrade or downgrade existing machines). All contracts, regardless of the starting day, expire no later than July 31 at the end of the three (3) or five (5) year agreement. Additions, deletions, upgrades, and downgrades will be made without penalty based on bid price.

**ACCOUNT NUMBER ASSIGNMENT**

All machines must be capable of account assignment, which reflects the copy count usage of each account number assigned.

**INEFFECTIVE EQUIPMENT**

Vendor will provide replacement at no additional cost for equipment deemed ineffective or inefficient, or during removal from installed location for repair. Summit Academy Management reserves the right to terminate and have removed, at the Vendor’s expense, any machine which, in its reasonable judgment, is not performing satisfactorily. Therefore, a monthly service report is required, reflecting all opened and closed service requests. The reports will be reviewed on a quarterly basis.

**INSURANCE**

Vendors are to supply proof of insurance. Equipment housed in Summit Academy Management’s facilities will not be covered under Summit Academy Managements’ insurance. Summit Academy Management will not be charged for insurance on the equipment.

**METER READINGS**

Vendor shall be responsible for taking meter readings each month or on a quarterly basis. Summit Academy Management shall be given a copy of these meter readings along with a detailed service report on each copier placed, on a monthly or quarterly basis, to aid in monitoring individual copier performance. Overages will be calculated at the end of each contract year only. Meters will be read via an online software solution.

**INVOICING**

Monthly invoicing shall be submitted to the Accounts Payable department at 2791 Mogadore Rd, Akron Ohio 44312. AP@Summitacademies.org

**VENDOR RESPONSES SHOULD INCLUDE EVIDENCE OF:**

Detail the number and available technicians, including means of communication and coverage area. Attached additional sheets if necessary.

**SUPERVISION**

In addition to the scope of work for the required services, the selected supplier will also be required to abide by the following: Vendor is expected to supervise individual(s) performing work on a regular basis. Vendor is expected to meet with the Technology Director quarterly.

**INSTRUCTION FOR SUBMISSION OF PRICE PROPOSALS AND VENDORS QUALIFICATIONS**

This section provides information about how The Proposal for Services should be structured and includes specific items that must be addressed. Also included are questions that must be answered in order for the Vendor to be considered. Each statement of qualifications should be constructed according to the form provided below. Qualifications that do not conform to the specified format may be rejected.

**AUTHORIZED SIGNATURE**

If the proposals are submitted for an individual, it shall be signed, and the full name and address shall be given. If it is submitted for a Vendor, or partnership, it shall be signed with the partnership name or by a principal of the Vendor who shall sign his/her own name, and the name and address of each member shall be given. If incorporated, a Certificate of Incorporation from the Secretary of State must also be presented to Summit Academy Management prior to award of contract. Subject to the provision regarding assignment, this agreement shall be binding on the administrators, successors, and assignees of the parties hereto.

**ECONOMY OF PREPARATION**

Vendors should submit one (1) electronic copy of their proposal as a pdf file. Proposal should be prepared simply and economically, providing straightforward, concise delineation of the Vendor’s capabilities to satisfy the requirements of this RFP. Vendors are NOT required to make a live presentation. Fancy finding, color displays, and promotional material, etc., is not necessary. Technical literature about the Vendor’s experience and qualifications may be included. The emphasis should be on completeness and clarity of content. To expedite the evaluations, it is essential that specifications and instructions be followed exactly. The evaluation process will not provide credit for capabilities or advantages that are not clearly shown in the written proposal for services.

**VENDORS ARE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION**

Provide a description of the Vendor’s qualifications, including general information and a brief history of its incorporation, and prior experience in technology consulting or similar products. Include a statement about Vendor’s ability to expand services and any other information that may be beneficial to Summit Academy Management in evaluating the Vendor’s qualifications and experience. Comment on your Vendor’s ability to perform as related to current workload, availability of qualified personnel, and the availability of equipment and facilities. Provide documentation supporting key personnel in the Vendor as related to technical training, education, and experience.

In addition, provide the names of three (3) clients (including names, addresses, and telephone numbers) for which the Vendor has provided similar products and services. Summit Academy Management may contact any or all of the references at its discretion. Please discuss your Vendor’s financial condition. Describe the minimum qualifications (i.e., years of experience, skills, and training) for the personnel who will be assigned to work on this project.

**SUPPORT**

Provide a description of the Vendor’s process for obtaining support. Please include details such as the methods used to contact support, support hours, average trouble ticket turnaround times, and whether support is domestic or outsourced.

**RETURNING EQUIPMENT**

The awarded Vendor would be responsible for picking up all replaced equipment and returning at no charge to the leasing Vendor. Summit Academy will provide return instructions from the lessor.

Additionally, awarded Vendor will wipe all hard drives of replaced equipment prior to shipment/return to lease Vendor. Technician signed document per unit required demonstrating completed.

**MANAGEMENT REPORTS**

This section requires you to describe any management reports, including but not limited to, invoicing which you will provide to Summit Academy Management. Please attach examples of reports and describe any unique reports that can be customized to our specifications. For each report, provide the following information:

Report Name: Title

Description: How is information organized (i.e., major fields)?

Frequency: How often are reports issued?

**DELIVERABLES**

Monthly, the Vendor shall submit to Summit Academy Management designated representative, a service Summary Report per location, listing (a) beginning dates/times of all service calls; (b) description of problem per service call; (c) completion dates of all service calls; (d) number of hours or days downtime for copiers. Quarterly, Summit Academy Management’s representative and the Vendor’s representative will meet to review the Monthly Service Summary Reports. Consistently poor performing and/or problematic copier unit(s) will be replaced with new similar equipment repaired to manufacturer's specifications and/or repaired to Summit Academy Management’s satisfaction.

**IMPLEMENTATION PLAN**

Please outline a proposed implementation plan clearly indicating steps to be taken through the initial placement of copiers, and unless indicated elsewhere in this proposal, show a completed plan of how maintenance and services will be provided through completion of contract. Project status reports should include but are not limited to the following information: Location, model #, ID#, key operator, expected delivery date, actual delivery date, supply delivery, training, and final acceptance by the key operator.

**ATTACHMENTS**

In addition to the requested information, the following attachments must be completed and returned:

Attachment I

Price Proposal Form ……………………………………………………………. Attachment II

Non-Collusion Statement ………………………………………………….……

(Must be current and submitted with proposal.)

**SPECIAL PROVISIONS**

**LICENSES**

The Vendor shall be required to obtain any necessary licenses and shall comply with all local, federal, state, and government codes and ordinances without cost to Summit Academy Management.

**NON-WAIVER OF DEFAULTS**

Any failure by Summit Academy Management to enforce or require the strict keeping and performance of any terms or conditions of the contract shall not constitute a waiver of such terms and conditions, nor shall it affect or impair the right of Summit Academy Management to avail itself of such remedies as it may have for any breach of the terms and conditions.

**NON-APPROPRIATION OF FUNDS**

Any contract from this request for proposal is subject to appropriation of funds by Summit Academy Management for each fiscal year(s) for services listed herein.

**SCHOOL SECURITY**

Summit Academy Management requires all Vendor personnel to stop in the schools’ office to register as a visitor prior to any work at the school. A valid driver’s license and background check may be necessary for building entry.

**COPYRIGHT AND PATENTS**

Vendor(s) shall hold Summit Academy Management, its officers, agents, servants, and employees harmless from liability of any nature or kind because of any copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at its own expense any and all actions brought against Summit Academy Management or themselves because of the unauthorized use of such articles.

**PROTECTION OF DATA**

Vendor shall take all precautions necessary and appropriate to assure the confidentiality of Summit Academy Management’s record information. Vendor shall limit access to Summit Academy Management records only to Vendor’s authorized employees. Except as authorized by Summit Academy Management, Vendor shall not reproduce any of Summit Academy Management records. Summit Academy Management shall have the right to review Vendor’s procedures for handling Summit Academy Management’s records and may make such inspections as it deems necessary to assure the Vendor is adequately safeguarding Summit Academy Management record information. Upon device removal, the internal storage device (HDD or SSD) will either be given to Summit Academy Management staff, or destroyed. Summit Academy must be given a certificate of destruction. Submit official copy of your Vendor’s policy on destruction of hard drives.

**DISCLOSURE OF PROPOSAL INFORMATION**

Proposals submitted become a matter of public record. Where, while making a proposal, a Vendor submits technical or business information that is claimed to be confidential, the Vendor shall so indicate. Summit Academy Management shall consider the claim of confidentiality.

**PRESENTATIONS**

Vendors are not required to provide presentations to Summit Academy Management.

**EVALUATION CRITERIA**

The contract will be awarded to the offered or offers whose proposal is deemed most advantageous to Summit Academy Management.

Evaluations of proposals will be based on, but not limited to the following criteria:

1. Service pricing and availability
2. The Vendor’s capability to provide requested services in a timely manner as agreed upon
3. The Vendor’s relevant experience, qualifications, and success in providing a service of the type described in this document
4. Value added considerations and benefits to Summit Academy Management

**TERMS AND CONDITIONS**

All conditions and provisions of the RFP are deemed to be accepted by the Vendor and incorporated by reference in the statement of qualifications and will apply to subsequent agreement arrangements. Late proposals will be accepted; but will not be considered for this project; however, they may be filed for future requirements.

Opening:

There will not be a public opening; however, Vendors submitting qualifications for consideration will be notified of the results.

Indemnity:

The Vendor shall indemnify Summit Academy Management all damage caused to Summit Academy Management property as a result of the negligent actions or wrongful acts of the Vendor, its employees, servants, and/or agents. The Vendor shall indemnify and hold harmless Summit Academy Management, its employees, servants and/or agents from all claims, demands, actions, suits, or proceedings initiated by third parties arising from the negligence of the Vendor, its employees, servants, and/or agents.

Protection of Persons and Property:

The Vendor shall take all reasonable precautions for safety and reasonable protection to prevent damage, injury, or loss to all its employees and other persons.

Liability Insurance:

Before starting any work under the agreement, the Vendor shall (except as otherwise approved by Summit Academy Management) take out and maintain at its own cost and expense, the following insurance as listed below, until the agreement is completed. Such insurance shall be with companies and with limits satisfactory to Summit Academy Management, and not less than required by law.

Workers Compensation:

The selected Vendor agrees to furnish an official certificate or receipt of the Industrial Commission of Ohio showing payment of necessary premiums to the State Insurance Fund when such certificates are required in the Request for Qualification.

General Liability:

The selected Vendor shall carry general liability (to include):

Contractor’s Liability and Product Liability, and Personal Injury and Property. Bodily Injury, including Personal Injury and Damage of $1,000,000.00 for each occurrence/or as required by law, whichever is greater.

Automobile Liability:

The selected Vendor shall carry automobile liability, including non-ownership and hired car coverage as well as owned vehicles, bodily injury, and damage of $1,000,000.00 for each occurrence or as required by law, whichever is greater.

Certificates of Insurance:

Certificates of Insurance which are acceptable to Summit Academy Management legal counsel shall be filed with Summit Academy Management prior to the commencement of any work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled unless a fifteen day (minimum) prior written notice has been given to Summit Academy Management. Alternate Bids for insurance requirements may be submitted; however, it shall be at the sole discretion of Summit Academy Management to accept the alternate.

Applicable Regulations:

All services provided shall comply with all applicable federal, state, and local regulations.

Governing Law:

Ohio law shall govern any agreement resulting from this Request for Proposal and is subject to Summit Academy Management policies and other applicable federal, state, and local laws. Equal Opportunity – The Vendor to whom the agreement is awarded shall comply fully with provisions of Section 153.59 and 153.60, Revised Code of Ohio, relative to discrimination and intimidation of employees. The Vendor agrees that it will not discriminate against any employees or applicant for employment, because of race, sex, color, creed, national origin, or ancestry, which action shall include, but not limited to the following: employment, upgrading, demotion, transfer, rates for pay or other forms of compensation, and selection for training, including apprenticeship. The Vendor further agrees to post in conspicuous places available to employees and applicants for employment. The Vendor agrees in its solicitations for employees, to state that all qualified applicants will receive consideration for employment without regard to race, sex, color, creed, national origin, of ancestry. The Vendor agrees to cooperate fully with Summit Academy Management to ensure that the provision of this equal opportunity employment clause is being carried out.

**TERMINATION CLAUSES**

Termination for Convenience:

Summit Academy Management may terminate the agreement, in whole or in part, if there is a non-appropriation of funds. Summit Academy Management will give immediate notice and 60 days written notice to the Vendor. Summit Academy Management shall pay all reasonable cost incurred by the Vendor up to the date of termination. The Vendor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination. The clause is intended to be a “non-appropriation” clause to protect Summit Academy Management in the event of a loss of state and/or local funding. The Vendor should have a “Non-Appropriations” or “Funding Out” clause in the lease contract.

Termination for Default:

Upon termination for default, payment may be withheld at the discretion of Summit Academy Management. Failure on the part of the Vendor to fulfill the agreement obligations shall be considered just cause for termination of the agreement. The Vendor will be paid for work satisfactorily performed prior to the termination less any excess costs incurred by Summit Academy Management in procuring and completing the terms of the agreement. If at any time during the agreement, the school district determines that the Vendor has not kept and observed the conditions of the agreement and has not corrected the breach within five (5) working days following receipt of written notice, Summit Academy Management shall have the right in its sole discretion to terminate said agreement upon five (5) days additional written notice.

ATTACHMENT I

**PRICE PROPOSAL FORM**

From:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Summit Academy Management

2791 Mogadore Rd

Akron Ohio 44312

The undersigned hereby proposes to furnish all equipment and services in the Price Schedule, in full compliance with Contract Documents. The undersigned as bidder declares that the only parties interested in this contract to proposal as principals are named herein; that this proposal is made without collusion with any other person, Vendor, or corporation; that on officer or agent of the Owner is directly or indirectly interest in this proposal; that the bidder has carefully examined the location of the proposed work, the annexed proposed form of contract, and other Contract Documents therein referred to; and the bidder proposes and agrees that, if this proposal is accepted, he will contract with the Owner in the form of the contract attached hereto to provide complete in the manner and time prescribed the item bid upon including all work incidental to, or described or implied as incidental to such items, including those in all addenda issued prior to the date of opening of proposals according to the Contract Documents, and that he/she will accept in full payments therefore the following sum to wit:

**Numbers for a three-year contract**

**Cost per copy Black & White**

Base Bid (annual cost):

Cost per copy \_\_\_\_\_\_\_\_\_\_\_\_\_\_ cost of equipment ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Cost per copy Color**

Base Bid (annual cost):

Cost per copy \_\_\_\_\_\_\_\_\_\_\_\_\_\_ cost of equipment ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Note: Bids shall be in words and figures, showing the price for labor, equipment, and supplies combined. Amount must reflect annual cost of copiers, delivery, installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies (except paper), and proper training to key personnel.

Please attached associated schedule’s (A) with replacement model, cost per copy, annual cost, and overage cost per copy. All machines should be equipped with finisher and stapler. If for some reason, low volume machines do not include this equipment, list, and provide cost of optional equipment.

Bidder’s Name (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where Incorporated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Business (circle one):

Corporation Partnership Sole Proprietorship Limited Liability Corp

Federal ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person for Contract Processing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACHMENT II

**NON-COLLUSION STATEMENT**

DECLARATION UNDER PENALTY OF PERJURY

The undersigned declares that: he/she holds the position indicated below as a corporate officer or the owner or partner in the business entity submitting these qualifications; that the undersigned is informed of all the relevant facts surrounding the preparation and submission of these qualifications; that the undersigned knows and represents and warrants to be Public School district that these qualifications are prepared and submitted without collusion with any other person, business entity or corporation; and, that the Vendor submitting these qualifications is the only person, business entity, or corporation with any interest in the resultant contracts.

I declare under the penalty of perjury that the foregoing is true and correct.

Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES**

Please complete this sheet on at least three (3) clients to whom you have furnished similar services being proposed, within the last three (3) years.

Note: Summit Academy Management may contact the parties listed for additional information. Please notify references in advance of the importance of a prompt response.

**AKRON**

2503 Leland Avenue

Akron, OH 44312

Phone: 330-253-7441

Fax: 330-253-7457

464 S. Hawkins Avenue

Suite 100

Akron, OH 44320

Phone: 330-252-1510

Fax: 330-784-8347

464 S. Hawkins Avenue

Akron, OH 44320

Phone: 330-434-2343

Fax: 330-434-5295

**CANTON**

1620 Market Avenue South

Canton, OH 44707

Phone: 330-458-0393

Fax: 330-458-0518

2400 Cleveland Avenue NW

Canton, OH 44709

Phone: 330-453-8547

Fax: 330-453-8924

**CINCINNATI**

1660 Sternblock Lane

Cincinnati, OH 45237

Phone: 513-321-0561

Fax: 513-321-0795

5800 Salvia Avenue

Cincinnati, OH 45224

Phone: 513-541-4000

Fax: 513-541-4075

**COLUMBUS**

2521 Fairwood Avenue

Suite 100

Columbus, OH 43207

Phone: 614-237-5497

Fax: 614-237-6519

2521 Fairwood Avenue

Suite 200

Columbus, OH 43207

Phone: 614-237-5497

Fax: 614-237-6519

2521 Fairwood Avenue

Suite 300

Columbus, OH 43207

Phone: 614-880-0714

Fax: 614-880-0732

**DAYTON**

4128 Cedar Ridge Road

Dayton, OH 45414

Phone: 937-278-4298

Fax: 937-278-4613

251 Erdiel Drive

Dayton, OH 45415

Phone: 937-813-8592

Fax: 937-813-8596

**LORAIN**

346 Illinois Avenue

Lorain, OH 44052

Phone: 440-288-0448

Fax: 440-288-0997

2140 East 36th Street

Lorain, OH 44055

Phone: 440-277-4110

Fax: 440-277-4112

**MIDDLETOWN**

4700 Central Avenue

Middletown, OH 45044

Phone: 513-422-8540

Fax: 513-423-6352

3029 Yankee Road

Middletown, OH 45044

Phone: 513-420-9767

Fax: 513-727-1520

**PARMA**

5868 Stumph Road

Parma, OH 44130

Phone: 440-888-5407

Fax: 440-888-5417

**PAINESVILLE**

268 North State Street

Painesville, OH 44077

Phone: 440-358-0877

Fax: 440-358-0397

**TOLEDO**

301 Collingwood Blvd.

Toledo, OH 43604

Phone: 419-243-1815

Fax: 419-392-9810

**WARREN**

2106 Arbor Avenue, SE

Warren, OH 44484

Phone: 330-369-4233

Fax: 330-369-4299

1461 Moncrest Drive, NW

Warren, OH 44485

Phone: 330-399-1692

Fax: 330-399-1768

**XENIA**

1694 Pawnee Drive

Xenia, OH 45385

Phone: 937-372-5210

Fax: 937-372-5250

**YOUNGSTOWN**

144 N. Schenley Avenue

Youngstown, OH 44509

Phone: 330-259-0421

Fax: 330-259-0424

2800 Shady Run Road

Youngstown, OH 44502

Phone: 234-228-8235

Fax: 234-228-8239

**CHILDREN’S RESIDENTIAL CENTERS (CRC) – YOUNGSTOWN**

BELMONT PINES HOSPITAL

615 Churchill Hubbard Road

Youngstown, OH 44505

Phone: 330-670-8470 x 8571

YOUTH INTENSIVE SERVICES

182 E. Midlothian Blvd.

Youngstown, OH 44507

Phone: 330-670-8470 x8570

**Summit Academy Schools and Children’s Residential Centers**

**SCHEDULE A**

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