

Request for Proposal

Color Multi-Functional Printers/Copier/Fax/Scanner Units

October 2023



SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

300 E. BROAD ST., SUITE 100 • COLUMBUS, OHIO 43215-3746

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I. INTRODUCTION

The School Employees Retirement System of Ohio (SERS) is requesting proposals for 17 Multi-Functional Printer/Copier/Fax/Scanner Units.

II. BACKGROUND

SERS is a statewide defined benefit retirement system for non-certificated persons employed by the public schools within the state's cities, villages and counties, as well as local districts, vocational and technical schools, community colleges, and The University of Akron. SERS provides service retirement, disability and survivor benefits, and access to health care coverage for benefit recipients and their dependents. General administration and management of the plan is vested in the Retirement Board established under [Chapter 3309](#) of the Ohio Revised Code.

Links are available for the most recent [SERS Comprehensive Annual Financial Report](#).

III. SCOPE OF SERVICES

SERS is seeking a qualified vendor to provide 17 Color Multi-Functional Printer/Copier/Fax/Scanner Units including, but not limited to, the following specifications:

- Minimum 28 pages per minutes for B&W and Full Color (B&W charged at B&W click)
- Minimum 600 x 600 dpi
- Automatic Reversing Document Feeder (ARDF)
- Paper Size: 5.5" x 8.5" – 11" x 17"
- Envelope Bypass
- Paper Weight: Minimum 17# Bond / Maximum 65# Cover
- Copy Size: 11" x 17" max (full bleed on 12: x 18")
- Bypass sheet feeder
- 4 Paper Tray capacity:
 - Letterhead
 - 8.5" x 11" (larger capacity)
 - 8.5" x 14"
 - 11" x 17"
- Scan to E-Mail functionality
- Scan to Fax
- Network Compatibility Requirements

- Auto Duplex: Standard
- Reduction/Enlargement (50% to 200%), preset standards and zoom
- Postscript on all 17 units
- Standard finishing Options – stapling capabilities
- Exposure Glass: Up to 11" x 17"
- 5 Year Lease with Service Agreement

SERS will consider only proposals for the goods and/or services as described above. **Responses submitted for other goods and/or services will not be considered.**

IV. PROPOSAL SUBMISSIONS

A. Intent to Respond

If the vendor intends to respond to this RFP, a Notice of Intent to do so should be sent to SERS by 10/27/23. The Notice should be sent by email or fax to the SERS contact listed in Paragraph C. below, and contain the vendor's name, its intent to respond, the name of a contact person and the contact person's telephone number, email and fax number. Submitting this Notice will not obligate a vendor to submit a Response nor be a prerequisite for submitting a Response, but will allow SERS to send out any necessary information to interested vendors.

B. Response Deadline

The completed Response must be received by **Friday, November 17, 2023 at 12:00 pm, Eastern Time**. Responses received after the Response deadline will not be considered.

C. Delivery

Contact person for all responses, and communications:

Donita Thomas
Purchasing Coordinator
Administrative Services Department
School Employees Retirement System
300 East Broad Street, Suite 100
Columbus, OH 43215
dthomas@ohsers.org
Telephone: 614-340-1313
FAX: 614-340-1094

An unbound original and 4 copies of the Response are to be sent by mail or delivery service. Faxed transmissions are not

acceptable and will not be considered.

D. Response Documents

All of the following documents must be submitted together and in the order listed.

1. A Cover Letter submitting the vendor's Response on the vendor's letterhead signed by at least one individual who is authorized to bind the vendor contractually.
2. A formal bid package or proposal outlining bidders qualifications, experience, solution and scope of services.
3. The Questionnaire in Appendix A. with the question and/or request duplicated in the Response before the answer or response.

E. Submitted Responses

Any Response submitted will become the property of SERS. SERS reserves the right to retain all Responses submitted, and use any information contained in a Response except as otherwise prohibited by law. **All Responses and the contents thereof will be deemed to be a public record which is open to public inspection after a vendor has been selected and contract has been executed, if any.** A vendor may include one additional copy of its Response with any proprietary trade secret information redacted and marked as such with a brief written basis as to why it believes the information is protected from disclosure. In the event that SERS receives a public records request to which, in SERS' sole discretion, any of a vendor's materials are responsive, SERS may release the vendor's redacted materials, or in the event no redacted materials are submitted, the vendor's unredacted materials without notice to the vendor. In the event any of the vendor's redactions are challenged, the vendor shall have sole responsibility to defend such redactions at its cost and expense. SERS will not institute any legal action to defend any of vendor's redactions, but will notify the vendor of such challenges.

F. Communications with SERS

Vendors which intend to submit a Response should not contact any member of SERS Staff or members of the Retirement Board. An exception to this rule applies to vendors who currently do business with SERS, but any contact made by such vendor(s) with persons should be limited to that business, and should not relate to this RFP.

G. Questions Relating to this RFP

All questions concerning this RFP must be received in writing by fax or email by the Contact person by **Friday, November 3, 2023, 4:00 p.m., Eastern Time.** Answers to only faxed or emailed questions received by this deadline will be available to all vendors by a posting

at www.ohsers.org. Questions submitted after 4 p.m. 11/3/23 or other than by fax or email will not be considered.

V. SELECTION PROCESS

SERS staff will evaluate all timely and complete Responses. SERS reserves the right to request that any Response be clarified or supplemented.

Demonstrations will be a requirement and should be scheduled with:

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Administrative Services Department
School Employees Retirement System
300 East Broad Street, Suite 100
Columbus, OH 43215
dthomas@ohsers.org
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FAX: 614-340-1094

VI. TENTATIVE TIME TABLE

The following is the tentative time schedule for SERS' search for vendors to provide the requested services. All dates are subject to modification by SERS without prior notice.

Issuance of RFP:	10/19/13
Intent to Bid:	10/27/23
Question Deadline:	11/3/23
Response to Written Questions:	11/10/23
RFP Response Deadline:	11/17/23 by 12:00 pm
Demonstrations:	11/20/23 – 12/1/23
Selection:	12/11/23
Projected Commencement Date:	TBD upon Selection

The vendor(s) selected must enter into a contract.

VII. CRITERIA

The criteria for selection will include, but are not limited to the following:

- Solution Features
- Vendor Experience
- Vendor References
- Cost

VIII. QUESTIONNAIRE

Vendors must complete the Questionnaire appearing in Appendix A. Responses to the questions should repeat the question and be answered in order. Limit each response to no more than one-half page.

IX. TERMS AND CONDITIONS

SERS makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP and nothing contained herein is or shall be relied upon as a promise or representation, whether as to the past or the future. The RFP does not purport to contain all of the information that may be required to evaluate the RFP and any recipient hereof should conduct its own independent analysis of SERS and the data contained or referenced herein. SERS does not anticipate updating or otherwise revising the RFP. However, this RFP may be withdrawn, modified, or re-circulated at any time at the sole discretion of SERS.

SERS reserves the right, at its sole discretion and without giving reasons or notice, at any time and in any respect, to alter these procedures, to change and alter any and all criteria, to terminate discussions, to accept or reject any Response, in whole or in part, to negotiate modifications or revisions to a Response and to negotiate with any one or more respondents to the RFP.

SERS is not and will not be under any obligation to accept, review or consider any Response to the RFP, and is not and will not be under any obligation to accept the lowest offer submitted or any offer at all. SERS is not and will not be under any obligation to any recipient of, or any respondent to, the RFP except as expressly stated in any binding agreement ultimately entered into with one or more parties, either as part of this RFP process, or otherwise. Any decision to enter into a binding agreement with a respondent to this RFP is in SERS' sole discretion.

This RFP is not an offer but a request to receive a Response. SERS will consider a Response as an offer to develop an agreement based upon the contents of the Response. Respondents agree that the contents of their Responses are valid for one year from the date of submission. SERS will not be liable for any cost incurred in the preparation of a Response and will not reimburse any respondents for their submission. Expenses related to the production of a Response are the sole responsibility of the respondent.

Appendix A QUESTIONNAIRE

Responses to the following questions should repeat the question and be answered in order. Limit each response to no more than [one-half] page.

1. How long has the firm been in business?
2. Please supply three (3) references.
3. Does the firm have a firm written code of conduct or set of standards for professional behavior? If so, attach a copy and state how they are monitored and enforced.
4. Does the firm have a written anti-discrimination policy? If so, attach a copy and state how the policy is monitored and enforced.
5. How does the firm identify and manage conflicts of interest?
6. Are there any potential conflicts of interest that the firm would have in providing the requested services to SERS? If yes, explain.
7. List and describe any relationships and/or contacts the firm or its officers or employees have had with any SERS Retirement Board member and/or staff member within the last 12 months.
8. Has the firm or any officer or employee given any remuneration or anything of value directly or indirectly to SERS or any of its Retirement Board members, officers, or employees? If yes, identify the recipient and remuneration or thing of value. Additional information on the Ohio ethics law in this area may be found at: http://ethics.ohio.gov/education/factsheets/doing_business_with_retirement_systems_in_ohio.pdf.
9. Has the [company or firm or vendor] or any officer, principal or employee given any remuneration or anything of value such as a finder's fee, cash solicitation fee, or fee for consulting, lobbying or otherwise, in connection with this RFP? If yes, identify the recipient and remuneration or thing of value.

10. Within the last five (5) years:

- a. Has the [company or firm or vendor], or any officer or employee of the [company or firm or vendor] been a defending party in a legal proceeding before a court related to the provision of [goods and/or services]?
- b. Has the [company or firm or vendor], or any officer or employee been the subject of a governmental regulatory agency inquiry, investigation, or charge?
- c. Has the [company or firm or vendor] submitted a claim to the [company or firm or vendor's] liability insurance carrier involving the type of [goods and/or services] sought under this RFP?

If yes to any of the above, describe the event and the current status or resolution; include any case citation.