

**REQUEST FOR PROPOSAL (RFP)
COPIER**



**BROOKLYN LAB
CHARTER SCHOOL**

**BROOKLYN LABORATORY CHARTER SCHOOL
BROOKLYN, NY 11217**

3/24/2016

1. SUMMARY AND BACKGROUND

Brooklyn Laboratory Charter School (LAB) is an open enrollment public charter school located in downtown Brooklyn. LAB seeks to prepare complex learners with the academic foundation, habits of success, creative know-how, and wayfinding abilities necessary to succeed in college and professional life as they grow as ethical leaders. In the Fall of 2016, LAB will serve a full cohort of 6th, 7th, and 8th graders.

The purpose of this Request for Proposal (RFP) is to solicit proposals for a Copier lease from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Brooklyn Laboratory Charter School wishes to go.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **5pm EST March 31, 2016**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal and submitted via email. Documents submitted in any other format other than pdf will not be accepted.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Brooklyn Lab legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT SCOPE AND DESCRIPTION

Brooklyn Laboratory Charter School is seeking to work with a firm to fulfill the following tasks:

Provision of a single high volume Printer/Copier: Brooklyn LAB is a growing network of schools, and in order to best serve our complex learners, it is imperative that our teachers be able to develop and distribute their classroom materials in an efficient manner. We are looking for a copier that is capable of handling approximately 250,000 print jobs within the next 6-month period in order to support our 50 staff members. In addition to handling a high volume, the equipment should have built in capacity to, at a minimum, staple, copy, and scan.

REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm EST March 31, 2016.

Evaluation of proposals will be conducted April 1, 2016. If additional information or discussions are needed with any bidders during this time, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later April 4, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by April 5, 2016

Notifications to bidders who were not selected will be completed by April 5, 2016..

4. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or daily, weekly monthly recurring costs (MRC). Proposal should separate materials vs. labor.

NOTE: All costs and fees must be clearly described in each proposal.

5. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in providing equipment for schools
- Examples of at least 3 or more clients that you have worked with, preferably demonstrating experience in working in the charter sector
- Specs of your firm's proposed equipment
- Details regarding all related maintenance and service
- Details on time frame and response time to maintenance and repairs

6. PROPOSAL EVALUATION CRITERIA

Brooklyn Lab will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

- Technical expertise and experience: Bidders must provide descriptions and documentation of experience

Each bidder must submit a copy of their proposal in a PDF document to vcox@[brooklynlaboratoryschool.org](mailto:vcox@brooklynlaboratoryschool.org) by 5pm EST on March 31, 2016.