DAYTON PUBLIC SCHOOLS

Request for Proposal

Copier Services for the Dayton Public Schools

DAYTON BOARD OF EDUCATION
115 South Ludlow Street
DaytonOH45402-1812

Electronic Proposals will be accepted until 12:00 p.m. April 23, 2018. All submissions must be uploaded to the DPSD Bonfire Public Portal at https://dps.bonfirehub.com/opportunities
See Submission Instructions of this document.

RFP No.18-875
Date: March 21, 2018
Dayton Public School District (DPSD) intends to enter into an agreement with a qualified vendor to deliver Copier Services for Dayton Public Schools. This initiative is known as Copier Services for Dayton Public Schools.

On March 21, 2018 DPSD will post a formal solicitation for RFP#18-875 Copier Services at www.dps.k12.oh.us/community/bid-info.html. All interested parties, potential Offerors, and those seeking to do business are hereby notified that this website will be updated periodically to include additional documentation. Interested parties, potential Offerors, and those seeking to do business must continuously check this website to make sure to receive any additional information posted regarding this solicitation. Senior Contract Specialist, Bobby J. Smith, is the point of contact and he may be reached via email at bjsmith@dps.k12.oh.us. Please forward all questions to the point of contact by end of business April 9, 2018.

A Bidder’s Conference will be held, Tuesday, March 27, 2018 @ 11:30 a.m., at 115 S. Ludlow Street, Dayton, Ohio 45402. Attendance is strongly suggested.

Proposals to provide Copier Services For Dayton Public Schools for Dayton Public Schools must be uploaded to Bonfire software prior to 12:00 p.m., local-time on Monday, April 16, 2018. Submission instructions can be obtained at https://dps.bonfirehub.com/opportunities

Firms submitting Proposal must be approved by the Human Relations Council of the City of Dayton and must submit with their bid evidence of such approval. Additionally, the response must include documentation of good faith efforts for utilization of local and economic disadvantaged businesses per the requirements of the DPS Community Inclusion Program.

Based on Ohio Revised Code 5719.042, the Dayton Board of Education requires that all firms submit with their bid an affidavit affirming status of delinquency on property taxes.

The Board of Education reserves the right to accept or reject any or all Proposal resulting from above.

DAYTON BOARD OF EDUCATION

Dr. William E. Harris Jr., President

Hiwot Abraha, Treasurer

Publication Dates: March 19, 26, 2018
Bid Due Date: April 16, 2018
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1.0 **PURPOSE**

The purpose and intent of this request for proposal is to solicit cost per copy services, and to establish a contract for low to mid volume copying, duplicating devices solution district-wide that will minimize administrative and management time to manage fleet performance, provide financial control and allow Dayton Public School District, here in referred to as (DPSD) to remain current with technology.

2.0 **BACKGROUND**

The Dayton Public Schools District is a large urban school district with 2,000 employees and approximately 13,000 students attending the DPSD approximately 28 instructional facilities. There are approximately three administrative facilities. Currently there are as a result of the evolution to a decentralized management philosophy, the expectation of producing higher levels of services in an environment with decreasing resources, the school district foresees the necessity to maximize the value currently received. There are approximately 225 (28 – 65 cpm) copiers at DPSD. The approximate total of copies for FY17 was 25 million. Therefore, the District is seeking a firm to provide total copy management services district-wide, whereby the user will be provided one contact point for the service calls.

3.0 **SCOPE OF SERVICES**

The selected firm shall provide digital copiers, (Multifunction Printers, aka MFP), installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies (except paper) and proper training to key personnel. See Schedules A, B & C for a list and location of all copiers included in this RFP.

Copier shall be kept in proper and good working condition so that work delays and copy problems will be minimized. In the event a copier exhibits continuing breakdowns or poor copy quality for one month or five (5) service calls, Dayton Public School District reserves the right to reject the copier. The vendor will, at the District's option, replace the copier with an acceptable copier for the duration of the contract within 48 hours.

Equipment needs to be delivered to the district by June 30, 2018. Vendor shall provide staff for equipment deployment and coordinate with on-site IT staff.

**Scope Requirements**

The selected firm shall provide digital copiers, (Multifunction Printers, aka MFP), installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies (except paper) and proper training to key personnel. See Schedules A, B & C for a list and location of all copiers included in this RFP.

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Equipment needs to be delivered to the district by June 30, 2018. Vendor should provide a staff member to help with deployment and coordinate with on-site IT staff.

**EQUIPMENT**

All digital copiers/printers shall be newly manufactures with no used or refurbished parts and include the capability for scanning and faxing.
All digital copiers are to be plain, card stock and multiple size paper copiers. Digital copiers are required to run recycled paper. Models and makes specified are for descriptive purposes only. Copiers of equivalent or superior quality and functionality will be given equal consideration.

However, in addition to specifying the machine you are bidding on the bid form, you must enclose descriptive literature on machines you bid. Such literature must include at a minimum the specifications regarding copy speed, reduction/enlargement, document feeder, account or auditron receptivity, sorter and bins, electrical requirements, technical specifications for networking and energy consumption.

Web based user interface for device configuration.

All digital copiers/printers shall have the ability for network connection using Ethernet TCP/IP protocol.

Minimum Requirements for MFP devices – 35ppm Color and B&W.

All features of the copiers should include but not be limited to: automatic document feeders, paper supply, sorter and finisher. If for some reason low volume machines do not include this equipment, list and provide cost of optional equipment.

**Equipment for Duplicating Center** – (See list of current equipment/EXHIBIT I) key requirements
- Tray Oversized Capacity Feeder
- 250-sheet bypass tray
- 200 ipm scanner with standard color scanning
- Print resolution up to 2400 x2400 dpi
- 1,100 –sheet letter-size tray
- 1,600 –sheet letter size tray
- 2- 550 sheet trays standard and custom sizes up to 13x 19.2 inches
- Interface module
- GBC AdvancePunch
- High-Capacity Stacker (optional)
- Folder – C-fold, Z-Fold and Engineering Z-fold
- 200 sheet standard post process inserter
- Booklet Maker Finisher, Hole punch, 500-sheet top tray
- Trimmer Module

Equipment must be capable of integrating with network operating systems. From a connectivity viewpoint District management states the Vendor must provide remote management ability. We currently manage all network printers utilizing Novel Utilities. Also bidder must provide a minimum of five (5) copies of their management software with no additional cost updates for new release for the duration of the contract. The Vendor shall be responsible for the connections of units to the network while providing District Staff training in the management of the installed system.

Include all network requirements needed for installation. Vendor is responsible for upgrades to copiers, if needed when the District upgrades network software. Vendor should provide the district with drivers by June 1st for recommended equipment.

Vendor proposing to provide digital copier with printer, scanner and facsimile combination or any combination thereof must include all cost in proposal. Vendor will be totally responsible for all software, including updates and new releases and connectivity cost.

Upon the districts’ request, the vendor must provide test units to several locations with on-hands training before we make a decision to proceed. The District expects that the digital photocopier/printer/scanner/facsimile solutions(s) will be transparent and fully integrated with any current networked infrastructure protocol at the District sites.

User accounts/security is recommended to support user number authentication (on device), log-in/password (on device) or log-in/password (on device via LDAP or other service).
The District reserves the right to award the contract to more than one vendor in this category if, in the opinion of the District, the “successful” vendor cannot meet the requirements for a digital solution.

**QUANTITIES**

Quantities are estimated and no minimum or maximum is guaranteed. Current annual average is approximately 23 million black/white copies and 3 million color copies. Proposals will be based on cost per copy only, the District will only pay for copies actually used.

The quantities specified in this request are estimates only, and are given for information and for the purpose of bid evaluation. They do not indicate the actual number of copies that will be made. The District reserves the right to order quantities different from those specified in the bid. The District shall make every effort to ensure that the placement of copiers, by volume classification, are directly related to the estimated average monthly volume of copies produced at a given copier location. After the transition period; if there is overuse/underuse for three (3) consecutive months at any location, the Vendor may recommend in writing to replace with correct volume machine. The District shall be the sole judge of the final decision as to whether the volume classification of a given machine is appropriate for its site placement. Monthly usage report required by the 15th day of each month.

**EQUIPMENT PERFORMANCE / SERVICE LEVEL AGREEMENT (SLA)**

The vendor shall maintain a minimum average rate of 95% uptime per copier/printer per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding recognized holidays. All service calls except those designated as (a) preventative maintenance; (b) operational software or equipment upgrades; or (c) District operator’s negligence or abuse will be included in uptime analysis.

Each copier and features furnished by the vendor will be expected to perform their intended functions, operate satisfactorily and provide copies of acceptable quality.

Failure to maintain a minimum average rate of 95% uptime per copier during calendar quarter will result in a 5% credit per copier to the invoice for the month following quarterly review.

The vendor will guarantee the availability of replacement parts, applicable accessories and equipment for the duration of the contract term.

Vendor should provide any service and warranty that will be provided but not otherwise listed in this RFP.

**SERVICE AND WARRANTY**

If a digital copier/printer does not perform to manufacturer’s specifications the vendor shall replace the unit(s) with a new digital copier/printer of the same model.

Vendor shall provide telephone support and a toll free phone number for placing service calls, which will be available Monday through Friday, 6:00 a.m to 5:00 p.m Within two hours of receiving the initial service call, the vendor is required to contact the Dayton Public School District to establish an estimated time of arrival (ETA). A technician shall arrive at the Dayton Public School District site within four (4) business hours of the initial service call.

Vendor will remedy any defect in software or equipment within forty eight hours (48) hours, excluding District recognized holidays, of initial service request.
If the reported defect remains unresolved for a period of forty eight (48) hours or more, the vendor will provide the Dayton Public School District with a comparable permanent replacement at no charge.

Vendor will provide PM kits on site at Information Technology Warehouse as safety stock, three (3) for each model. Service reports will be submitted by vendor to DPSD on a monthly basis, by the 10th day of the month.

**SERVICE RESPONSE**

After being notified by the key operator, arrival of a repairperson and repair of machine shall not exceed four (4) working hours. After three (3) complaints for non-response of service on any one location, for any one machine, contract may be terminated.

**DISTRIBUTION OF SUPPLIES**

Vendor shall be responsible for the distribution of supplies (as previously defined) to each copier location to insure adequate amounts of supplies are always on hand for individual locations. Supplies shall be delivered in sufficient quantities to operate all equipment for a minimum of thirty days. All supplies shall be original equipment manufacturer (OEM).

**INSTRUCTION AND TRAINING**

The vendor shall train at least two individuals for each copier in each machine location as a key operator and shall train replacement key operators as required. Arrangements for training shall be coordinated by the vendor within three (3) business days of installation with each office in which copiers are installed.

Initial training of District personnel shall be conducted upon equipment installation and at no additional cost to the District, with the number of sessions, schedules, participants and number of participants per session identified by the District. Network connectivity, print driver installation and other technical support training, also at no cost to the district, may be scheduled at a later date. Subsequent training at no cost to the district shall be available on ongoing bases during the contract term for the purpose of training new personnel, providing refresher sessions, increasing user productivity through effective use of networked features, providing assistance with new procedures or equipment.

**SUPPLEMENTAL INFORMATION**

**CONTRACT ASSIGNMENT**

The supplier is prohibited from assigning, transferring or subletting any portion of this agreement including leases, maintenance, or supplies without the written consent of DPSD. Dayton Public School District shall assume no liability for payment other than to the vendor.

**MATERIAL SAFETY DATA SHEETS**

Upon award of the contract, Material Safety Data sheets for toner, developer, and other supplies shall be submitted to the office of Information Technology, 115 South Ludlow Street., Dayton, Ohio 45402.

**ADDITIONS AND DELETIONS**

DPSD reserves the right to eliminate copiers from the contract based on departmental relocation or reduction of copy volume due to budgetary or other reasons. DPSD reserves the right to add additional machines at the base bid price (or upgrade or downgrade existing machines). All contracts, whatever the starting day, expire June 30, 2016. Additions, deletions, upgrades and downgrades will be made without penalty based on bid price.
ACCOUNT NUMBER ASSIGNMENT

All machines must be capable of account assignment, which reflects the copy count usage of each account number assigned.

INEFFECTIVE EQUIPMENT

Vendor will provide replacement at no additional cost for equipment deemed ineffective or inefficient, or during removal from installed location for repair. DPSD reserves the right to terminate and have removed, at the vendor's expense, any machine which, in its reasonable judgment, is not performing satisfactorily. Therefore, a monthly service report is required by the 15th of each month reflecting all opened and closed service requests. The reports will be reviewed with the Service and Account Manager on a Quarterly basis.

INSURANCE

Vendors are to supply proof of insurance as required on the attached insurance requirement form.

METER READINGS

Upon DPS discretion, suppliers shall be responsible for taking meter readings on the last working day of each month or on a quarterly basis. DPSD shall be given a copy of these meter readings along with a detailed service report on each copier placed, on a monthly or quarterly basis, so as to aid in monitoring individual copier performance. Overages will be calculated at the end of each contract year only. It is recommended that the meters are read via an online software solution.

INVOICING

Quarterly invoicing shall be submitted to the Accounts Payable department at 115 South Ludlow Street, 5th Floor, Dayton, Ohio 45402. Vendor must be capable of summary invoicing. Vendor must submit with his invoice an itemization showing at minimum the location of each machine, I.D. number, and the number of copies run on each machine during the billing cycle. Each vendor must submit with their proposal a narrative describing how copier counts, reports and invoicing will be accomplished. Note: Overages will be calculated at the end of each contract year only.

Vendor shall not invoice prior to completed installation and training as agreed between DPSD and the selected vendor.

FINANCING

Third (3rd) Party Financing – The District will not entertain third (3rd) party financing for any or part of the proposed equipment. This means that the Vendor and/or its Principal must provide the financing. This also means that the District will submit its contract purchase order directly to the Vendor and all applicable invoice payments will be made directly to the successful Vendor.

VENDOR RESPONSES SHOULD INCLUDE EVIDENCE OF:

Detail the number and availability of technicians, including means of communication and coverage area. Attach additional sheets if necessary.
SUPERVISION

In addition to the scope of work for the required services, the selected supplier will also be required to abide by the following:

Vendor is expected to supervise individuals(s) performing work on a regular basis. Vendor is expected to present monthly reports to the Office of Information Technology by the 15th day of the month. Vendor is expected to meet with the Office of Logistical Support Quarterly.

4.0 General Information

1. **Respondent Information:** Provide the following information regarding the Respondent.
   (NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

   Respondent Name: __________________________________________________________
   (NOTE: Give exact legal name as it will appear on the contract, if awarded.)

   Principal Address: __________________________________________________________

   City: ______________________ State: ____________ Zip Code: __  __

   Telephone No. __________________ Fax No: _________________________________

   Website address: __________________ Year established: _______________________

   Provide the number of years in business under present name: ___________________

   Social Security Number or Federal Employer Identification Number: ____________

   Comptroller’s Taxpayer Number, if applicable: ________________________________
   (NOTE: This 11-digit number is sometimes referred to as the Comptroller’s TIN or TID.)

   Business Structure: Check the box that indicates the business structure of the Respondent.

   __ Individual or Sole Proprietorship. If checked, list Assumed Name, if any: ____________
   __ Partnership
   __ Corporation If checked, check one: __ For-Profit __ Nonprofit
              __Domestic   __ Foreign

   Also, check one:

   __Other If checked, list business structure:
Printed Name of Contract Signatory: 

Job Title: 

(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as “High Profile”. Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: __________________ State: __________ Zip Code: ______________
Telephone No:________________ Fax No:________________________
Annual Revenue: $______________
Total Number of Employees: ________________
List Percentage of Employees that reside in the following:

DPSD _____% City of Dayton _____% Montgomery County _____% Ohio _____%

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

2. **Contact Information:** List the one person who DPSD may contact concerning your proposal or setting dates for meetings.

Name:__________________________Title: __________________
Address: ______________________________
City: __________________ State: __ Zip Code: ____________
Telephone No:__________________Fax No:________________________
Email: ________________________________
3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

   Yes ___ No ___

4. Is Respondent authorized and/or licensed to do business in Ohio?

   Yes____No ___
   If “Yes”, list authorizations/licenses.
   ______________________________________________
   ______________________________________________

5. Where is the Respondent’s corporate headquarters located?
   ______________________________________________

6. Local/County Operation: Does the Respondent have an office located in Dayton, Ohio?

   Yes____No ___
   If “Yes”, respond to a and b below:
   a. How long has the Respondent conducted business from its Dayton office?
      Years____    Months____

   b. Choose only one (1) Is the firm headquartered in the following:
      DPSD?_____City of Dayton_____Montgomery County_____Ohio_____

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

   Yes ___ No ___
   If “Yes”, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.
   ______________________________________________
   ______________________________________________
8. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?
   Yes ___  No ___

   If “Yes”, state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?
   Yes ___  No ___

   If “Yes”, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. **Disciplinary Action:** Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?
    Yes ___  No ___

    If “Yes”, state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. **Previous Contracts:**
    a. Has the Respondent ever failed to complete any contract awarded?
       Yes ___  No ___

       If “Yes”, state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

    b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?
       Yes ___  No ___

       If “Yes”, state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

    c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?
       Yes ___  No ___

       If “Yes”, state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.
5.0 **Attachments**

In addition to the aforementioned required information, the following attachments must be completed and returned with solicitation response:

5.1 **Attachment I - Cost Proposal Form**: The Offeror(s) shall submit pricing for goods and services in the manner stipulated in this document (Cost Proposal). All pricing must be valid for at least 90 days from the solicitation close date, unless otherwise noted. The cost proposal must be signed by person(s) who have signatory authority to make said offer at the time of the response.

5.2 **Attachment II – Non Collusion Form**: Per the laws of the State of Ohio, no Offeror may engage in activities with any other firm or organization to manipulate pricing or hinder competition. All offerors must complete and submit the non-collusion form with the solicitation response.

5.3 **Attachment III – Affidavit of Disclosure of Delinquent Property Taxes**: Based on Ohio Revised Code 5719.042, the Dayton Board of Education requires that all firms submit with their proposal an affidavit affirming status of delinquency on property taxes. The Affidavit affirming that there are no delinquent property taxes must be completed, signed, notarized and submitted with the solicitation response.

5.4 **Attachment IV – City of Dayton HRC Approval Letter**: Firms submitting proposals must be approved by the Human Relations Council (HRC) of the City of Dayton and must submit with their proposal evidence of such approval. Firms interested in responding for future contracts with Dayton Public School District should complete the City of Dayton HRC’s Affirmative Action Assurance form located at this link: [http://www.cityofdayton.org/departments/hrc/Pages/default.aspx](http://www.cityofdayton.org/departments/hrc/Pages/default.aspx). Upon acceptance the HRC will issue an approval letter which should be included with the solicitation response. Proposals that have not received a response by Proposal date may submit verification that the application has been submitted to the HRC. However, no contract shall be entered into with the receipt of said approval.

5.5 **Attachment V – Past Performance Reference Forms**: Offerors shall demonstrate their experience in successfully providing services that were similar in their nature, size, and scope to this solicitation. The Offeror shall also include three (3) Past Performance references from contracts that were completed in the past three (3) years. Offerors shall be given special consideration if the past performances presented demonstrate similar experience in a K-12 school system equal to or larger in size than DPSD. It is the expectation that the DPS evaluation team will attempt to verify the information on with the contact information as provided within 30 days the solicitation close date. It is the offeror’s duty to ensure that the contact information provided is accurate and up-to-date at the time of submission, and to notify the references of the potential that DPSD personnel may attempt to make contact and the necessity of a prompt response.

5.6 **Appendix IP-I thru IP-IV – DPS Community Inclusion Program (CIP)** – In January 2004, the Dayton Board of Education approved a resolution enacting the DPS Community Inclusion Program. The premise of this program is that firms doing business with DPS will make good faith efforts to actively seek local and economically disadvantaged business enterprises (EDBE) for the engagement of all contract related activities in regards to the proposed offerings for this project. Goals and guidelines of the DPS CIP are outlined in appendix annotated above. OFFERORS MUST COMPLETE AND INCLUDE THE EDBE/EDGE PROVIDER AND WORKFORCE PARTICIPATION FORM with the solicitation response, regardless of the expected level of participation. Any supplemental documentation should be submitted in addition to this form. Any questions concerning the DPS CIP should be addressed to the contact person for this solicitation.
6.0 **Evaluation Criteria/Scoring Weight (100 points total)**

DPSD seeks to achieve the maximum value for the Board, staff, students and community. To that end evaluations of DPSD solicitations shall be based on, but not limited to the following criteria.

a) **Cost**: Service pricing and availability;
b) **Value added considerations and benefits to the DPSD**
c) **Quality of service**: personnel, and facilities of the firm's organization, as determined solely by the DPSD;
d) **The firm's relevant experience, Proposals, and success in providing a service of the type described in this document**;
e) **The firm's reputation for quality service and problem solving within the marketplace**;
f) **The contractual terms proposed by the firm that would govern any contract relationship with the DPSD**;
g) **The firm's capability to provide requested services in a timely manner as agreed upon**;
h) **The firm's financial stability**;
i) **The firm's references from three major commercial accounts**;
j) **Firm’s good faith efforts to meet Community Inclusion plan goals and objectives, and any other factors relevant to the firm's capability and willingness to satisfy the DPSD**

The Scoring Weight for this solicitation is as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>30%</td>
</tr>
<tr>
<td>Qualifications</td>
<td>30%</td>
</tr>
<tr>
<td>Experience</td>
<td>25%</td>
</tr>
<tr>
<td>Performance Evaluation Survey</td>
<td>5%</td>
</tr>
<tr>
<td>Community Inclusion Program Good Faith Efforts</td>
<td>10%</td>
</tr>
</tbody>
</table>

7.0 **TERMS AND CONDITIONS**

All conditions and provisions of the RFP are deemed to be accepted by the firm and incorporated by reference in the statement of Proposals and will apply to subsequent agreement arrangements.

7.1 **Late:**

Late proposals will not be accepted for consideration of this project.

7.2 **Facsimile:**

Facsimile Proposals will not be accepted.
7.3 **Opening:**

There will not be a public opening; however, firms submitting Proposals for consideration will be notified of results.

7.4 **Indemnity:**

The firm shall indemnify the DPSD all damage caused to the DPSD property as a result of the negligent actions or wrongful acts of the firm, its employees, servants, and/or agents. The firm shall indemnify and hold harmless the District, its employees, servants and/or agents from all claims, demands, actions, suits, or proceedings initiated by third parties arising from the negligence of the firm, its employees, servants, and/or agents.

7.4.1 **Protection of Persons and Property:**

The firm shall take all reasonable precautions for safety and reasonable protection to prevent damage, injury, or loss to all of his employees and other persons.

7.5 **Liability Insurance**

Before starting any work under the agreement, the firm shall except, as otherwise approved by DPSD, take out and maintain at its own cost and expense, the following insurance until the agreement is completed. Such insurance shall be with companies and with limits satisfactory to DPSD, and not less than required by law.

7.5.1 **Worker’s Compensation:**

The selected firm agrees to furnish an official certificate or receipt of the Industrial Commission of Ohio showing payment of necessary premiums to the State Insurance fund when such certificates are required in the Request for Proposal.

7.5.2 **General Liability:**

The selected firm shall carry general liability (to include): Contractor’s Liability and Product Liability, and Personal Injury and Property. Bodily Injury, including Personal Injury and Damage of $1,000,000.00 for each occurrence/or as required by law, whichever is greater.

7.5.3 **Automobile Liability:**

The selected firm shall carry automobile liability, including non-ownership and hired car coverage as well as owned vehicles, bodily injury and damage of $1,000,000.00 for each occurrence or as required by law, whichever is greater.
7.5.4 **Certificates of Insurance:**

Certificates of insurance which are acceptable to DPSD legal department shall be filed with the District prior to the commencement of any work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled unless a fifteen day (minimum) prior written notice has been given to the District. Alternate Proposals for insurance requirements may be submitted however, it shall be at the sole discretion of the District to accept the alternate.

7.6 **Applicable Regulations**

All services provided shall comply with all applicable federal, state and local regulations.

7.7 **Governing Law**

Any agreement resulting from this Request for Proposal is subject to the DPSD’s policy, the laws of the State of Ohio, and any other applicable federal and/or local laws and regulations.

7.8 **Equal Opportunity**

The firm to whom the agreement is awarded shall comply fully with the provisions of Sections 153.59 and 153.60, Revised Code of Ohio, relative to discrimination and intimidation of employees. The firm agrees that it will not discriminate against any employees or applicant for employment, because of race, sex, color, creed, national origin, or ancestry, which action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, rates for pay or other forms of compensation, and selection for training, including apprenticeship. The firm further agrees to post in conspicuous places available to employees and applicants for employment, notices, to be provided by the City of Dayton, setting forth the provision of this equal opportunity employment clause.

The firm agrees in its solicitations for employees, to state that all qualified applicants will receive consideration for employment without regard to race, sex, color, creed, national origin or ancestry. The firm agrees to cooperate fully with the DPSD to ensure that the provision of this equal opportunity employment clause is being carried out.
8.0 **TERMINATION CLAUSES**

8.1 **Termination for Convenience:**

DPSD may terminate the agreement, in whole or in part, whenever it is determined that such termination is in the best interest of the District, without showing cause, upon giving 90 days written notice to the firm. DPSD shall pay all reasonable costs incurred by the firm up to the date of termination. The firm shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

8.2 **Termination for Default:**

When the firm has not performed or has unsatisfactorily performed the repairs DPSD may terminate the agreement for default. Upon termination for default, payment may be withheld at the discretion of DPSD. Failure on the part of a firm to fulfill the agreement obligations shall be considered just cause for termination. The firm will be paid for work satisfactorily performed prior to the termination less any excess costs incurred by the Dayton Board of Education in procuring and completing the terms of the agreement. If at any time during the term of the agreement, the school district determines that the firm has not kept and observed the conditions of the agreement, and has not corrected the breach within five (5) working days following receipt of written notice, DPSD shall have the right, in its sole discretion to terminate said agreement upon five (5) days additional written notice.
ATTACHMENT I

PRICE PROPOSAL FORM

FROM: ______________________________________

____________________________________

____________________________________

TO: THE DAYTON BOARD OF EDUCATION

115 South Ludlow Street

Dayton, OH 45402

The undersigned hereby proposes to furnish all equipment and services as listed in the Price Schedule, in full compliance with the Contract Documents.

The undersigned as bidder declares that the only parties interested in this contract proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation; that no officer or agent of the Owner is directly or indirectly interested in this proposal; that the bidder has carefully examined the location of the proposed work, the annexed proposed form of contract, and other Contract Documents therein referred to; and the, the bidder proposes and agrees that, if this proposal is accepted, he will contract with the Owner in the form of the contract attached hereto to provide complete in the manner and time prescribed the items bid upon including all work incidental to, or described or implied as incidental to such items, including those in all addenda issued prior to the date of opening of proposals according to the Contract Documents, and that he will accept in full payments therefore the following sum to whit:
<table>
<thead>
<tr>
<th>Schedule A – Black &amp; White</th>
<th>Cost per Copy</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
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<tr>
<td>(If no Bid, write in words “No Bid”)</td>
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<td>$______________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule B - Color</th>
<th>Cost per Copy</th>
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<tbody>
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<td>(If no Bid, write in words “No Bid”)</td>
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<td>$______________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule C - Duplicating Devices</th>
<th>Cost per Copy</th>
<th>Annual Cost</th>
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</thead>
<tbody>
<tr>
<td>Base Bid</td>
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<td></td>
</tr>
<tr>
<td>(If no Bid, write in words “No Bid”)</td>
<td></td>
<td>$______________</td>
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</tbody>
</table>

Note: Bids shall be in words and figures, showing the price for labor, equipment and supplies combined. Amount must reflect annual cost of copiers, delivery, installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies (except paper) and proper training to key personnel.

Please attach associated schedule’s (A, B & C) with replacement model, cost per copy, annual cost and overage cost per copy.

All machines should be equipped with finisher and stapler. If for some reason low volume machines do not include this equipment, list and provide cost of optional equipment.
ATTACHMENT II

NON-COLLUSION STATEMENT
DECLARATION UNDER PENALTY OF PERJURY

The undersigned declares that: he/she holds the position indicated below as a corporate officer or the owner or partner in the business entity submitting these Proposals; that the undersigned is informed of all the relevant facts surrounding the preparation and submission of these Proposals; that the undersigned knows and represents and warrants to the Dayton Public School District that these Proposals are prepared and submitted without collusion with any other person, business entity or corporation; and, that the Firm submitting these Proposals is the only person, business entity, or corporation with any interest in the resultant contract.

I declare under penalty of perjury that the foregoing is true and correct.

FIRM: __________________________________________

BY: __________________________________________
   (Signature)

TITLE: __________________________________________

ADDRESS: __________________________________________

DATE: __________________________________________
ATTACHMENT III

AFFIDAVIT ON DISCLOSURE OF
DELINQUENT PERSONAL PROPERTY TAXES
(R.C. 5719.042)

State of Ohio
County of Montgomery

The undersigned being duly authorized officer (s) or owner (s) of (company) do solemnly swear
or affirm that charges of personal property taxes of any county in which the Dayton Board of
Education has territory (have) (have not) been made against (company).

___________________________________
Signature of Officer or Owner

Sworn or affirmed to before me and subscribed in my presence this
________________________ day of ___________________________

___________________________________
Notary Public
My Commission Expires __________________________
ATTACHMENT IV

CITY of DAYTON, OHIO
HUMAN RELATIONS COUNCIL
371 West Second Street, Suite 100, Dayton, OH, 45402-1417
(937) 333-1403 / 333-1413 / FAX 222-4509

June 23, 2010

Owner
Name of Company
Address
City, State, Zip

Dear Owner:

We have received your Affirmative Action Assurance Form and determined the following:

X It is approved for one year and will expire on June 22, 2011.

If you have any questions, please contact me at (937) 333-1413.

Sincerely,

Vicki Krapf
Administrative Typist II
VK

NOTE: The above noted approval places your company on The City of Dayton’s Approved Bidder’s List. This does not certify your company as a Minority, Female or Small Disadvantaged Business.
Pursuant to the RFP, The Respondent’s References are weighted at 5% value in its evaluation of this Proposal. The District requests the Respondent sends Performance Evaluation Survey to three (3) references and return three (3) completed Performance Surveys (ATTACHMENT V) with RFP submission. It is Respondent’s sole responsibility to ensure that Surveys are sent to desired references.

RESPONDENT COMPLETE section (I), and forward to desired Reference. No other portion of the Survey may be completed by Respondent:

Respondent Company Name:

(I) Please provide a brief description of the goods and/or services provided by you, the Respondent, to the Reference. Include any additional information you believe might assist DPSD in its evaluation (attach additional sheets if necessary):

REFERENCE COMPLETE information (II) and (III)
To Whom It May Concern:

The Dayton Public School District (DPSD) has implemented a process to collect Vendor performance evaluations. DPSD may use the information provided in its assessment of the above Vendor in order to determine a responsive and responsible procurement. The Vendor listed above has chosen to participate in this process and listed you as a past or present client for whom it has provided goods and/or services. DPSD would greatly appreciate your completion of the survey below.

(II) Please evaluate the performance of the Vendor on a scale of one (1) through ten (10), with 10 being the highest. If you do not have sufficient knowledge of Vendor’s past and/or current performance in a particular area, please leave it blank.

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<tr>
<th>NO.</th>
<th>CRITERIA</th>
<th>UNIT</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>1</td>
<td>Ability to Manage Cost</td>
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<tr>
<td>2</td>
<td>Quality of Product(s) and/or Services</td>
<td>(1-10)</td>
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<tr>
<td>3</td>
<td>Quality of Customer Service</td>
<td>(1-10)</td>
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<tr>
<td>4</td>
<td>Quick Response Time</td>
<td>(1-10)</td>
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<tr>
<td>5</td>
<td>Ability to Maintain Confidentiality</td>
<td>(1-10)</td>
<td></td>
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<tr>
<td>6</td>
<td>Close Out Process (invoicing, no unexpected fees)</td>
<td>(1-10)</td>
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</tr>
<tr>
<td>7</td>
<td>Communication</td>
<td>(1-10)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ability to Follow Rules, Regulations, and Requirements</td>
<td>(1-10)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Overall Customer Satisfaction Based on Performance (comfort level using company again)</td>
<td>(1-20)</td>
<td></td>
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POINTS (out of 100)

(III) How long have you done business with the Vendor?

By signing below, I certify all information is true and correct, and that I am the authorized agent providing the reference as requested:

Signature ____________________________  Printed Name ____________________________  Date ____________________________

Name of Entity of Business ____________________________  Contact Name ____________________________  Contact Email ____________________________

City, State, Zip ____________________________  Phone Number ____________________________  Goods and/or services provided ____________________________
ATTACHMENT VI
QUALIFICATIONS AND EXPERIENCE QUESTIONNAIRE

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Describe Respondent’s experience relevant to the Scope of Services requested by this RFP. Identify associated results or impacts of the project/work performed.

2. Describe Respondent’s specific experience with public entities, especially urban K12 school districts (other than DPSD). Use Attachment V for this purpose. (Copy as needed)

3. Provide a statement demonstrating Respondent’s understanding of the objectives and issues of the project.

4. Describe Respondent’s unique point-of-difference within the following:
   a. Position in the marketplace
   b. Strongest capabilities or service niches

5. Provide client list with year acquired. Use Attachment VII for this purpose.

6. List any other resources, including special relationships, equipment, etc. available to support this project.

7. If Respondent is proposing as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint ventures, and/or sub-contractors have worked together in the past.

8. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract. Include Project Lead name and contact information. Respondent may include organization chart outlining roles and responsibilities as it relates to this Request for Proposal.

9. Provide resumes for key staff members that will be assigned to this project. Identify the number and professional qualifications (to include licenses, certifications, associations) of staff to be assigned to the project and relevant experience working with the specific

10. Identify industry awards, recognitions, and or accommodations the firm or team member(s) have received.
## CURRENT CLIENT LIST

<table>
<thead>
<tr>
<th>NAME OF FIRM</th>
<th>PROPOSAL DATE</th>
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<tbody>
<tr>
<td>Client Names</td>
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<tr>
<td>City/State</td>
<td></td>
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<tr>
<td>Contract Term</td>
<td></td>
</tr>
<tr>
<td>Summary of Services Provided</td>
<td></td>
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</tbody>
</table>
ATTACHMENT VIII
PROPOSED PLAN

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Work Plan –

   a. Methodology – Provide a work plan describing the services, approach and methodology proposed for accomplishing the scope of services outlined in section 3.0 of this RFP. Provide a statement demonstrating Respondent’s understanding of the objectives and issues of the project.

   b. Discuss the roles and responsibilities of the Respondent and all subcontractors. Identify work to be performed by the Respondent and work to be performed by subcontractors, if any.

   c. Resource and Information Requirements – Provide a list of all resources and information that Respondent will request DPSD to provide.

   d. Describe how Respondent will ensure that copier services are aligned with District strategic plan.

   e. Describe how the deployment project will be managed to ensure the integrity of the process.
EXHIBIT IP I
PROPOSAL SUBMISSION INSTRUCTIONS for
DAYTON PUBLIC SCHOOLS COMMUNITY INCLUSION PROGRAM

EDBe PARTICIPATION
Dayton Public Schools Community Inclusion Program has two major initiatives. The first is the utilization of disadvantaged Firms in Dayton Public Schools contracts. The District has a goal of 35% participation with Economically Disadvantaged Business Enterprises (EDBE). Each contractor is expected to utilize good faith efforts to solicit and engage EDBE(s) as vendors/suppliers to meet this goal. Please review the criteria for Good Faith Effort Determination IV included in Exhibit IP included with this document.

The EDBE Participation form, located in Exhibit IP section of the Proposal specifications, should be used to record participation of EDBE subcontractors. The completed form should be submitted at the time Proposal, and should contain all relevant data, including EDBE name, types of service or supplies, or construction, amount of contract to EDBE and % of EDBE contract to base Proposal. If the proposal does not include a firm price, the anticipated scope of service and estimated percentage to base Proposal should be indicated.

WORKER UTILIZATION
In addition to the EDBE goal, the Dayton Public Schools’ Community Inclusion Plan has a goal, when applicable, for 25% of on-site workforce associated with the procurement to be Dayton Public Schools District residents. Estimated percentage of on-site workforce should be entered in the appropriate section of the EDBE/Workforce participation form.

FORM COMPLETION
The EDBE/EDGE Provider and Workforce Participation form should be completed as indicated above, and must be signed by an authorized company agent and witnessed and signed by a public notary. The Proposal should provide copies of request for quotes, phone logs, fax verification forms and other supporting documents which can be used in the determination of good faith efforts (See Good Faith Effort Determination IV document) Upon award of contract, firms will be required to complete a manpower utilization form for on-site hours worked by all staff, where applicable.

SPECIAL NOTE: There will be certain conditions, such as sole source, industry related restrictions, availability of resources that could adversely affect, or eliminate the potential of utilization of EDBEs. In all cases, the Proposal should submit the Provider and Workforce participation form, indicating any limitations for consideration and determination of good faith effort by the DPS evaluation team. Failure to submit the form could be lead to the determination of “Proposal non-responsiveness”, or “no good faith effort”.

VENDOR CERTIFICATION
The DPS Community Inclusion program uses race/gender neutral measures to meet good faith effort goals for subcontracting. Currently the District will accept the City of Dayton PEP certification for S/DBE firms http://www.cityofdayton.org/departments/hrc/Pages/ContractCompliance.aspx as well as, State of Ohio EDGE http://eodreporting.oit.ohio.gov/searchEDGE.aspx certification toward our inclusion goals. Visit the respective links for a list of current certified contractors. A copy of the certification of each firm listed on the EDBE/Workforce Participation form is to be submitted with the form.

CONTACT INFORMATION
Any questions regarding the Community Inclusion Program, certified EDBEs or required documentation for Proposal submission should be addressed to: Terri Allen, Director; DPS Purchasing & Contract Administration TAllen@DPS.K12.OH.US
EXHIBIT IP II
DEFINITIONS TO PROVIDERS FOR DPS COMMUNITY INCLUSION PROGRAM

1.0 Diversity and Inclusion Goals/Outreach to Economically Disadvantaged Business Enterprises and Local Businesses and Local Residents

1.1 Purpose. The Owner is committed to assuring that all qualified workers, providers of goods and services, suppliers, contractors, subcontractors have an equal opportunity to participate on the Project and have established The Community Inclusion Program (the “Program”) in furtherance of this commitment. In addition to the foregoing, the Program is established for four primary purposes: (1) equal opportunity for employment on all Projects; (2) promoting the participation of Economically Disadvantaged Business Enterprises (as defined in capable of providing labor, materials, and services in connection with the Project; (3) advancing local economic revitalization, and achieving non-discrimination in the award and administration of Project contracts to include Local Businesses; and (4) to provide meaningful job opportunities for workers whose tax dollars fund the construction who are Local Residents.

1.2 Goals. The goal of the Program is to achieve 35% participation in the project at all levels by Economically Disadvantaged Business Enterprises. Further, the goal as it relates to on-site workforce participation by Local Residents is twenty-five percent (25%) participation. While the Owner encourages Economically Disadvantaged Business Enterprises and Local Businesses to participate in the Project as Prime Proposals, all Proposals, whether they are themselves an Economically Disadvantaged Business or not, are required by the Program to use good faith efforts to locate and engage the services of Economically Disadvantaged Business Enterprises and (to employ Local Residents) that are ready, willing, and able to supply labor, materials, and services in connection with the Project. These goals are not race-based or gender-based quotas or set-asides. Each Proposal must demonstrate its good faith efforts to meet or exceed these goals. Although, failure of a Proposal to meet these goals shall not be a reason for rejection of Proposal, failure to meet good faith effort requirements will be considered in the determination of Proposal responsiveness and/or responsibility.

2.0 Definitions

2.1 “Economically Disadvantaged Business Enterprise” or “EDBE” means an enterprise that is at least 51% owned and controlled directly or indirectly by one or more individuals, each with a personal net worth equal to or less than $750,000. Personal net worth includes any personal net worth of the individual’s spouse but does not include (1) the individual’s ownership interest in the enterprise being considered in connection with the contracting opportunity or (2) the individual’s equity in his or her primary residence. Additionally, a contingent liability does not reduce an individual’s personal net worth. For purposes hereof, the word “enterprise” means a sole proprietorship, joint venture, partnership, limited liability company, or corporation that has been in business for at least one year prior to the date of contract award and that meets the size limitations of the Small Business Administration set forth in 13 CFR 121.201. Currently the District will accept certifications from both the City of Dayton S/DBE and State of Ohio EDGE, as certification for the DPS Community Inclusion Program.
2.2 “EDGE Certification” means an enterprise that having met the criteria of the State of Ohio’s Encouraging Diversity Growth and Equity is a certified EDGE business.

2.3 "Local Resident" means (a) a person who resides in the school district of the Owner; (b) a person who resides in Montgomery County

2.4 "Local Business" means (i) a business entity having its principal place of business in the territory of the school district of the Owner; (ii) a business entity having its principal place of business in the City of Dayton; or (iii) a business entity having its principal place of business in the county of Montgomery. Without limiting or expanding the definition of Local Business or Local Resident, the Owner’s stated purpose relating to Local Business and Local Resident participation is to provide meaningful contracting/subcontracting and job opportunities for business and individuals whose tax dollars fund construction. Related, but secondary, purposes and goals are to include those who are a Local Resident or Local Business described in (b), and (ii) and (iii), of this Section 1.2.3.

3.0 Good Faith Efforts. Each Proposal must make good faith efforts to locate, engage, and retain Economically Disadvantaged Business Enterprises and Local Businesses in connection with the Project. The Proposal’s compliance with the requirement to make these good faith efforts shall be a matter of low Proposal responsibility.. Each Proposal will be required to complete the DPS EDBE Participation Form (contained within this Project Manual and following these Instructions to Proposals) to: (i) provide a list of supplier/subcontractors said low Proposal intends, in good faith, to use who are Economically Disadvantaged Business Enterprises and/or an EDGE Business; or (ii) provide a description of a joint venture said low Proposal intends, in good faith, to enter into with an Economically Disadvantaged Business Enterprises and/or an EDGE Business; or (iii) certify as to good faith efforts made; including but not limited to all EDBE/EDGE contractors contacted, if not used, reason why; attempts to negotiate with EDBE/EDGE contractor, attempts to carve out a smaller scope of work for which the EDBE/EDGE contractor can perform., and the intent to use local residents. (A complete list of criteria for determining good faith efforts is contained within this Project Manual and following these instructions to Proposals.) The DPS Participation Form must be signed by an authorized agent of the company, as well as signed and sealed by a certified notary public, documenting the attempts to meet the goals of utilization of Economically Disadvantaged Business Enterprises and/or EDGE Business.

4.0 Forms Required. Each Proposal shall submit with the Proposal, a DPS EDBE/EDGE Provider and Workforce Participation Form indicating the Proposal fulfills the requirement of the DPS Community Inclusion Program. All Proposals who are awarded a contract may be required to submit periodic reports during the term of the Contract to the Office of Diversity or a Program office to be established by the Owner. If this proposal results in contracted firms employees working at a DPS site, a Manpower Utilization form will be required monthly (see copy in this section). All Proposals who are awarded a Contract with the Owner may be required to submit a Contract Completion Survey (to be provided by the Owner after all work is completed. Failure to provide any requested information about utilizing Economically Disadvantaged Business Enterprises, Local Businesses and Local Residents during the Contract term, can be a determination of contractual deficiency and may require a remedy, or contract termination as determined by the owner.
5.0 Race-Neutral Devices: The Owner supports the use of race-neutral devices to aid Economically Disadvantaged Business Enterprises and Local Businesses in the Proposalding process, to the extent that such devices are legal and economically feasible. In order to facilitate the participation of such businesses, the Owner will do the following:

5.1 Advertise and promote the availability of Project prime contracts, subcontracts and employment in a broad-based manner to include Economically Disadvantaged Business Enterprises and Local Businesses;

5.2 Hold meetings and provide other resources to acquaint Economically Disadvantaged Business Enterprises and Local Businesses with the requirements and Scope of Work, and coordinate such efforts with organizations familiar with and willing to reduce the problems Proposals may experience in getting quotes from Economically Disadvantaged Business Enterprises and Local Businesses in the course of Proposalding the Work;

5.3 Provide apprenticeship support and referral resources to Local Residents who maintain a certain level of participation and are actively seeking licensure and assistance;

5.4 Publicize capacity building programs in a broad-based manner for the purposes of notifying Economically Disadvantaged Business Enterprises, Local Businesses and Local Residents and coordinate efforts with other organizations such as MCBAP, SCOMBC, and NAACP, among others, in the Dayton area that have capacity building programs;

5.5 Break down the scope of large prime Contracts within the Project into smaller contractual parts to facilitate the participation of Economically Disadvantaged Business Enterprises and Local Businesses;

5.6 Arrange adequate time for the submission of Proposals and specifications review so as to facilitate the participation of Economically Disadvantaged Business Enterprises and Local Businesses;

5.7 Require Proposals on Project prime contracts to use good faith efforts to locate and engage the services of Economically Disadvantaged Business Enterprises, Local Businesses and Local Residents ready, willing and qualified to supply labor, materials and services in connection with the Project. The Goals include no less than thirty-five (35%) participation of Economically Disadvantaged Business Enterprises, and Local Businesses and twenty-five percent (25%) workforce participation by School District Residents.

5.8 Develop and implement outreach programs for the economically disadvantaged business community;

5.9 Actively seek out and include qualified Economically Disadvantaged Business Enterprises and Local Businesses on Proposal invitation publications that are also available to the public in general and ensure that Goals are understood by all Proposals; and

5.10 Provide resources and information to Economically Disadvantaged Business Enterprises, Local Businesses and Local Residents seeking opportunities to participate on this Project.
EXHIBIT IP III

DAYTON/LOCAL AND ECONOMICALLY DISADVANTAGED ENTERPRISE (DEDE) PARTICIPATION FORM

Project Name: ____________________________________________

Dayton Board of Education has adopted a Community Inclusion Program for the Dayton Public School District. This form is to be used to record DEDE participation under the aforementioned Program. The completed form should be submitted at the time of bid by the prime contractor. In order to participate in this Program, contractors must be certified under the rules and regulations pertinent to this program. When determining the level of DEDE participation, only the total work performed by the DEDE, either singularly or severally, will be considered. Should you have questions regarding this form, please contact the Human Relations Council at 228-5854.

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<th>Disadvantaged Firm Name (DEDE) Tax I.D. Number &amp; Mailing Address</th>
<th>Prime Contract Bid</th>
<th>Joint Venture Bid</th>
<th>Supply/Service Subcontract</th>
<th>Type of Service Supply</th>
<th>Construction Subcontract</th>
<th>Type of Construction</th>
<th>$ Amount to go DEDE</th>
<th>% of Total Base Bid</th>
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<tr>
<td>Disadvantaged Firm Name</td>
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Total Dollar Amount for DEDE                                    Total Dollar Amount of Prime Contractor’s Base Bid ____________________________
Percent of DEDE Dollars                                         PRIME CONTRACTOR’S ADDRESS ____________________________
PRIME CONTRACTOR’S NAME in Base Bid ____________________________

32
EXHIBIT IP IV
GOOD FAITH EFFORTS DETERMINATION

DPS and/or it authorized compliance agency will utilize the following factors, as consistent with Ohio Revised Code 123:2-16-09 in the determination of a vendor’s good faith efforts to meet the goals of the DPS Community Inclusion program. Determination of good faith efforts will be made by information provided on and with the DPS EDBE/EDGE Participation form to be completed and provided with the respondents bid. Additional supporting documentation may be required at the request of the Diversity Office.

1. The bidder utilized reasonable and available means to identify and solicit all certified EDBE/EDGEs* business enterprises that have the capability to perform the work of the contract by providing copies of written notification that their interest in the subcontract is solicited.

2. The bidder must provide evidence of efforts to divide the work into economically feasible portions of the contracted work to increase the likelihood of the participation by EDBE/EDGEs certified business enterprises.

3. Evidence that the bidder provided all appropriate certified EDBE/EDGE business enterprises with adequate information about the plans, specification and requirements of the contract in time for EDBE/EDGE certified business enterprises to bid on the project.

4. The bidder negotiated in good faith with interested certified EDBE/EDGEs business enterprises. To demonstrate good faith negotiations, the vendor shall provide the evidence of such negotiations, including but not limited to:

5. Names, addresses, dates, and telephone numbers of the EDBE/EDGEs certified business enterprises considered.

6. A description of the information provided to the EDBE/EDGEs bidder regarding the RFP/Bid specifications for portions of the work to be performed.

7. A statement of the reasons why additional agreements with EDBE/EDGEs were not reached.

8. Copies of written quotes from all EDBE/EDGEs seeking subcontract work with prime at the time of the bidding

9. The bidder or vendor shall properly evaluate an interested certified EDBE/EDGE business enterprise as being qualified for the work of the contract. A bidder must give equal consideration to an EDBE/EDGE certified business enterprise regardless of it’s standing within an appropriate industry, membership, or affiliation in a business, union, social or political group. A written statement of the reasons an EDBE/EDGE’s quote was not accepted, must be documented and submitted.

10. Evidence that the bidder utilized the services of the District and/or its authorized representative and/or organization that provides vendor assistance in the identification and recruitment of EDBE/EDGEG certified business enterprises.

11. The bidder utilized the list of qualified EDGE certified business enterprises as provided by the equal employment opportunity division of the department of administrative services.**

12. Evidence of efforts to assist EDBE/EDGE’s who need assistance in obtaining bonding and/or insurance which the bidder requires.

*EDBE/EDGE; Dayton Public Schools will accept State of Ohio EDGE certification as well as other EDBE, SDBE certifications. Any question regarding acceptable certification should be addressed to the Director of Purchasing & Contract Administration

**Imperative to the determination of good faith efforts is the vendor’s attempt to identify and engage EDBE/EDGE certified business enterprises. Consistent with this effort will be the vendor’s contact of the District’s Purchasing Office at 937-542-3020.
Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th># Files</th>
<th>Requirement</th>
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<tr>
<td>Attachment I - Cost Proposal</td>
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<td>Attachment II - Non collusion</td>
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<td>Attachment III - Tax Affidavit</td>
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<td>Attachment IV - HRC Letter</td>
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<td>Attachment V - References</td>
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<td>Attachment VI - Qualifications and Experience</td>
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<td>Attachment VII - Current Client List</td>
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<td>Attachment VIII - Proposed Plan</td>
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<td>General Information</td>
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**Requested Documents:**

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

**2. Upload your submission at:**

[https://dps.bonfirehub.com/opportunities/7308](https://dps.bonfirehub.com/opportunities/7308)

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of Apr 16, 2018 12:00 PM EDT. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission.

**Important Notes:**

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

**Need Help?**

Dayton Public Schools uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at [https://bonfirehub.zendesk.com/hc](https://bonfirehub.zendesk.com/hc)