

**Old Version**  
***Brentwood Union School District***  
255 Guthrie Lane, Brentwood, CA 94513 (925)513-6300 FAX (925)634-8583

Brentwood Union School District would like to formally invite proposals for Copier Lease & Maintenance Agreement. Brentwood Union School District is seeking a Piggy-Backable lease agreement.

Please reference attached BUSD RFP 2017-05-16 worksheet. As outlined in our RFP, we request that you complete this document to assist us in best defining your proposal. The District may request presentations of selected proposals the week of (TBD). Please review this RFP package carefully.

1. Please complete the attached "BUSD RFP 2017-05-16 Worksheet" spreadsheet. (Equipment specification provided as attached)
2. Please provide equipment specifications for equipment being quoted along with any additional information you deem pertinent.
3. Please provide a copy of Piggy-Backable contract documents.

During the time of selection of vendors, all vendors and/or vendor representatives shall direct inquiries regarding this proposal ONLY to the Purchasing Department located at the District Office, via e-mail to: [agalvan@brentwood.k12.ca.us](mailto:agalvan@brentwood.k12.ca.us). Any vendor making contact with any other person(s) within the district such as, but not limited to board members, other District employees or their agents, parents, students, etc., may have their proposal removed from consideration.

Due Date: Tuesday, May 16<sup>th</sup>, 2017 at 3:00 p.m.

One copy of the proposal shall be submitted in a sealed envelope to:

Andre Galvan, Purchasing Agent  
Brentwood Union School District  
255 Guthrie Lane  
Brentwood, CA 94513

One electronic copy of the proposal shall be submitted to: [agalvan@brentwood.k12.ca.us](mailto:agalvan@brentwood.k12.ca.us)

Any proposal received after the stated time will not be considered.

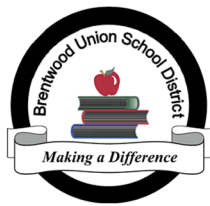
Each proposal must conform and be responsive to this invitation.

The District reserves the right to reject any or all proposals, to accept or to reject one or more items of a proposal, or to waive any irregularities or informalities in the proposals, or in the proposal process.

Proposals will be evaluated on the following criteria: Price, equipment, references, administrative, service and support.

Vendor selection will be based on the best overall solution proposed to the District.

**Old Version**



*Superintendent  
Dana Eaton, Ed.D.*

Old Version

*Brentwood Union School District*

255 Guthrie Lane, Brentwood, CA 94513 (925)513-6300 FAX (925)634-8583

Anticipated Timeline:

RFP available: (5/01/2017)

Deadline for RFI due to Purchasing: (5/10/2017)

District Response to RFI: (5/12/2017)

Potential Presentation of Proposals: (5/24/2017)

Recommendation to the Board: (6/14/2017)

Vendor Notification: (6/15/2017)

Implementation: (7/10/2017)

Old Version