



Memphis Merit Academy Charter School

INVITATION TO BID

Memphis Merit Academy Charter School (MMACS) is opening competitive bidding in the Procurement Department in Memphis TN, 38118.

MEMPHIS MERIT ACADEMY CHARTER SCHOOL WILL RECEIVE AND PUBLICALLY OPEN SEALED BIDS IN THE PROCUREMENT DEPARTMENT. SUBJECT TO THE INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, ADDENDA, AND ANY OTHER ELEMENTS OF THIS INVITATION TO BID, INCLUDING THOSE INCORPORATED BY REFERENCE.

The invitation to bid document is in the format of Microsoft Word format. Any alternatives to this document made by the bidder may be grounds for rejection of bid, cancellation of any subsequent award, or any other legal remedies available to Memphis Merit Academy Charter School.

DATE ISSUED: **February 4, 2019**

SERVICE START DATE: **July 1, 2019**

RFP TITLE: **Copier/Printer Services**

RFP NUMBER: **100-01**

TELEPHONE NUMBER: **901-422-2359**

EMAIL ADDRESS: bmcline@memphismeritacademy.org

ZOOM MEETING: Optional ZOOM meeting will be held on **Monday, February 18, 2019 at 10am**. Please follow the link to the meeting: <https://zoom.us/j/835413989>

All bid responses must be received and time-stamped in the MMACS Procurement Department by no later than **March 4, 2019** at 3:00 pm Central Time. To review the BID requirements, please click on the link below: [Memphis Merit Copier/Printer Requirements](#). **Proposals should be in the form of PDF document, no more than 25 pages.**

Download Bid Response Form Here: [Copier/Printer Bid Response](#)

Submit Bid Response To:

Betty Michelle McCline at bmcline@memphismeritacademy.org

**Subject Line: Copier/Printer Bid Response 100-01*

OR

Mail Sealed Bid Response To:

Memphis Merit Academy Charter Schools

Attn: Betty Michelle McCline

Procurement Department

8460 Kamin Lane

Memphis, TN 38125

Bid envelope must include RFP Number, the bid opening date, and the bidder's address. Failure to provide this information on the envelope may result in bid not being considered. DO NOT submit bids by fax. The submission of a bid is an official waiver of claims of confidentiality. All offers are public record.



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RUBRIC

Points	Category	Description
45pts	Overall Cost (Total Lease Cost, Cost per copy)	What is the total cost of the lease agreement per device? What is the cost per copy for black and white? What is the cost per copy for color? How well does the proposal align to the school's overall budget?
25pts	Service Agreement	What supplies and materials are included in the service agreement? What is the guaranteed response time for repairs and services? What training will be provided to school staff, if any?
10pts	Expertise	What is the level of expertise of technicians working with our school and equipment? Are there a diverse set of references for follow-up on service experiences?
15pts	Devices	Are there at least 3 options for selection meeting the school's outlined needs?
15pts	Purchase Options/Upgrade Capabilities	Does the service agreement accommodate options for upgrade throughout the lease? Is there an option to purchase the device during the contract, if desired?
Total Possible Points = 100pts		

TIMELINE

Event	Timeline
Posting of BID	February 4, 2019, 5PM CST
Optional Conference Call	February 18, 2019, 10AM CST
Proposals submitted	March 4, 2019, 3PM CST
Evaluation Period	March 5-March 15, 2019
Announcement of Contract Selection	March 29, 2019, 4PM CST
Contract Commencement	July 1, 2019, 8AM CST

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