

Notice Calling for Requests for Proposals

DISTRICT: GLENDALE UNIFIED SCHOOL DISTRICT
PROJECT:

- **RFP PA #1 of 3 Copier/MFD Hardware and Service**
- **RFP PA #2 of 3 Printer/MFP Service + Supplies**
- **RFP PA #3 of 3 Usage Tracking Software**

PROPOSALS DUE BY: Monday, October 30, 2017; 11:00 A.M. PST
SUBMIT BIDS TO: Online via Optimizon: <http://www.optimizon.com/>
VENDOR MEETING: GoToMeeting, Tuesday, September 26, 2017; 9:00 A.M. PST

NOTICE IS HEREBY GIVEN that Glendale Unified School District, acting by and through its Board of Education, hereinafter the “District” will receive up to, but not later than the above stated date and time, electronically sealed Proposals from qualified vendors for multifunction copy/print/scan hardware, software, service and supplies; service and supplies for the existing printer fleet; and usage tracking software.

Access to RFP. Proposals will be accepted via online responses through Optimizon until Monday, October 30, 2017, at 11:00 A.M. Pacific time. For access codes to the online RFP system and a copy of the RFP invitations, contact Lisa Kitamura, Optimizon, by email to lkitamura@optimizon.com or (208) 389-1100 ext 106.

If you wish to be considered as a potential supplier by the District, you must fully complete the online Request for Proposal as required. Proposals that do not follow these instructions will be deemed unresponsive and rejected.

Bid Proposal Security. Each Bid Proposal shall be accompanied by Bid Security equal to **TEN (10) PERCENT** of the total cost projected for 60 months for all equipment and solutions proposed. Failure to submit the Bid Bond, Cashier’s Check, or Corporate Check in the form and amount required shall render the proposal to be nonresponsive and rejected by the District.

Vendor Meeting: A vendor meeting will be held via GoToMeeting on Tuesday, September 26, 2017 at 9:00 A.M. To join the meeting Dial 1 (872) 240-3212 with Access Code 641-490-845 or via the following Web link: <https://global.gotomeeting.com/join/641490845>. Participation in the meeting is not mandatory, but is strongly encouraged.

No Withdrawal of Proposals. No Bidder shall withdraw its Proposal for a period of **ninety (90) days** after the award of the Contract by the District’s Board of Education. During this time, all Bidders shall guarantee prices quoted in their respective Proposals.

Waiver of Irregularities. The District reserves the right to reject any or all Proposals or to waive any irregularities or informalities in any Proposal or in the bidding.

Award of Contract. The Contract for the Work, if awarded, will be by action of the District’s Board of Education to the Bidder that meets the qualifications established by the RFP documents.

Inquiries and Clarifications. This document is for informational purposes and shall not relieve the

Bidder of the requirements to fully become familiarized with all the factors affecting the Proposal. The Bidder is advised that all inquiries and clarifications about the RFP documents, specifications, etc., shall be submitted to the District in writing no later than **Monday, October 16, 2017, 7:00 AM**. The District will respond at its earliest possible opportunity. Verbal communication by either party with regard to this matter is invalid. Inquiries shall be made in writing as specified in the RFP Terms and Conditions.

Gioconda Padilla
Director, Procurement & Contract Services
GLENDALE UNIFIED SCHOOL DISTRICT
Los Angeles County, State of California
FOR: The Board of Education

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