

HP Printers for Fayette County Public Schools

Request for Quotes No. 25-040-073

Georgia Procurement Registry Event
PE-65615-NONST-2025-000000076



NOTICE TO VENDORS

Brief Description of Need: Secured pricing for various models of HP Printers

Service Location(s): All Schools and Departments

Complete solicitation documents may be obtained at www.fcboe.org. FCPS is not responsible for respondents and/or subcontractors not obtaining the information provided through the full set of contract documents.

Responses must be submitted via email, mail/parcel delivery, or hand delivery to the Fayette County Public Schools offices located at the LaFayette Educational Center and directed to Matthew D. Roberts, Purchasing Manager. Envelopes should be sealed and marked conspicuously on the front with the solicitation name and number above.

SUBMISSION – BY HAND, MAIL OR COMMON COURIER

Fayette County Public Schools

ATTN: Matthew Roberts, Purchasing Department

LaFayette Educational Center, Building A

205 LaFayette Ave., Fayetteville, GA 30214

SUBMISSION – BY EMAIL to: roberts.matthew@fcboe.org

Objective

The Fayette County Public Schools Purchasing Department (hereinafter FCPS) invites you to participate in a request for quote (RFQ). This RFQ will consist of providing and delivering various HP Printer models as defined to schools and departments within the school district. The most responsive and responsible respondent will provide delivery to each facility as defined by purchase order.

Responses Due

Responses to this request for quote are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, GA, 30214. Quotes received after the specified date and time will not be considered.

Vendors are instructed to carefully read all items, conditions, terms, specifications, and attachments herein and referenced before completing their quote. Failure to comply with any requirements of the RFQ may be a cause for rejection.

Section A: Instructions to Respondents

1. Solicitation Schedule

1.1.

RFQ Issued	Wednesday, May 28, 2025
Questions Due	Before 9:00 AM (ET), Thursday, June 5, 2025
Responses Due	Before 9:00 AM (ET), Wednesday, June 18, 2025

2. Respondent Registration

- 2.1. Respondents are encouraged to register with the issuing agent, Matthew Roberts, by sending an email to roberts.matthew@fcboe.org after reviewing this solicitation. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a response.

3. Project Documents and Forms

- 3.1. Documents and forms required for submission as part of this RFQ can be found on the FCPS Purchasing Department website. Failure to include required submissions listed herein may result in a rejection of the response. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

4. Response Delivery

- 4.1. Responses may be submitted electronically, by mail, or hand-delivered to the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.

HP Printers for Fayette County Public Schools (RFQ 25-040-073)

- 4.2. Quote openings will occur at the date and time specified at the address above.
 - 4.2.1. No faxed or telephone responses will be accepted or considered.
- 4.3. Responses may be emailed to the issuing agent if meeting the following guidelines:
 - 4.3.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)
 - 4.3.2. All response documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.
- 5. Attachments
 - 5.1. Any specification listed with "Must Include Attachment" should include a document within the response conforming to standards set forth.
 - 5.2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.
- 6. Response Format Requirements
 - 6.1. The solicitation document has been carefully organized. All sections, specifications, requirements, and appendices are numbered; therefore responses should be organized in the same manner referencing the solicitation document when necessary.
 - 6.2. All pages should be numbered and contain page headings or footers with the respondent's name and the solicitation title and number.
 - 6.3. Multiple Response from the Same Respondent
 - 6.3.1. Respondents may submit more than one response when offering multiple alternatives.
 - 6.3.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.
 - 6.3.3. Responses must be labeled separately to easily identify differing responses from the same respondent.
 - 6.4. Quote Format: quotes must be in line-item format and list a single price

Section B: Scope of Work and Specifications

- 7. Scope of Work
 - 7.1. The purpose of this project is to obtain competitive pricing proposals for HP-brand printers suitable for use within Fayette County Public Schools. This process aims to identify authorized vendors capable of supplying, supporting,

HP Printers for Fayette County Public Schools (RFQ 25-040-073)

and servicing HP printers that meet the District's educational and operational technology needs.

- 7.2. Product Information and Pricing: Detailed specifications and pricing for a range of HP printer models (e.g., black & white, color, multifunction, wireless-enabled). [Must Include Attachment]
 - 7.2.1. Educational or volume-based pricing options, if available.
 - 7.2.2. Itemized quote including unit cost, bulk discounts, shipping, and handling. [Must Include Attachment]
- 7.3. Vendor Qualifications:
 - 7.3.1. Proof of authorization to sell and service HP printers. [Must Include Attachment]
 - 7.3.2. References from educational or government clients as specified within.
 - 7.3.3. Documentation of warranty policies and service levels. [Must Include Attachment]
- 7.4. Support and Maintenance Options[Must Include Attachment] :
 - 7.4.1. Optional pricing for on-site setup and installation services.
 - 7.4.2. Optional availability and pricing for extended warranties, service agreements, and technical support up to five (5) years.
- 7.5. Delivery Logistics:
 - 7.5.1. Estimated lead times and delivery schedules. [Must Include Attachment]
 - 7.5.2. Capability to deliver to multiple school sites across the district. (See attached location list.)
 - 7.5.3. Packaging and handling protocols for safe transit to educational environments as defined.
- 8. Quote Format
 - 8.1. Quotes must be in line item format and include a per unit price that includes delivery.
 - 8.1.1. A list of potential delivery locations for the District is included below.
 - 8.2. Additional service and support pricing must be included separately from the per unit cost and will be evaluated as an added alternate.

9. Technical Specifications

9.1. The following printers/devices should be quoted (included links directly reference the HP technical specifications):

9.1.1. [Laserjet Enterprise M406 – Black/White](#)

9.1.2. [LaserJet Enterprise 5700dn – Color](#)

9.1.3. [LaserJet Enterprise MFP M480f](#)

9.1.4. [LaserJet Managed MFP E877](#)

9.1.4.1. Respondents must also include pricing for additional accessories/components including finishers, additional paper trays, etc.

9.1.5. [LaserJet Enterprise M455dn](#)

9.2. Proposed devices must be new. No “certified refurbished” or second-hand devices will be accepted.

9.3. FCPS prefers a singular manufacturer environment (HP) for service, security, and supply consistency. No alternative manufacturers will be considered.

Section C: General Terms and Conditions

FCPS’s General Terms and Conditions are posted on the Purchasing Department website under the heading of Vendor Terms, Conditions, and Forms at www.fcboe.org. By submission of a response, the respondent acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

Section D: Special Terms and Conditions

10. Quote Opening

10.1. Quotes will be opened at the date and time provided in the schedule of events. All results will be publicly posted on the FCSD website once evaluations are complete and an award recommendation is made.

10.2. Quotes must be marked with the RFQ number.

10.3. Electronically delivered quotes will utilize the timestamp generated on the email.

10.4. Quotes must conform to the guidelines listed herein.

10.5. Quotes received late will be marked “non-responsive” and may not be considered at the sole discretion of the FCPS Purchasing Department.

11. Questions

11.1. All questions concerning this solicitation must be submitted in writing by email to the issuing agent.

HP Printers for Fayette County Public Schools (RFQ 25-040-073)

- 11.2. No questions other than written will be accepted and only answers provided via addenda shall be binding.
- 12. Award Oversight
 - 12.1. The awarded respondent will report to the Chief Technology Officer or their designee.
- 13. Cooperative Purchasing
 - 13.1. This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same prices quoted during the effective term pending an agreement between the awarded respondent(s) and the third party.
- 14. Quote Evaluations
 - 14.1. According to the Fayette County Board of Education policy, DJE "lowest price alone will not be the sole determining criteria in the selection process".
 - 14.2. Factors that may be used in evaluating responses may include but are not limited to, the following: price/cost, warranty, service guarantees or past performance, costs of ownership analysis, business capabilities analysis, delivery schedules and methods, and product-specific manufacturer/quality standards.
 - 14.3. Respondents may inquire as to specific evaluation methods and may request in writing an explanation of evaluation methods used to determine an award. See General Terms and Conditions regarding award protests.
- 15. Delivery
 - 15.1. Delivery is expected on or about the date requested ARO.
 - 15.2. Freight is FOB destination, freight prepaid (allowed).
 - 15.3. The respondent must contact the end-user listed on purchase orders at least 24 hours before delivery to confirm the delivery date and time.
 - 15.4. FCPS standard hours of operation are 7:30 AM to 3:30 PM (EST), Monday through Friday, except for school holidays.
 - 15.5. The delivery location does not have a loading dock; therefore, all deliveries must be made as an inside delivery as defined in the solicitation, any resulting purchase order, or resulting contract.
 - 15.5.1. Inside-delivery will be defined as follows: the driver will be required to move the material from the interior bed of the truck to the interior of the facility.
 - 15.6. Any pallets must be covered or shrink-wrapped to protect cartons from dirt and moisture during shipment and pallet construction should allow for

HP Printers for Fayette County Public Schools (RFQ 25-040-073)

four-way entry of handling equipment and surface/platform board approximately one inch apart minimizing carton damage.

- 15.7. Failure to deliver per the response could result in the awarded respondent being declared in default.
 - 15.8. The awarded respondent shall be responsible for the delivery of items in good condition at the point of destination.
 - 15.9. Respondent shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
 - 15.10. Back Orders: Back orders may be made only when specifically authorized to do so by the project administrator. The necessity to back-order may be deemed a breach of contract.
16. Cost Escalation/Price Change
- 16.1. Price escalations and or cost changes are dictated by FCPS General Terms & Conditions and may not be altered without specific notice and consent of the District.
17. Quantities
- 17.1. It is the intent of the District to use selected vendor(s) and pricing from this RFQ as a basis for allowing individual schools and departments to place orders for the devices defined.
 - 17.2. No quantity can be guaranteed or assumed.
 - 17.3. For potential planning and estimation purposes the following information is provided:
 - 17.3.1. 95% of faculty and staff devices are Windows operating systems. Student devices are ChromeOS. Proposed solutions should be OS environment agnostic.
 - 17.3.2. Single Function/"Desktop" Printers (SFP's) – The current SFP fleet at the District consists of approximately 1,000 personal devices with over 300 models. Most SFP devices are single user devices (personally owned) and connected via USB to network stations.
 - 17.3.3. Multifunctional Devices (MFD's) – The current MFD fleet at the District consists of 91 Ricoh devices. The total average monthly volume for these units is approximately 1,800,000 images. The District is not seeking a replacement of the current Ricoh MFD fleet at this time.
18. Term
- 18.1. The term of this RFQ and resulting agreement is from the date of resulting award issuance until December 31, 2025, with the option to renew for four (4)

HP Printers for Fayette County Public Schools (RFQ 25-040-073)

additional one-year terms beginning January 1st and ending December 31st of each year.

18.2. The RFQ and resulting agreement will automatically renew each year beginning January 1st with the awarded pricing structure unless a cost escalation/price change process is initiated per the General Terms & Conditions.

18.3. Per the General Terms & Conditions, should the Fayette County Board of Education fail to appropriate funding for each fiscal year beginning July 1st, this solicitation and resulting contract or purchase orders will be canceled with no-fault or obligation beyond products or services already received and properly invoiced.

18.3.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.

19. Required Forms

19.1. The forms listed below are required for submission and included as attachments. They may also be located on FCPS's Purchasing Department website at www.fcboe.org.

19.1.1. Solicitation Response Form

19.1.2. Reference Form

19.2. The awarded vendor(s) will be required to submit a New Vendor Form, current IRS W-9 Form, and applicable certificate of insurance.

19.3. Failure to include any form may result in a reduction in evaluation scoring or the submitted quote being declared non-responsive at the sole discretion of the FCPS Purchasing Department.

19.4. This request for quote, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.

Solicitation Response Form

HP Printers for Fayette County Public Schools (RFQ 25-040-073)

Place this form on top of your response.

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCPS General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____

FCPS Purchasing Department Reference Form

Respondent Name: _____

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Potential Delivery Locations

School / Department	Address	City	Zip
Braelinn Elementary	975 Robinson Road	Peachtree City	30269
Cleveland Elementary	190 Lester Road	Fayetteville	30215
Crabapple Lane Elementary	450 Crabapple Lane	Peachtree City	30269
Fayetteville Elementary	490 Hood Avenue	Fayetteville	30214
Huddleston Elementary	200 McIntosh Trail	Peachtree City	30269
Inman Elementary	677 Inman Road	Fayetteville	30214
Kedron Elementary	200 Kedron Drive	Peachtree City	30269
North Fayette Elementary	609 Kenwood Road	Fayetteville	30214
Oak Grove Elementary	200 Log House Road	Peachtree City	30269
Peachtree City Elementary	201 Wisdom Road	Peachtree City	30269
Peeples Elementary	153 Panther Path	Fayetteville	30215
Robert J. Burch Elementary	330 Jenkins Road	Tyrone	30290
Sara Harp Minter Elementary	1650 Hwy 85 South	Fayetteville	30215
Spring Hill Elementary	100 Bradford Square	Fayetteville	30214
Fayette County High School	1 Tiger Trail	Fayetteville	30214
Life Academy	450 Grady Avenue	Fayetteville	30214
McIntosh High School	201 Walt Banks Road	Peachtree City	30269
Sandy Creek High School	360 Jenkins Road	Tyrone	30290
Starr's Mill High School	193 Panther Path	Fayetteville	30215
Whitewater High School	100 Wildcat Way	Fayetteville	30215
Bennett's Mill Middle School	210 Lester Road	Fayetteville	30214
Flat Rock Middle School	325 Jenkins Road	Tyrone	30290
J.C. Booth Middle School	250 Stagecoach Road	Peachtree City	30269
Rising Starr Middle School	183 Panther Path	Fayetteville	30215
Whitewater Middle School	1533 Hwy 85 South	Fayetteville	30215
Goza Road Operations Center	939 Goza Road	Fayetteville	30215
LaFayette Educational Center (LEC)	205 LaFayette Avenue	Fayetteville	30214
Center of Innovation	250 Peachtree Pkwy S	Peachtree City	30269