**REQUEST FOR PROPOSAL**

For

**Multi-Functional Device Fleet Lease and Managed Print Services**

THIS IS NOT AN ORDER

|  |  |
| --- | --- |
| VENDOR/PROPOSER NAME & ADDRESS | Unless otherwise noted, names of all organizations submitting proposals will be publicly available after the date and time specified as the deadline for submitting proposals. Proposals will be open to public inspection after award(s).  Revisions to this request for proposal, including due date, may be made by an official written amendment issued by Purchasing Services. Please check whether any amendments have been issued prior to submitting a proposal and do not submit a proposal before the School District issues its formal response to questions about the RFP.  Correspondence must reference the proposal number. |
| PROPOSAL NUMBER: 4145  ISSUE DATE: May 12, 2025  DUE DATE: June 3, 2025 – 10:00 AM (CST)  IF NOT PROPOSING, please check here and return this cover page only. | The original proposal may be submitted via US mail, hand delivery or a delivery service and must be **received** by **PBPA – Room 200A at 545 West Dayton Street, Madison, WI 53703-1967**. Proposals not date/time stamped by PBPA – Room 200 (608) 204-7819 staff (or designee) by the posted date and time shall be considered late and **shall be rejected**.  Any entity submitting a proposal has no enforceable right to amend its proposal after the submission deadline.  The MMSD is exempt from Federal Excise and Wisconsin State Sales tax. |
| By signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury. | |
|  | |
| The undersigned states that he/she is authorized to bind the proposer and on its behalf, hereby agrees with all the terms, conditions, and specifications required by the Madison Metropolitan School District in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | SIGNATURE: | |  | | | | | | DATE: | |  | |  | | | |  | | | | | | | | TYPE or PRINT NAME: | | | |  | | | | | | | |  |  | | | | |  | | |  | | | TITLE: |  | | | | | TELEPHONE NUMBER: | | |  | | |  | | | | |  | |  | |  | | | FEIN or TAX ID NUMBER: | | | | |  | | FAX NUMBER: | |  | | |  | | |  | | | | | | | | | EMAIL ADDRESS: | | |  | | | | | | | | | |

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# General Information

## Introduction and background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for a multi-functional device fleet lease as well as managed print services . The District as represented by Technical Services intends to use the results of this solicitation to award a contract for the fleet lease, maintenance services and managed print services.

Approximately 25,500 students, about 60% of which are minority, are currently enrolled in the Madison Metropolitan School District (District), making it the second largest school district in the State of Wisconsin. The District employs 2,664 teachers, 141 administrators and 1,382 support personnel, plus 2,200 part time staff (including substitute teachers and summer recreation workers). The District includes 52 school buildings in a 72 square mile area that includes the City of Madison and all or parts of several surrounding municipalities, with 33 elementary schools (grades 4K through 5) 12 middle schools (grades 6 through 8) and 6 high schools, one of which is a small alternative high school (grades 9 through 12). Several of the schools at each level have been named National Schools of Excellence by the U.S. Department of Education. The District also operates early childhood programs and alternative programs for middle and high school students as well as maintaining additional sites such as the Administration Building, the Maintenance/Food Service Building, the Mansfield and Lussier Stadiums, and the Affiliated Alternatives.

Madison Metropolitan School District believes every school should be a thriving school that prepares each student to graduate from high school ready for college, career and community.  We strive to ensure that students are on-track to graduate, that every student has access to a challenging and well-rounded education, and that students, families and employees experience a positive school and district climate.   The District’s  strategic framework recognizes the  following priorities in working toward the realization of our vision: 1) Empower School Communities – We will empower principals along with school teams, providing them the resources, flexibility and integrated support necessary to collaboratively create strategies with students, staff and families that accelerate student progress; 2) Invest In People –  We will commit to investing in and fully supporting our staff, with a focus on anti-racist, culturally responsive and inclusive teaching and powerfully aligned hiring, placement, induction, professional growth, coaching and evaluation practices; 3) Streamline Priorities – We will focus the work of the central office team on breaking down systemic barriers and filling gaps in access, services and resources; 4) Plan for the Future – We will think and plan long-term in partnership and collaboration with our students, families, staff and the larger Madison community.; and 5) Embrace Innovation – To address challenges without clear solutions, we will adopt new mindsets toward risk-taking and support people in bold, new and innovative work within the classroom and beyond.

(MMSD’s Strategic Framework can be found at:   <https://www.madison.k12.wi.us/about/strategic-framework>)

Because of the District’s sound financial management practices, Madison Metropolitan School District is one of only a few Wisconsin districts to have an “Aa1” bond rating.

## Scope

### Project Description

All applicable currently leased and district owned multi-functional devices will need to be appropriately replaced (leased) as a result of this solicitation and consequent contract award. The district currently has approximately 178 leased devices identified in **Attachment E**.

In addition, along with proper fleet management and utilization, the district will expect to proceed with proposed cost effective and efficient managed print solutions.

### Objectives

The district’s goal is to ensure that each building receives right-sized replacement devices in the most cost effective and seamless manner possible. In addition, we intend to secure proper fleet and managed print services/support to ensure all possible cost saving opportunities are identified and realized. As a result, we expect to find alternative solutions that provide cost savings while improving service offerings and automations of processing.

To be clear, it is entirely possible that this opportunity could be split into two (2) elements with each being individually awarded to separate vendors (meaning, one vendor could be awarded the contract to supply the devices, while another vendor could be awarded the contract to provide managed print services/support.

### Needs

Improving staff support is always a primary need, while increasing staff productivity and efficiency and reducing paper handling. We also need to take advantage of opportunities to decrease costs while increasing overall productivity through proper upgrades in technology and equipment capabilities. In addition, we need to introduce color capabilities within the district.

As it relates to the fleet, we need to maintain a consolidated fleet lease through a primary (sole) vendor. We will need to have the ability to track usage by individuals and/or departments. There is a need to allow for periodic (perhaps annual) subsequent leases or amendments that will account for any additional equipment that could become necessary during the overall lease period.

The District is seeking a proposal for managed print services and software for district owned printers and leased devices throughout all sites and equipment locations. The district needs to appropriately reduce the current footprint of printers and move print volume to more efficient and cost effective fleet multifunctional devices.

### Current Operations

Madison Metropolitan School District currently has a fleet of 178 leased devices with a lease that ends September 30, 2025. These devices are located in 60 buildings across the district and City of Madison. The district currently has primarily informal or basic fleet and management print tools and/or protocols in place. Service calls, toner and supplies are included in the maintenance agreement (cost per click rate).

## Request for proposal process

This document is a Request for Proposal. It differs from a Request for Bid in that the District is seeking a solution as described herein, **not a bid** meeting firm specifications for the lowest price. As defined in the American Bar Association Model Procurement Code, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, and availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards which measure how well a vendor’s approach meets the desired requirements and needs of the District.

## Procuring and contracting department/division

This Request for Proposal (RFP) is issued by Madison Metropolitan School District, **Purchasing Services**, which is **the sole point of contact for the District during the Request for Proposal process**. The person responsible for managing this procurement process is **Dana Scheel, Manager – Procurement & Contract**

As it pertains to this RFP, vendors **shall NOT** have contact with anyone other than the Manager – Procurement & Contract Services (if absent, the Lead Purchasing Clerk) through the duration of this RFP process. All communication pertaining to this RFP must be in writing by email (preferred) or US mail.

Any contract(s) resulting from this RFP will be administered by Madison Metropolitan School District, **Technical Services department**. The contract administrator will be **Chet Bembenek**, **Director of Technical Services**.

## Definitions

The following definitions are used throughout this document.

**RFP** means Request for Proposal

**District/MMSD** means Madison Metropolitan School District.

**Vendor/Proposer** means a firm submitting a proposal in response to this RFP.

**Contractor** means proposer awarded the contract.

## Clarification and/or revisions to the specifications and requirements

In order for your organization to directly receive updates to this Request for Proposal, including responses to submitted questions/inquiries, please complete Appendix D: Intentions to Submit a Proposal and Question/Inquiries. This document (Appendix D) can be emailed to [bids@madison.k12.wi.us](mailto:bids@madison.k12.wi.us) and it will assist in allowing the District to provide timely information to interested parties.

Any questions concerning this RFP **must be submitted in writing in the format provided in Appendix D of this document** by e-mail (preferred) or US mail on or before **May 15, 2025** - 2:00 PM (CST) to:

Dana Scheel

Manager – Procurement & Contract – PBPA

Madison Metropolitan School District

545 West Dayton Street

Madison, WI 53703-1967

Phone: (608) 204-7819 Email: [bids@madison.k12.wi.us](mailto:bids@madison.k12.wi.us)

During the selection process, vendors/proposers are specifically prohibited from contacting the District/schools to “prospect” for new business; introduce the firm’s staff; provide marketing or promotional materials; discuss advantages/benefits of their company, and/or discuss the disadvantages of working with their competitor(s). Vendors/proposers with questions about what constitutes allowable behavior during the selection process for this RFP should submit questions in writing to the above email address. Attempts to contact a District employee (including school personnel), official, or representative in any manner contrary to the requirements set forth in this document may lead to vendors/proposers being disqualified from consideration.

An electronic version of the RFP is available on the District’s web site:

**www.madison.k12.wi.us/doingbusiness**

Vendors/Proposers should raise any questions, exceptions, or additions they have concerning the RFP DOCUMENT as early as possible in the RFP process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the vendor should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be provided to all known recipients of this initial RFP or posted to the District’s Website at:

**www.madison.k12.wi.us/doingbusiness**

## Debarred, suspended, proposed for debarment or declared ineligible

Contractors doing business with the MMSD must provide certification that they are not debarred, suspended, proposed for debarment, declared ineligible, are not in the process of being debarred, or are not voluntarily excluded from conducting business with a federal department or agency of the federal government.

MMSD may exclude a contractor or its subcontractor from participating in the RFP process and/or contract award if the organization or its principal(s) has(have) been debarred or excluded from doing business with the Federal Government.

## Accessibility guidelines related to proposed software and hardware

Vendor should demonstrate that each software and/or hardware proposed conforms to the accessibility guidelines established by the World Wide Web Consortium's Web Content Accessibility Guidelines 2.0 (WCAG 2.0).

In addition, Vendor should demonstrate that each software and/or hardware conforms to the accessibility guidelines established by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), as amended. (Section 508 is the section of the 1973 Rehabilitation Act that states that all electronic and information technology procured, used, or developed by the federal government after June 25, 2001, must be accessible to people with disabilities. Affected technology includes hardware such as copiers, fax machines, telephones, and other electronic devices as well as application software and websites.)

Vendor may demonstrate compliance with such guidelines by submitting a VPAT (Voluntary Product Accessibility Template) or comparable documentation.

## Vendor conference

A vendor conference could be held on **May 20, 2025 at 1 pm (CST)** virtually (Google Meet: [meet.google.com/asp-jepm-cvr](http://meet.google.com/asp-jepm-cvr)) and in person (Doyle Administration Building 545 W Dayton St. Madison WI 53703 Room 12A) to respond to written questions (paragraph 1.6 above), field additional questions, and/or provide additional instruction to vendors. If no questions are received in accordance with paragraph 1.6 above and/or it is deemed unnecessary by the MMSD, the District reserves the right to cancel the vendor conference. All vendors who intend to respond to this RFP and attend the scheduled vendor conference should contact Dana Scheel prior to the scheduled conference to confirm whether or not it will occur. If so, vendors are strongly encouraged to attend the vendor conference.

## Reasonable accommodations

The District will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact Purchasing Services at (608) 204-7819.

## Calendar of events

Listed below are specific and estimated dates and times of actions related to this Request for Proposal (RFP). The actions with specific dates must be completed as indicated unless otherwise changed by the District. In the event that the District finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

**DATE EVENT**

May 12, 2025 Date of RFP issue

May 15, 2025 - 2:00 PM (CST) Last day to submit questions/inquiries (See paragraph 1.6 & Appendix D)

May 20, 2025 - 1:00 PM (CST) Vendor conference (if necessary, see 1.9 above)

May 23, 2025 (estimate) Response to vendor questions/inquiries (to include supplements or revisions) posted on the District’s website

June 3, 2025 - 10:00 AM (CST) Proposals due from vendors

June 9, 2025 (estimate) Recommendation

June 23, 2025 (estimate) Board of Education Approval

June 24, 2025 (estimate) Notification of intent to award

## Contract term and funding

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run from the date a contract is awarded through **July 1, 2028.**

## State of Wisconsin VendorNet registration

The District makes use of the State of Wisconsin’s purchasing information and vendor notification service. Anyone may access VendorNet on the Internet at **http://vendornet.state.wi.us**.

# Preparing and Submitting a Proposal

## General instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the vendor’s proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Elaborate proposals (i.e., expensive artwork, binders) beyond a sufficiently presented, complete, effective and securely bound proposal, are not necessary or desired.

## Proprietary information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the attached “Designation of Confidential and Proprietary Information” form. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with applicable law.

To the extent permitted by law, it is the intention of the District to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of the District. At that time, all proposals will be available for review in accordance with the Wisconsin Public Records Law.

## Incurring costs

The District is not liable for any cost incurred by proposers in replying to this RFP.

## Submitting the proposal

Proposers must submit **ONE hardcopy original (identified as such)**, **ONE electronic version** (memory stick or e-mail attachment), and **Three (3)** **hardcopies** including all materials (excluding Cost Proposal; see paragraph 6.2) required for acceptance of their proposal by **June 3, 2025** at **10:00 AM** (CST) to:

Dana Scheel

PBPA – Room 200A – Purchasing Services

Madison Metropolitan School District

545 West Dayton Street

Madison, WI 53703-1967

At proposal opening, only the names of responding vendors are provided. No further information will be available until contract award.

Proposals must be time/date stamped as received by PBPA – Room 200 (or designee) on or before the specified date and time provided above. Proposals not so stamped will not be accepted. Receipt of a proposal by the District’s mail system does not constitute receipt of a proposal by Purchasing Services, for purposes of this RFP.

All proposals **MUST** be packaged, sealed and show the following information on the outside of the package:

Proposer’s name and address

Request for proposal number

Proposal due date

## Proposal organization and format

Proposals should be typed and submitted on 8.5 by 11 inch paper bound securely. Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings:

### Cover Page (Sign and complete associated Request for Proposal cover page)

### Response to vendor/proposer qualifications (See Section 4):

Introduction

Organizational capabilities

Key staff

References

### Response to requirements (See Section 5)

### Cost proposal (See Section 6)

### Required forms (See Section 9):

Attachment A Vendor Information

Attachment B Vendor Reference

Attachment C Designation of Confidential and Proprietary Information

Attachment D Cost Summary Page

Attachment E Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Appendix A Affirmative Action Requirements for Contractors and Vendors

Appendix B Equal Employment Opportunity / Affirmative Action Employer Information Report

Appendix C Affirmative Action & equal Employment Opportunity Policy Statement

Appendix D Intention to Submit a Proposal and Questions/Inquiries

## Multiple proposals

A vendor/proposer may submit multiple proposals; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response. Alternate acquisition plans do not constitute multiple proposals.

## Oral Presentations and site visits

Top scoring vendors based on an evaluation of the written proposal may be required to participate in interviews and/or site visits to support and clarify their proposals, if requested by the District. The District will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct to interview or permit a site-visit on the date scheduled may result in rejection of the vendor’s proposal.

## Demonstrations

Top-scoring vendor(s) may be required to install and demonstrate its product(s) and/or service(s) at a District site. Product(s) being demonstrated must be delivered to the District site upon a two (2) week notice by the District to the vendor(s) and must be installed and ready for the demonstration within one (1) week of delivery. The District will furnish detailed specifications concerning the demonstration site and the particular test it will use to exercise the vendor’s product(s) and/or service(s). Failure of a vendor to furnish the product(s) and/or service(s) it has proposed for demonstration within the time constraints of the preceding paragraph may result in rejection of that proposal. Failure of any product(s) and/or service(s) to meet the District’s specified requirements during the demonstration may result in rejection of the vendor’s proposal.

The successful demonstration of the vendor’s product(s) and/or service(s) does not constitute acceptance by the District. Any product(s) and/or service(s) furnished by the vendor for the purposes of this demonstration must be identical in every respect to those which will be furnished if a contract results.

## Withdrawal of proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Proposers may withdraw a proposal in writing at any time up to the actual proposal closing date if the proposal has already been received by Purchasing Services. To accomplish this, the written request must be signed by an authorized representative of the proposer and submitted to purchasing services. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the original proposal closing date and time.

# Proposal Selection and Award Process

## Preliminary evaluation

The proposals will first be reviewed to determine if requirements in Section 2.0 are met and if additional requirements are met (see all requirement sections). Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the District reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

## Proposal scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews, and conduct an on-site visit and use the results in scoring the proposals. Diverse-owned businesses are encouraged to participate in this solicitation and may receive a 5% preference. To qualify, vendors must be certified by the Wisconsin Supplier Diversity Program or participate in the Wisconsin Diversity Procurement Network.

## Right to reject proposals and negotiate contract terms

The District reserves the right to reject any and all proposals and to waive minor irregularities and technicalities. The judgment of the District on such matters shall be final. The District further retains the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the District may negotiate a contract with the next highest scoring proposer.

## Evaluation criteria

The proposals will be scored using the following:

|  |  |
| --- | --- |
| **CRITERIA** | **Weight (%)** |
|  |  |
| Overall Cost | 10% |
| Organization’s Ability to Meet Service and Support Requirements | 15% |
| Organization Qualifications/Experience | 15% |
| School/Department Equipment and Cost Proposal | 20% |
| Devices: Quality/Usability | 20% |
| Managed Print Services Proposal | 15% |
| References | 5% |
|  |  |
| TOTAL | 100% |

## Award and final offer(s)

The District may recommend a contract be awarded to the vendor with the highest total score as outlined in section 3.4, or may recommend that contracts be awarded to multiple proposers to provide portions of the services or goods proposed. Alternatively, multiple vendors with the highest total scores may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked in the same manner described above to determine the vendor with the highest total score.

# Vendor/Proposer Qualifications

## Introduction

Please provide an appropriate brief introduction as it pertains to your organization.

## Organizational capabilities

Describe the firm’s experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results.

## Key staff

Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project.

## References

Proposers must include in their RFPs a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of product(s) or service(s) required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

# Requirements

## Mandatory requirements

The following requirements are mandatory and must be complied with.

Proposed solutions must always be accompanied by vendor support and resources in a manner that allows for full implementation without disruptions to the District’s operations.

### All proposed fleet devices must be from the same manufacturer to ensure similar operation and reduce staff usage time.

### No allowance will be made for any rate increase (lease, cost per click, or anything else not covered specifically) during the term of contract.

### All pricing must be inclusive of device delivery charges to district locations. Normal installation is to include initial operating supplies (except paper). A pre-delivery walkthrough of each site and equipment location will be coordinated by the vendor with the district to ensure access and power requirements are acceptable.

### Lease needs to accommodate physical changes of equipment due to the allocation of financial resources and also demands for each location. Flexibility is required so that equipment can be moved from one location to another as needed or appropriate.

### Each device must be accompanied by an approved, safe, size appropriate and fully functioning surge protector at no additional cost. Vendor service technicians must include checking to ensure the protector is present and functioning correctly during each service/maintenance visit and ensure action is taken to replace a unit if that is not the case.

### An operator’s manual is to be delivered with each machine.

### Service requirements are as follows:

* + - 1. Automatic order toner and service repair capabilities must be provided.

### Service requests must be followed by prompt response time of no more than four (4) hours. As such, there will be a high preference and more weight awarded to vendors that have a local service presence.

### Cost per click charges must include all service, repairs, parts, labor, toner/ink, drum, developer and anything else so related (paper not included).

### New equipment training must be provided at the time of install and included at no additional charge. Pre-approved special circumstances may allow for an extension of two (2) operational days from the time of install. Vendor must coordinate install and training to ensure proper site staff are available.

### Requested additional onsite training must be unlimited and come at no additional cost.

### Preventative Maintenance Schedules planned and completed according to the manufacturer’s recommended service schedules.

### Exclusive utilization of OEM parts and supplies for replacements.

### Down time due to the vendor’s unresponsiveness or inability to fix/repair or maintain equipment will be deemed unacceptable.

### Vendor must have guarantees in writing verifying that problematic machines will be replaced at the expense of the vendor and lay out what triggers that action.

### Vendor must include all forms of support, (e.g. phone, email, website, etc) at no additional charges.

### Vendor must provide a service call support service in the form of an app that can be used from phones and tablets.

### Vendor shall not be allowed to charge additional fees for supplies delivery throughout the life of the contract.

### Vendor shall not be allowed to charge additional fees for firmware updates throughout the life of the contract and the Vendor must also perform all firmware updates as they are released at no additional cost.

### Vendor shall not be allowed to charge additional fees for fuel throughout the life of the contract.

### Vendor must perform quarterly business reviews to cover results, utilization, service metrics and future state planning. Vendor must provide an example review with the proposal.

### Vendor must be able to provide custom invoicing.

### Vendor must be manufacturer certified on all hardware and software.

### Vendor must have Service Technicians on their staff (No 3rd party support).

### The district expects the highest level of quality, professionalism, and results from the awarded contractor as it relates to the development and implementation of services and installation of equipment.

### The district maintains that the success of the awarded contractor’s performance and suitableness of equipment, along with the district’s overall satisfaction, will be determined at the sole discretion of the district. This will be supported by both qualitative and quantitative means through past communication, data collection and analysis.

### The awarded contractor shall comply with all applicable federal, state and local statutes, laws, ordinances, rules and regulations including securing and maintaining in force such permits and licenses as required by law in connection with the furnishing of services pursuant to this agreement.

### The awarded contractor must commit to providing an account manager that is appropriately responsive, effective and successful. The district reserves the right to insist on a different representative at the district’s discretion based on documented shortcomings or the account manager’s demonstrated failure to provide in accordance with established expectations. There will be a high preference and more weight awarded to vendors that offer an account manager that has a local presence and is readily nearby.

### End-user support must come at an extremely high rate of success, which requires the vendor to be responsible for all toner, fix/repair, maintenance and/or replacement of all output devices.

### Consumable supplies will be provided consistent with “just in time” inventory management (including end-user replacement components meeting original equipment manufacturer specifications for all output devices). This would include replacement printers provided by the selected vendor as part of this contract.

### The District is not in favor of storing excess inventory at any location. Contracted vendor is responsible for delivery of supplies to point of need and retains ownership of the consumable inventory. Down time due to lack of consumables will not be acceptable.

### Vendor must provide a layout of escalation process for hardware and software issues.

### Vendor must have a comprehensive Secure Fleet Management action plan. (provide details).

### Vendor must have their headquarters based in Wisconsin and have a service center within 20 miles of Dane County.

### Reliable and proven auto toner replenishment program.

### Vendor must provide live answer service for dispatch of calls.

### Please explain all ways that service can be requested for hardware and software.

### Proven auto toner replenishment program.

### Vendor must allow removal and addition of leases within current term by adjusting the monthly lease accordingly.

### Vendor must have a Municipal Dollar Buyout Lease Program that includes a Non-Appropriation Addendum.

## Technical requirements

### If the proposer has been or is involved as a defendant in any lawsuits or administrative charges/complaint (including those filed by or for customers or employees of customer companies), the proposer must provide a brief summary of the case(s) and the current status.

### If the proposer has experienced any major debt restructure or bankruptcy proceedings, the proposer must provide a brief summary.

### The district wants to ensure that organizations have sufficient cash flow to serve as a preferred district vendor. Please provide the following financial information in totality for the last three (3) years: Total Assets, Earnings before Interest & Tax, Net Sales, Market Value of Equity, and Total Liabilities. In the absence of audited financial records, the applicant may attach federal income tax returns, balance sheets, and/or budget accounting for revenues, expenses, and cash flows. List the attachments in a follow-up sheet for Attachment A.

### Provide a minimum of three (3) current (within the past three years) K-12 preferred references. If K-12 is not available, provide other customer references that would be considered most applicable. For each reference, provide the following information in the area provided on Attachment B.

### Customer Name.

### Customer Address.

### Current Telephone Number and Name of a representative most familiar with the project/program.

### Time Period over which each project was completed.

### List of Products installed and description of service/support provided.

### Number of students in the school district.

### Number of school district buildings.

### Estimated number of employees.

### If this proposal includes software developed specifically for MMSD or as a part of a program MMSD would use, vendor may submit a VPAT (Voluntary Product Accessibility Template) or must provide comparable documentation to satisfy the requirement in paragraph 1.8 (evaluated by MMSD Legal Services).

## Attachment G (Department/School Equipment and Cost Proposal

### Proposal must provide information pertaining to the physical location of the vendor’s service center (meaning where the service technicians will be traveling from to service the equipment within MMSD?).

### Proposal must provide information pertaining to the physical location of the vendor’s assigned account manager (meaning where the account manager will be traveling from to handle any MMSD needs or account responsibilities).

### A proposal must be completed and submitted along with appropriate and completely informative specification sheets (documentation) related to each proposed device.

### In addition, each proposed device must be compared completely to the current device it is proposed to replace (side by side detailed specification comparison) including (at minimum), but not limited to the following specifications and/or capabilities.

5.3.4.1. The District would like one copier at each building to be a color copier. This copier would replace one of the existing black and white copiers in each building and have the same features.

5.3.4.2. Card reader capable devices

5.3.4.3. Copy, Print, Fax, Scan to Network

5.3.4.4. Page per Minute

5.3.4.5. Paper Tray Capacities (size and volume)

5.3.4.6. Bypass Tray

5.3.4.7. Document Feeder

5.3.4.8. Duplexing

5.3.4.9. Enlargement/Reduction, Image Shift

5.3.4.10. Collating, Stapling, Off Set Stacking

5.3.4.11. Fleet Device Management Tools (with description)

5.3.4.12. Security PIN (walk up user confidentiality)

5.3.4.13. Encryption

5.3.4.14. OCR (Optical Character Recognition)

5.3.4.15. Annual Lease Cost (Cost on an annual basis per device.)

5.3.4.16. Cost Per Click Covering service calls, toner, supplies (not paper), etc…

## Attachment H (Managed Print Services Cost Proposal)

### A proposal must be completed and submitted including a managed print assessment to ensure that equipment is ideal for the environment, avoids unnecessary printing, provides necessary maximized efficiencies and cost savings, and properly drives printing needs to the appropriate device.. Again, all known network printers are listed in Attachment E.

### A proposal must be completed and submitted providing the following information:

* + - 1. Proposing vendor must acknowledge an understanding that there is a possibility MMSD could award the scope outlined in paragraphs 5.3 and 5.4 (above) separately from that outlined in in this paragraph (5.5).
      2. Proposal must specifically speak to the vendor’s capability of providing managed print services and related software that is agnostic, in an information technology (IT) context, with regard to what equipment is placed within MMSD. Furthermore, vendor must provide a report detailing the pros and cons of providing managed print services and software with the vendor’s proposed equipment (paragraphs 5.3 and 5.4 above) and perhaps with equipment provided by a different vendor.
      3. Proposal must provide information pertaining to the physical location of the vendor’s managed print support staff (meaning where the support staff will be traveling from to support the managed print efforts within MMSD?).
      4. Describe your organization’s experience in providing managed print solutions and related software to the other school districts you have identified in **Attachment B** (if you are unable to provide school district experience, provide experience related to an applicable company).
      5. How does your organization protect confidential student, staff and/or customer information?
      6. Provide details pertaining to where all system processing will be performed and data will be stored. Please include information related to your organization’s data practices and procedures for ensuring confidentiality.
      7. Describe your process for conducting background and reference checks on new hires (including drug/alcohol, criminal checks, employment references, etc.) and how that information will be provided to the school district.
      8. Describe your organization’s efforts and processes to ensure that services provided will completely satisfy or exceed the district’s expectations.
      9. Describe, in detail, your organization's contingency plan for working around problems which may arise as a result of providing your services.
      10. State your staff turnover rate for the last three years (related to the services identified in this RFP). How do you see your staff turnover rate affecting customer service to the district?
      11. Who will be the main point of contact for the district and where will this individual be located geographically (office)?
      12. What are your hours of operation for customer service and technical support?
      13. The district will require periodic, monthly and/or annual digital/electronic usage reports with the ability to sort and identify categorical information. Describe your organization’s ability to provide detailed reporting, what that reporting will include, and how it can be utilized to benefit the district (provide an example of this as **Attachment J).**
      14. Provide detail regarding your organisation’s capability to provide ad hoc reports.
      15. Does your organization have automated invoicing and payment processes? If not, provide your commitment to transition to these methods of payment for the district.
      16. What alternative payment and billing methods do you support (i.e., ACH, Credit Card)?
      17. The district pays on a net 30-day term. Is this acceptable? If not, what are your standard payment terms?
      18. Does your organization offer a discount if the district pays in Net 20, Net 10? If so, please provide details.
      19. To manage our Vendor Master profile in our procurement system, we prefer to remit payments to one central location only. If you have several offices, can we remit to one central location? If not, provide an explanation as to why this is not possible and what we might expect.
      20. List the different methods in which your organization is able to accept a Purchase Order (i.e., electronically, fax, phone and/or mail).

### The proposal must provide a described option to provide a naming convention, determined by the district, based on the type of document.

### A proposal must be submitted to outline the process in which periodic (perhaps annual) leases or amendments can be achieved to account for additional equipment leasing needs (i.e., it is determined that a department or school site is in need of an additional multi- functional device.

### The proposer must explain how the district will have printing environment visibility (including equipment performance) through an effective and accessible resource.

### The proposer must acknowledge and attest to providing required support and resources for the District’s technology needs for hardware and software.

### The proposer must provide a robust billing system that accommodates our financial software and structure. In addition, provide support pertaining to, but not limited to, procurement efforts, account payable, employee support and operations management and administrative services.

### If this proposal includes software developed specifically for MMSD or as a part of a program MMSD would use, vendor may submit a VPAT (Voluntary Product Accessibility Template) or must provide comparable documentation to satisfy the requirement in paragraph 1.8 (evaluated by MMSD Legal Services).

### Your organization, if selected, will be responsible for working directly with the Contract Administrators or designees to understand the managed print solutions for the district and will be responsible for all products and services including meeting all requirements stated above related to expected goods and services.

### Identify and describe any and all other related services or concepts your organization is offering and committing to as part of this proposal.

### Finally, add any further information or comments pertinent to this RFP that you wish to add (keeping in mind that the district prefers and will award based on sufficient brevity.

# Cost Proposal

## Conditions for payment

As a public school district, MMSD must be a wise steward of public funds, and generally does not pay for goods or services prior to the delivery thereof, and any proposal for pre-payment should include the reasons why pre-payment is necessary and a wise use of public funds. Even in the case of a prepayment, the District will only agree to payments based on project phases (or project milestones) and established outcome targets for each phase. At the District’s sole discretion, these progress payments may be tied to the satisfactory completion of the work. The District may also include a ‘retainage clause’ of 5% to 10% to be released only after the entire project has been satisfactorily completed.

## General instructions on submitting cost proposals

The **original cost proposal and one copy** should be submitted in a separate envelope with the written proposal. The cost proposal will be scored as described in sections 3.4 and 3.5.

## Format for submitting cost proposals

The format for submitting Cost Proposals has been established in **Paragraphs 5.3, 5.4 and 5.5** and should be provided as **Attachment G, H, and I**. Vendors must adhere to all stated requirements.

## Fixed price period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 60 days starting on the due date for proposals.

# Special Contract Terms and Conditions

## Hold harmless

By submitting a proposal, contractor understands that the District and its representatives will determine which proposal is accepted. Vendor/Proposer waives any right to claim damages of any nature, whatsoever, based on the selection process, and any communications associated with the selection of the successful contractor. All completed proposals and supporting documentation submitted shall be the property of the Madison Metropolitan School District.

## Liquidated damages

The Vendor/Proposer acknowledges that, if after being awarded a contract the contractor fails to deliver the goods or services in a timely manner, substantial economic and other damages will be incurred by the District, in an amount that is not easily ascertained, and that **$1,000.00** per working day, not to exceed one-half of the total of the contract, for every day past the scheduled delivery date(s) is a fair and appropriate estimate of such damages. The contractor agrees that such amount is not intended to be a penalty but to represent actual damages incurred, and that the District shall have the right to assess such damages either through deducting the damages from the amount due under contractor’s invoices or by directly billing Contractor.

## Prime contractor and minority business subcontractors

The prime contractor will be responsible for contract performance when subcontractors are used. If subcontractors are to be used, the proposer must clearly explain their participation and they must abide by all terms and conditions of the contract.

## Additional terms

The District reasonably believes that sufficient funds are available or can be obtained to make payments due under any contract issued under this proposal; however, the contract will terminate immediately and absolutely if appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the District under this contract.

The District shall not be bound by any terms and conditions included in any proposer’s packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained in this solicitation, including the standard terms and conditions contained herein, or in the resultant contract. If a proposer objects to any term or condition that shall relate to a contract resulting from this solicitation, the objection shall be clearly stated on a separate page entitled “Objection to Term or Condition.”

If the objection is accepted by the District it will be stated in any resultant contract. If not stated in the contract, the terms and conditions shall remain as written in the RFP.

## Termination of contract

The District may terminate the resultant contract at any time at its sole discretion by delivering **sixty (60)** days written notice to the contractor. Upon termination, the District’s liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the District. Termination by the contractor shall require written notice to that effect to be delivered by the contractor to the agency not less than **ninety (90)** days prior to said termination. In the event that the contractor exercises its right to terminate the contract, for any reason whatsoever, it will refund to the District within **fifteen (15)** days of said termination, all payments made hereunder by the District to the contractor for work not completed or not accepted by the District.

# Standard Terms and Conditions

The District reserves the right to incorporate standard contract provisions into any contract negotiated with any proposal submitted responding to this RFP (Standard Terms and Conditions and Supplemental Standard Terms and Conditions for Procurements for Products and/or Services). Failure of the successful proposer to accept these obligations in a contractual agreement may result in cancellation of the award.

# Required Forms

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

## Cover Page (Sign and complete RFP cover page)

## Attachment A Vendor Information

## Attachment B Vendor Reference

## Attachment C Designation of Confidential and Proprietary Information

## Attachment D Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

## Attachment G Department/School Equipment and Cost Proposal

## Attachment H Managed Print Services Proposal

## Attachment I Data Usage Report Vendor Example

## Appendix A Affirmative Action Requirements for Contractors and Vendors

## Appendix B Equal Employment Opportunity / Affirmative Action Employer Identification Report

## Appendix C Affirmative Action & Equal Employment Opportunity Policy Statement

## Appendix D Intention to Submit a Proposal and Questions/Inquiries

# Standard Terms and Conditions (Non-Construction)

**1. GENERAL: “**Madison Metropolitan School District,” “District,” and “MMSD” are synonymous and mean the Madison Metropolitan School District. The MMSD reserves the right to accept or reject any or all bids/proposals, to waive any informality or technicality in any bid/proposal submitted, and to accept any part of a bid/proposal deemed to be in the best interest of the District. The MMSD reserves the right to reject any or all bids/proposals without indicating a reason for such rejection.

**2. TAX EXEMPTION:** The MMSD is exempt from the payment of Federal Excise Tax and State Sales Tax. The MMSD’s tax-exempt number is ES42341.

**3. PRICING AND DISCOUNTS:** The MMSD qualifies for governmental and educational discounts. Unit prices shall reflect these discounts. Unit prices shall govern in the bid/proposal evaluation and contract administration.

**4. SPECIFICATIONS:** All bidders/proposers must be in compliance with all specifications and any drawings provided with this solicitation. Any reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. When specific manufacturer and model numbers are shown, they are used to establish a design, type of construction, quality, functional capability and/or performance level desired. The MMSD reserves the right to determine whether an alternate offer is equivalent to and meets the standard of quality indicated by the brand name referenced. When alternates are bid/proposed, they shall be identified by manufacturer, stock number, and such other information necessary to establish equivalency. The MMSD shall be the sole judge of equivalency!

**5. DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from the original text, terms, conditions, or specifications shall be described fully, on the bidder’s/proposer’s letterhead, signed and attached to this request. In the absence of such a request, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications.

**6. CHANGES AND WITHDRAWALS:** The MMSD reserves the right to change due dates and openings for its own convenience and to withdraw solicitations at any time without prior notice.

**7. APPLICABLE LAW:** This solicitation and any resultant contract shall be governed under the laws of the State of Wisconsin.

**8. ASSIGNMENT:** No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without prior written consent of the MMSD.

**9. HOLD HARMLESS:** The contractor will indemnify, save harmless, and defend the MMSD and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or any of its contractors, in prosecuting work under this agreement.

**10. PUBLIC RECORDS ACCESS:** It is the intention of the MMSD to maintain an open and public process in the solicitation, submission, review and approval of procurement activities. Bid/proposal openings are public unless otherwise stated. Records are not generally available until after an award has been made.

**11. INSURANCE RESPONSIBILITY:** The contractor performing services for the MMSD shall:

Maintain worker’s compensation insurance as required by law for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claims(s) that might occur in carrying out this agreement/contract. Minimum coverage shall be **one million ($1,000,000)** liability for bodily injury and property damage including product liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be **one million ($1,000,000)** per occurrence combined single limit for automobile liability and property damage.

The MMSD reserves the right to require higher or lower limits and additional types of insurance if warranted. All insurance required by this contract shall be maintained during the entire length of the contract.

**12. CANCELLATION:** The MMSD reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions and specifications of this contract.

The MMSD also reserves the right to cancel any contract with a federally debarred contractor or a contractor which is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

**13. SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the MMSD must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

**14. MATERIAL SAFETY DATA SHEETS:** If any items(s) on order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy to MMSD - Risk Management, 4711 Pflaum Road, Madison, WI 53718-6721.

**15. RESPONSIVENESS AND RESPONSIBILITY:** Award will be made to the responsible and responsive bidder/proposer whose bid is most advantageous to the MMSD with price and other factors considered. For the purposes of this project, responsiveness is defined as conformance to the requirements of the solicitation and the furnishing of information requested.

Responsibility is defined as the bidder's/proposer’s potential ability to perform successfully under the terms of the proposed contract. Briefly, a responsible bidder/proposer has adequate financial resources or the ability to obtain said resources; can comply with required delivery taking into account other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience and technical skills.

The MMSD reserves the right to refuse to accept any bid or proposal from any person, firm or corporation that is in arrears or is in default to the MMSD, or has failed to perform faithfully any previous contract with the MMSD. If requested, the bidder must present within five (5) working days evidence satisfactory to the MMSD of performance ability and possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the bidder's ability to comply with the terms of this solicitation document.

**16. WARRANTY:** Unless otherwise required equipment purchased as a result of this request shall be warranted against defects by the bidder/proposer for one year from the date of receipt. Equipment manufacturer’s standard warranty shall apply as a minimum and shall be honored by the Contractor.

**17. QUANTITIES:** The quantities shown on this request are based on estimated needs. The MMSD reserves the right to increase or decrease quantities to meet actual needs.

**18. QUALITY:** Unless indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without the prior written consent of the MMSD.

**19. AWARD CRITERIA**: In comparing bids/proposals and making awards, the MMSD may consider such factors as relative quality and adaptability of supplies and services, bidder/proposer financial responsibility, skill, experience, record of integrity, and ability to furnish repairs and maintenance services, the time of delivery or performance offered, contract compliance requirements, and any other element or factor in addition to that of the price which would affect the final cost to the MMSD and whether the bidder has complied with the specifications.

**20. AWARD:** Award(s) will be made, as determined by the MMSD, to the lowest responsive and responsible bidder/proposer meeting MMSD award criteria.

**21. ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special conditions are stated elsewhere in the request; in such cases, the special conditions shall apply. Further, the written contract and/or order with referenced parts and attachments including these Standard Terms and Conditions shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the MMSD.

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| Attachment A – Vendor Identification | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **1.** | **Proposing Company Name** | | | | | | | |  | | | | | | | | | | | | | | | | | | |
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| **2.** | **Contact Person in the event there are questions about your proposal** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3.** | **All vendors that have 16 or more employees and that are awarded $25,000 or more on this contract will be required to submit Affirmative Action information to the District Contract Compliance Office. Please list the Person in your Company we can contact about this plan.** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **4.** | **Mailing address where District purchase orders/contracts are to be mailed and person the Department can contact concerning orders and billing.** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Attachment B – Vendor References | | | | | | |
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| Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for installations/services with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement. Unless specified otherwise within this document, please provide a minimum of three (3) references. | | | | | | |
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| Attachment C – Designation of Confidential and Proprietary Information | | | | | | | |
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| The attached material submitted in response to **Proposal Number 4145** includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval or as required by law. Attach additional sheets if needed. | | | | | | | |
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| **Prices and this page always become public information when proposals are opened, and therefore cannot be kept confidential.** | | | | | | | |
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| Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1) (c) Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply: | | | | | | | |
|  | | | | | | | |
| 1. | The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use. | | | | | | |
|  |  | | | | | | |
| 2. | The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances. | | | | | | |
|  | | | | | | | |
| We request that the following pages not be released: | | | | | | | |
|  | | | | | | | |
| Section | |  | Page Number |  | Topic | | |
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| **In the event a public records request is made to the District, the parties agree and understand that the District is an "authority" as defined in Wis. Stats. section 19.32 and subject to the Wisconsin Public Records law, Wis. Stats. sections 19.31 et. seq. The District will notify the undersigned of a request made pursuant to the Public Records law which involves records containing information of a type described as confidential and proprietary herein, and will notify undersigned of its intent to comply as well as the manner in which compliance will occur. The District shall release records, including records that may contain confidential information, pursuant to the Public Records law. Such release shall not be considered a breach of this agreement.** | | | | | | | |
|  | | | | | | | |
| Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The District considers other markings of confidential in the proposal document to be insufficient. The undersigned agree(s) to hold the District harmless for any damages arising out of the release of any material required to be released pursuant to the public records law or material not specifically identified above. | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | |  |  |
| Signature-Authorized Representative | | | | | |  | Company Name |
|  | | | | | |  |  |
|  | | | | | |  |  |
| Print Name-Authorized Representative | | | | | |  | Date |

# Attachment D – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

**MADISON METROPOLITAN SCHOOL DISTRICT**

**Certification Regarding Debarment, Suspension, Ineligibility**

**and Voluntary Exclusion**

**Federal Executive Order (E.O.) 12549 “Debarment and Suspension” requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.**

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address

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

PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX\_\_\_\_\_\_\_\_\_\_\_

EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature Date

##### Attachment E – Current Devices

### Attachment E – Current Devices: All current devices are Ricoh.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Customer Name** | **Serial Number** | **Model** | **Address** | **Site** |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00682 | MP2555SP | 2237 ALLIED DR MADISON | Allied learning center |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100395 | MP4055SP | 6323 WOODINGTON WAY | Anana Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00347 | MP7503SP | 6323 WOODINGTON WAY | Anana Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00309 | MP6503SP | 501 E BADGER RD | Badger Rock MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00125 | MP6503SP | 501 E BADGER RD | Badger Rock MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01189 | MP501SPF | 501 E BADGER RD | Badger Rock MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101371 | MP4055SP | 501 E BADGER RD | Badger Rock MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100010 | MP2555SP | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100158 | MP4055SP | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01186 | MP501SPF | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00007 | MP6503SP | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3129M141222 | IMC4500 | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101323 | MP4055SP | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100098 | MP4055SP | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3679CC00062 | PRO8300S - Part of Print Shop - NOT BEING REPLACED | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3670C100119 | PRO8300S Part of Print Shop - NOT BEING REPLACED | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | 5460C100008 | PRO8310 Part of Print Shop - NOT BEING REPLACED | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3679CC00098 | PRO8300S Part of Print Shop - NOT BEING REPLACED | 4711 PFLAUM RD | Building Services |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3128MC00455 | IMC4500 | 3802 REGENT ST | Capital High |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3129M142020 | IMC4500 | 3802 REGENT ST | Capital High |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100635 | MP4055SP | 3802 REGENT ST | Capital High |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100190 | MP4055SP | 3802 REGENT ST | Capital High |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00224 | MP7503SP | 3502 MAPLE GROVE DR | Chavez Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00241 | MP7503SP | 3502 MAPLE GROVE DR | Chavez Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RA00172 | MP2555SP | 4301 CHEROKEE DR | Cherokee MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00247 | MP7503SP | 4301 CHEROKEE DR | Cherokee MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00294 | MP7503SP | 4301 CHEROKEE DR | Cherokee MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100185 | MP2555SP | 5930 OLD SAUK RD | Crestwood Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100444 | MP7503SP | 5930 OLD SAUK RD | Crestwood Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100800 | MP4055SP | 1802 TENNYSON LN | Downstairs teachers lounge |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RA00188 | MP2555SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00640 | MP2555SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3088RC00336 | IMC2000 | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | C069C100392 | MPC6503 | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100161 | MP6503SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00069 | MP6503SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100460 | MP7503SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CC00274 | MP7503SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100281 | MP4055SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100425 | MP7503SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | C069C100372 | MPC6503 | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | C328RC00558 | MP4055SP | 545 W DAYTON ST | Doyle District Office |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100086 | MP2555SP | 2222 E WASHINGTON AVE | East HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00202 | MP7503SP | 2222 E WASHINGTON AVE | East HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00157 | MP7503SP | 2222 E WASHINGTON AVE | East HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CC00328 | MP7503SP | 2222 E WASHINGTON AVE | East HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00646 | MP2555SP | 2222 E WASHINGTON AVE | East HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RA00156 | MP2555SP | 2222 E WASHINGTON AVE | East HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA02422 | MP501SPF | 2222 E WASHINGTON AVE | East HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C328RC00568 | MP4055SP | 2222 E WASHINGTON AVE | East HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01205 | MP501SPF | 5106 ACADEMY DR | Elvehjem Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00135 | MP7503SP | 5106 ACADEMY DR | Elvehjem Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100271 | MP2555SP | 2421 E JOHNSON ST | Emerson Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CC00279 | MP7503SP | 2421 E JOHNSON ST | Emerson Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00191 | MP7503SP | 305 W LAKESIDE ST | Franklin Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100338 | MP6503SP | 305 W LAKESIDE ST | Franklin Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100187 | MP4055SP | 328 E LAKESIDE ST | Franklin Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00240 | MP7503SP | 1402 WYOMING WAY | Gompers Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100268 | MP6503SP | 1402 WYOMING WAY | Gompers Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CB00010 | MP6503SP | 1502 WYOMING WAY | Gompers Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CB00104 | MP6503SP | 1502 WYOMING WAY | Gompers Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CC00097 | MP7503SP | 4801 WAUKESHA ST | Hamilton MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00610 | MP2555SP | 4801 WAUKESHA ST | Hamilton MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101357 | MP4055SP | 3344 CONCORD AVE | Hawthorne Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100333 | MP6503SP | 3344 CONCORD AVE | Hawthorne Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100459 | MP7503SP | 1201 TOMPKINS DR | Henderson Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100391 | MP7503SP | 1201 TOMPKINS DR | Henderson Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00620 | MP2555SP | 333 HOLTZMAN RD | Holtzman |
| MADISON METROPOLITAN SCHOOL DISTRICT | C328R100211R1 | MP4055SP-RM | 333 HOLTZMAN RD | Holtzman |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100675 | MP4055SP | 2601 PRAIRIE RD | Huegel Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00108 | MP7503SP | 2601 PRAIRIE RD | Huegel Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00213 | MP7503SP | 1717 FISH HATCHERY RD | James Wright Middle |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00319 | MP6503SP | 6602 INNER DR | John Muir Elementary |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659L100110 | MP6503SP | 6602 INNER DR | John Muir Elementary |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659L100141 | MP6503SP | 221 MEADOWLARK DR | Kennedy Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CC00057 | MP7503SP | 221 MEADOWLARK DR | Kennedy Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100399 | MP2555SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00645 | MP2555SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00608 | MP2555SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100201 | MP2555SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100166 | MP2555SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01093 | MP501SPF | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00359 | MP7503SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659L100138 | MP6503SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00307 | MP7503SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00364 | MP7503SP | 702 PFLAUM RD | Lafollette HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00338 | MP6503SP | 1802 TENNYSON LN | Lakeview Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00347 | MP6503SP | 1802 TENNYSON LN | Lakeview Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01733 | MP501SPF | 1802 TENNYSON LN | Lakeview Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00308 | MP6503SP | 1045 E DAYTON ST | Lapham Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01735 | MP501SPF | 1045 E DAYTON ST | Lapham Elem. |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00316 | MP7503SP | 2602 POST RD | Leopold Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00161 | MP7503SP | 2602 POST RD | Leopold Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100216 | MP2555SP | 2602 POST RD | Leopold Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00214 | MP7503SP | 909 SEQUOIA TRL | Lincoln Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00119 | MP6503SP | 909 SEQUOIA TRL | Lincoln Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00300 | MP7503SP | 4500 KENNEDY RD | Lindbergh Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01198 | MP501SPF | 401 MAPLE AVE | Lowell Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CC00315 | MP7503SP | 401 MAPLE AVE | Lowell Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RC00292 | MP2555SP | 1501 JENIFER ST | Marquette Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00340 | MP6503SP | 1501 JENIFER ST | Marquette Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RC00214 | MP2555SP | 510 S THORNTON AVE | Marquette Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00221 | MP7503SP | 510 S THORNTON AVE | Marquette Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RC00191 | MP2555SP | 510 S THORNTON AVE | Marquette Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01834 | MP501SPF | 510 S THORNTON AVE | Marquette Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C328RC00471 | MP4055SP | 510 S THORNTON AVE | Marquette Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RA00155 | MP2555SP | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100267 | MP2555SP | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01048 | MP501SPF | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01838 | MP501SPF | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100422 | MP7503SP | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100423 | MP7503SP | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100493 | MP4055SP | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100390 | MP7503SP | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01695 | MP501SPF | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CC00303 | MP7503SP | 201 S GAMMON RD | Memorial HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101101 | MP4055SP | 4002 SCHOOL RD | Mendota Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00354 | MP7503SP | 4002 SCHOOL RD | Mendota Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01125 | MP501SPF | 115 W DOTY ST | Metro HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00242 | MP7503SP | 502 CAROMAR DR | Midvale Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00111 | MP6503SP | 502 CAROMAR DR | Midvale Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100195 | MP6503SP | 328 E LAKESIDE ST | MSCR - Central |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RC00248 | MP2555SP | 4620 COTTAGE GROVE RD | MSCR East |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01140 | MP501SPF | 5740 RAYMOND RD | MSCR Meadowood |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3123R110226 | IMC4500 | 7333 W TOWNE WAY | MSCR West |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00342 | MP6503SP | 4201 BUCKEYE RD | Nuestro Mundo |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RC00178 | MP2555SP | 801 REDAN DR | Olson Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CC00282 | MP7503SP | 801 REDAN DR | Olson Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100394 | MP7503SP | 801 REDAN DR | Olson Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RA00185 | MP2555SP | 1802 REGENT ST | Randall Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00203 | MP6503SP | 1802 REGENT ST | Randall Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100390 | MP4055SP | 1802 REGENT ST | Randall Elem |
|  |  |  |  |  |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01005 | MP501SPF | 4114 DONALD DR | Sandburg Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00200 | MP7503SP | 4114 DONALD DR | Sandburg Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101380 | MP4055SP | 218 SCHENK ST | Schenk Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100452 | MP7503SP | 218 SCHENK ST | Schenk Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00316 | MP6503SP | 230 SCHENK ST | Schenk Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00333 | MP6503SP | 230 SCHENK ST | Schenk Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01172 | MP501SPF | 230 SCHENK ST | Schenk Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100408 | MP7503SP | 101 S GAMMON RD | Sennett MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101149 | MP4055SP | 101 S GAMMON RD | Sennett MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100428 | MP7503SP | 502 PFLAUM RD | Sennett MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00196 | MP7503SP | 502 PFLAUM RD | Sennett MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01962 | MP501SPF | 2402 ATWOOD AVE | Shelter School |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00328 | MP6503SP | 1601 N SHERMAN AVE | Sherman MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01793 | MP501SPF | 1610 RUSKIN ST | Sherman MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101338 | MP4055SP | 1610 RUSKIN ST | Sherman MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100112 | MP6503SP | 1610 RUSKIN ST | Sherman MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RA00181 | MP2555SP | 1105 SHOREWOOD BLVD | Shorewood Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00145 | MP6503SP | 1105 SHOREWOOD BLVD | Shorewood Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | 3128MC01216 | IMC4500 | 1105 SHOREWOOD BLVD | Shorewood Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100461 | MP7503SP | 1105 SHOREWOOD BLVD | Shorewood Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101097 | MP4055SP | 1110 SPRING HARBOR DR | Spring Harbor MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100294 | MP6503SP | 1110 SPRING HARBOR DR | Spring Harbor MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101337 | MP4055SP | 120 S ROSA RD | Stephens Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100305 | MP6503SP | 120 S ROSA RD | Stephens Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G659C100328 | MP6503SP | 120 S ROSA RD | Stephens Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01136 | MP501SPF | 3870 NAKOMA RD | Thoreau Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R100352 | MP4055SP | 3870 NAKOMA RD | Thoreau Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668LC00154 | MP7503SP | 3870 NAKOMA RD | Thoreau Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668CB00185 | MP7503SP | 5602 RUSSETT RD | Toki MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01687 | MP501SPF | 5602 RUSSETT RD | Toki MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00654 | MP2555SP | 5606 RUSSETT RD | Toki MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100441 | MP7503SP | 5606 RUSSETT RD | Toki MS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G658CC00276 | MP6503SP | 246 S SEGOE RD | Van Hise Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C297R220191R1 | MP2555SP-RM | 246 S SEGOE RD | Van Hise Elem |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RC00187 | MP2555SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100285 | MP2555SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100167 | MP2555SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C298RB00145 | MP2555SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C299R100215 | MP2555SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G988XA01206 | MP501SPF | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | C329R101103 | MP4055SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100447 | MP7503SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100448 | MP7503SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G669C100409 | MP7503SP | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT | G668L900087R1 | MP7503-RM | 30 ASH ST | West HS |
| MADISON METROPOLITAN SCHOOL DISTRICT |  | Approx. Model MP6503SP | Additional Unit |  |
| MADISON METROPOLITAN SCHOOL DISTRICT |  | Approx. Model MP6503SP | Additional Unit |  |
| MADISON METROPOLITAN SCHOOL DISTRICT |  | Approx. Model MP6503SP | Additional Unit |  |
| MADISON METROPOLITAN SCHOOL DISTRICT |  | Approx. Model MP6503SP | Additional Unit |  |
| MADISON METROPOLITAN SCHOOL DISTRICT |  | Approx. Model MP6503SP | Additional Unit |  |
| MADISON METROPOLITAN SCHOOL DISTRICT |  | Approx. Model MP6503SP | Additional Unit |  |
| MADISON METROPOLITAN SCHOOL DISTRICT |  | Approx. Model MP6503SP | Additional Unit |  |
| MADISON METROPOLITAN SCHOOL DISTRICT |  | Approx. Model MP6503SP | Additional Unit |  |

The data contained is believed to be accurate to the best of our ability. This is an estimate or an approximation and the data/information is provided to help vendors inform their submissions.

# Attachment G – Department/School Equipment and Cost Proposal

***See Paragraph 5.3***

# Attachment H – Managed Print Services Proposal

***See Paragraph 5.5***

# Attachment I – Data Usage Report Vendor Example

***See Paragraph 5.5.2.24***

# Appendix A – Affirmative Action Requirements for Contractors and Vendors

1. **VENDOR NOTIFICATION:**

The Board of Education of the Madison Metropolitan School District is committed to fair and equal employment opportunities for all persons. Equal opportunities, policies and procedures govern the hiring of District staff. By this policy, the Board requires contractors and vendors to adopt and implement similar policies as a condition of doing business with the District.

Vendors/contractors, **not exempt**, shall indicate (1) with what agency their Affirmative Action Plan is on file, (2) whether or not the Plan is certified, and (3) whether the employment goal(s) stated in the Plan has/have been achieved. If the vendor/contractor has not met each of the above stated requirements, the vendor/contractor must sign and adopt the District’s Affirmative Action & Equal Opportunity Policy Statement (Appendix C); and complete the Employer’s Information Report (Appendix B); and submit a copy of vendor/contractor’s Affirmative Action Plan. In addition the completed Affirmative Action Requirements for Contractors and Vendors Form (Appendix A) should be submitted with the bid or proposal.

Vendors/contractors are **exempt** from these requirements if they meet one or more of the following criteria: (1)the vendor employs 15 or fewer employees; (2) the vendor’s **aggregate** business with the District in the last fiscal year is $25,000 or less; (3) the vendor is a taxing authority, municipality, the University of Wisconsin System or the State of Wisconsin; (4) the contractor is an organization which ordinarily provides, and is proposing to provide to the District, financial, legal, insurance, utility, or medical services; and/or (5) the contractor is a non-profit business that can provide the District proof of its IRS designation of tax-exempt status.

If needed, assistance is available through the District including what constitutes a good faith effort. Technical assistance regarding contract compliance issues can be obtained from Eric Kestin, Contract Compliance Officer, at (608) 663-1530 or (608) 204-0348 (Fax).

The complete Board Of Education Policy 6600, Affirmative Action Requirements for Vendors and Contractors, is available on the Internet at <http://boeweb.madison.k12.wi.us/policies/6600>.

1. **VENDOR RESPONSE:**

\_\_\_\_\_ I am an exempt vendor by reason of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

therefore, the following does not apply.

\_\_\_\_\_ I am a **non-exempt** vendor and have answered accordingly below:

I have an Affirmative Action Plan on file with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Plan is certified with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Yes \_\_\_\_No The employment goals in the plan have been achieved.

**Please submit a copy of your Affirmative Action Plan with your bid/proposal.**

If a non-exempt vendor has not met each of the above requirements, the vendor must complete the Employer’s Information Report (Appendix B); sign and adopt the District’s Affirmative Action & Equal Opportunity Policy Statement (Appendix C); and submit a copy of its Affirmative Action Plan.

# Appendix B – Equal Employment Opportunity/Affirmative Action Employer Information Report

Equal Employment Opportunity/Affirmative Action

**Employer Information Report**

Workforce Utilization Profile

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Categories** | 1. Number of Employees | | | | | | | | | | |
| **Overall Totals**  (Sum of Columns B-K) | **Male** | | | | | **Female** | | | | |
| **White**  (Not Hispanic) | **Black**  (NotHispanic) | **Hispanic** | **Asian/**  **Pacific Islander** | **American**  **Indian/**  **Alaskan**  **Native** | **White**  (Not Hispanic) | **Black**  (NotHispanic) | **Hispanic** | **Asian/**  **Pacific Islander** | **American**  **Indian/**  **Alaskan**  **Native** |
|  | A | B | C | D | E | F | G | H | I | J | K |
| Officials & Managers |  |  |  |  |  |  |  |  |  |  |  |
| Professionals |  |  |  |  |  |  |  |  |  |  |  |
| Technicians |  |  |  |  |  |  |  |  |  |  |  |
| Sales Occupations |  |  |  |  |  |  |  |  |  |  |  |
| Clerical and Administrative Support |  |  |  |  |  |  |  |  |  |  |  |
| Craft Workers |  |  |  |  |  |  |  |  |  |  |  |
| Operatives |  |  |  |  |  |  |  |  |  |  |  |
| Laborers, Helpers, Material Handlers |  |  |  |  |  |  |  |  |  |  |  |
| Service Workers |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |
| **Number of Employees, by race and gender, employed within the Madison School District geographic area.** | | | | | | | | | | | |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |

Madison Metropolitan School District

Equal Employment Opportunity/Affirmative Action -- Employer Information Report

Name of Company/Organization Address City, State and Zip Code

Contact Person/Name & Title Area Code & Telephone Number Area Code & Facsimile Number

Name of Parent or Affiliated Company Address City, State and Zip Code

Contact Person/Name & Title Area Code & Telephone Number Area Code & Facsimile Number

Establishment Information

How was the information on race or ethnic group obtained? \_\_\_\_\_ Visual Survey \_\_\_\_\_ Employment Records \_\_\_\_\_ Other –Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates or Period Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Does the establishment employ apprentices? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the location the same as last year? \_\_\_\_\_ Yes \_\_\_\_\_ No Previous report date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No previous report \_\_\_\_\_

Business Type: (*Description of the major activity of this establishment, including the specific type of product or service provided*.)

This organization has a current Affirmative Action Plan on file with: \_\_\_\_\_ State of Wisconsin \_\_\_\_\_ Dane County \_\_\_\_\_ City of Madison

\_\_\_\_\_ U. S. Government (Specify Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) \_\_\_\_\_ Other (Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Certification

1. The contractor or vendor certifies that the information contained in this Employer Information Report is accurate.
2. The contractor or vendor has agreed that, as provided in the contract or purchase order, if not exempt, within ten days after the effective date of Madison Metropolitan School District contracts or purchase orders, that it will complete and provide the above information and either an approved Affirmative Action Plan or an Affirmative Action Policy Statement that meets the District’s recommended format.
3. The contractor or vendor further agrees that, as provided in the contract or purchase order, for the duration of this or subsequent contracts with the District, accurate and timely information will be filed on an annual basis.

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix C – Affirmative Action & Equal Employment Opportunity Policy Statement

**Statement of Commitment**

As an employer, this company welcomes the opportunity to affirm our continuing policy to provide equal employment or advancement opportunity and to dedicate ourselves to establishing a work environment which is free from discrimination.

**Equal Employment Opportunity**

It is the policy of this company that all employees and applicants for employment are guaranteed equality of employment opportunity. Essentially, this means that, as an employer, we will not discriminate against any worker or job applicant on the basis of race, color, religion, gender, age, national origin, ability status or veteran status.

Recruitment, selection, placement, transfer, promotion, reinstatement, training and education, tuition assistance, compensation, benefits and layoff decisions made by the supervisors or managers of this company will be based upon the job-related qualifications and abilities of candidates. In some cases, seniority may be treated as a factor to be considered in the selection process. Employees who apply for a promotion or transfer will be given equal consideration.

It is our policy that supervisors shall be made aware that they must use only objective, job-related criteria when selecting workers for any employment-related action, including hiring, training, promotions and terminations. They also shall be informed that certain types of pre-employment inquiries may lead to problems when interviewing candidates for positions.

All other personnel policies and practices of this company, including compensation, benefits, discipline, safety and health programs, as well as other activities, will be administered and conducted without regard to an individual’s race, color, religion, gender, age, national origin, ability status or veteran status.

To the extent possible, reasonable accommodation shall be made for religious needs and for individuals with ability challenges.

As an employer, we will continually review our personnel practices and procedures to ensure that all supervisors and managers are adhering to our commitment to Equal Employment Opportunity principles.

Affirmative Action

As an employer, it is our policy to utilize Affirmative Action as a tool to ensure Equal Employment Opportunity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been designated as the Affirmative Action Officer and shall maintain responsibility for establishing, monitoring and evaluating our Affirmative Action efforts at all company establishments.

Our commitment to Affirmative Action means that we will do more than examine our policies and procedures to ensure against discrimination on the basis of race, color, religion, gender or national origin.

We will make a good faith effort to provide hiring opportunities for minorities and women.

1. In order to demonstrate that we will make a good faith effort in a timely manner as determined by the MMSD, we will properly analyze appropriate job classifications within the organization to determine if women or minorities are being underutilized (i.e., if fewer minorities or women are employed in a particular job classification than would be expected by their availability in the labor market area). (Seek technical assistance from the District’s Contract Compliance Officer if you do not know how to properly analyze the job classifications or if you are not sure which job classifications are appropriate).
2. In order to demonstrate that we will make a good faith effort after such analysis, if there is an under-representation of minorities or women in any job classification we will in a timely manner as determined by the MMSD:
3. Develop realistic goals for the employment of women and minorities who are underrepresented in such job classifications.
4. Develop a timetable for achieving the goals.
5. a) Develop a written recruitment activity plan which is a detailed strategy that outlines specific steps that will be taken to attract minorities and women in the appropriate job classifications in which minorities and women are underrepresented and

b) Implement the written recruitment activity plan at a minimum by:

1. Prominently displaying on your bulletin boards or in common areas the fact that you are an equal opportunity employer.
2. Minorities are underrepresented in certain job classifications, for each vacancy in such job classification place an advertisement in a media outlet that caters to minorities. Such advertisement should describe the job and indicate that the vendor is an equal opportunity employer and that minorities are encouraged to apply.
3. If women are underrepresented in certain job classifications, for each vacancy in such job classification place an advertisement in a media outlet that caters to women. Such advertisement should describe the job and indicate that the vendor is an equal opportunity employer and that women are encouraged to apply.
4. If minorities are underrepresented in certain job classifications, correspond in writing to local advocacy agencies such as community-based organizations, minority trade unions, etc., that you have job vacancies in job classifications for which minorities are underrepresented, describe the job and indicate that you are an equal opportunity employer and that minorities are encouraged to apply.
5. If women are underrepresented in certain job classifications, correspond in writing to local advocacy agencies such as community-based organizations, local trade unions, etc., that you have job vacancies in job classifications for which women are underrepresented, describe the job, indicate that you are an equal opportunity employer and that women are encouraged to apply.
6. Write a letter encouraging current racial/ethnic minorities and women employees to assist in the recruitment of prospective racial/ethnic minorities and women employees.
7. Ensure that all job descriptions reflect actual job duties and are job related.
8. Have a written discrimination complaint procedure in place that is publicized to all employees.
9. Review all hiring policies and practices to ensure that they are non-discriminatory.
10. Hire, where possible, minorities and women in job classifications in which they are underrepresented.

It is our expectation that all employees shall demonstrate respect for and awareness of the diversity of all our employees and model our corporate commitment to diversity.

**EEO/AA Communication**

This Affirmative Action and Equal Employment Opportunity Policy Statement shall be communicated to all supervisors and managers. It shall also be posted conspicuously (on company bulletin boards or common areas) and in areas where applicants are typically screened, interviewed and tested. The intent of this communication of the Policy Statement is that all of the company’s employees are alerted and that job applicants are informed of our commitment. It is also the company’s intent to include this Policy Statement in employee handbooks or orientation literature and to keep employees informed of Policy Statement changes or updates.

The terms “Equal Opportunity Employer” shall be utilized in recruitment advertisements and literature.

**EEO Complaint Handling Procedures**

It is this company’s policy to regularly inform employees that the organization’s dispute resolution system is available for handling discrimination complaints or problems. Employees who have Equal Employment Opportunity-related questions, problems or complaints should first communicate their concern to their immediate supervisor. If they are dissatisfied with the supervisor’s handling of the matter, they may pursue their complaint in the company’s formal dispute resolution procedure.

All complaints will be handled fairly and expediently. No employee shall suffer reprisals for seeking resolution of a problem through the procedure.

**Disqualification**

As a condition of being awarded contracts for goods and services the District needs in the future, it is understood that by signing this Statement, the vendor agrees that the District may disqualify the vendor from being awarded such contracts, if it is determined by the District that no good faith effort was made in that the vendor cannot demonstrate to the District’s satisfaction that it has in a timely manner as determined by the MMSD:

1. Properly analyzed appropriate job classifications within the organization to determine if women or minorities are being underrepresented.

2. Developed realistic goals for the employment of women and minorities who are underrepresented in such job classifications.

1. Developed a timetable for achieving the goals.

4. a) Developed a written recruitment activity plan which is a detailed strategy that outlines specific steps that will be taken to attract minorities and women in the appropriate job classifications in which minorities and women are underrepresented and

b) Implemented the written recruitment activity plan at a minimum by having:

1. Prominently displayed on your bulletin boards or in common areas the fact that you are an equal opportunity employer.
2. (If minorities are underrepresented in certain job classifications, for each vacancy in such job classification) placed an advertisement in a media outlet that caters to minorities and that the advertisement described the job and indicated that the vendor is an equal opportunity employer and that minorities are encouraged to apply.
3. (If women are underrepresented in certain job classifications for each vacancy in such job classification) placed an advertisement in a media outlet that caters to women and that the advertisement described the job and indicated that the vendor is an equal opportunity employer and that women are encouraged to apply.
4. (If minorities are underrepresented in certain job classifications) corresponded in writing with local advocacy agencies such as community-based organizations, minority trade unions, etc., that you have job vacancies in job classifications for which minorities are underrepresented, described the job and indicated that you are an equal opportunity employer and that minorities are encouraged to apply.
5. (If women are underrepresented in certain job classifications) corresponded in writing with local advocacy agencies such as community-based organizations, local trade unions, etc., that you have job vacancies in job classifications for which women are underrepresented, described the job, indicated that you are an equal opportunity employer and that women are encouraged to apply.
6. Written a letter encouraging current racial/ethnic minorities and women employees to assist in the recruitment of prospective racial/ethnic minorities and women employees.
7. Reviewed all job descriptions to ensure that they reflect actual job duties and are job related.
8. Created a written discrimination complaint procedure that is publicized to all employees.
9. Reviewed all hiring policies and practices to ensure that they are non-discriminatory.
10. Hired, where possible, minorities and women in job classifications in which they are underrepresented.

Vendors shall maintain and submit records at the request of the District for the purposes of the District, among other things, determining if the vendor has made a good faith effort. The District may disqualify a vendor from being awarded a contract if the vendor fails to maintain or provide the information requested by the District.

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

Date

Company Name

Location Address, Telephone Number

CEO’s Typed Name & Title

Signature

Human Resource Officer or Affirmative Action Officer’s Typed Name & Title

Signature

# Appendix D – Intention to Submit a Proposal and Questions/Inquiries

**Appendix D Submission Deadline: May 15, 2025 – 2:00 PM (CST)**

In order to provide timely updates to this Request for Proposal, including the responses to questions submitted, we ask that potential organizations complete the follow form and return it by email to Dana Scheel at [bids@madison.k12.wi.us](mailto:bids@madison.k12.wi.us) in accordance with paragraph 1.6 of this document.

|  |  |
| --- | --- |
| Business Name: |  |
| RFP Point of Contact: |  |
| RFP Contact Email: |  |
| Physical Address: |  |
| Mailing Address: |  |
| Phone: |  |

**Yes, we plan to submit a proposal to RFP 4145 – Multi-Functional Device Fleet Lease and Managed Print Service . Please continue to provide updates to the individual named above.**

**No, we do not plan to submit a proposal.**

|  |  |
| --- | --- |
| **Reason**: |  |

|  |  |
| --- | --- |
| Business (Printed Name): |  |
| Signature of Authorized Individual: |  |
| Printed Name of Authorized Individual: |  |
| Printed Title of Authorized Individual: |  |
| Date: |  |

**QUESTIONS/INQUIRIES SUBMISSION**

**RFP 4145 – Multi-Functional Device Fleet Lease and Managed Print Services**

**Vendor Questions/Inquiries and Responses**

**1:** Vendor add question here if needed…

**RESPONSE: [To be completed by the district]**

**2:** Vendor add question here if needed…

**RESPONSE: [To be completed by the district]**

**3:** Vendor add question here if needed…

**RESPONSE: [To be completed by the district]**

**4:** Vendor add question here if needed…

**RESPONSE: [To be completed by the district]**

**5:** Vendor add question here if needed (can continue with additional questions as needed)…

**RESPONSE: [To be completed by the district]**