



**Whitman-Hanson  
Regional School District**

Central Administration Offices



610 Franklin Street  
Whitman, MA 02382  
Phone 781-618-7000  
Fax 781-618-7099  
Web: [www.whrsd.org](http://www.whrsd.org)

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**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT FY23-FY25  
COPY CENTER OPERATION SERVICES INVITATION FOR BID (IFB)**

**I. BID INTRODUCTION:**

The successful bidder (hereafter referred to as the “bidder”) will perform management services and operational services of the Whitman-Hanson Regional School District’s (hereafter referred to as the “District”) Copy/Mail Center (hereafter referred to as the “Center”) and satellite copier program from July 1, 2022 to June 30, 2025. The District will provide to the successful bidder sufficient space on the first floor of Whitman-Hanson Regional High School, 610 Franklin Street, Whitman, MA 02382 to operate the Center where the bidder will provide photocopying (including digital uploads), binding, self-serve copying, facsimile transmission, mail services and copier management.

**II. DURATION OF CONTRACT AWARDED BY THIS BID:**

July 1, 2022 to June 30, 2025.

**III. ESTIMATED VALUE OF CONTRACT AWARDED BY THIS BID:**

\$900,000 over the three-year life of the contract.

**IV. BID SUBMISSION REQUIREMENTS:**

- 1) All of the required documents listed in Exhibit A must be delivered by Thursday, July 7, 2022 at 11:00 AM in a sealed envelope to the following address:

John F. Stanbrook, Director of Business and Finance  
Whitman-Hanson Regional High School  
610 Franklin Street  
Suite 200  
Whitman, MA 02382  
ATTN: Bid No. 23-01 – 23-25 Copy Center IFB

- 2) Late bids shall be rejected as non-responsive. Bids that lack all of the required documents in Exhibit A shall be rejected as non-responsive.

- 3) Bid prices shall be good for the 60 days following the deadline for bids. Bids may be modified, corrected, or withdrawn by written notice to the following address before the bid deadline:

John F. Stanbrook, Director of Business and Finance  
Whitman-Hanson Regional High School  
610 Franklin Street  
Suite 200  
Whitman, MA 02382  
ATTN: Bid No. 23-01 23-25 Copy Center IFB

- 4) Bid modifications, corrections, or withdrawals that are received after the bid deadline will not be considered and the bid cannot be modified, corrected, or withdrawn.
- 5) Addenda (if needed) will be posted to the COMMBUYS website under the addenda tab and will also be posted on the procurement portion of the District's website. The District's procurement website is the following: <https://www.whrsd.org> and then click on Central Administration, District Departments, Business Services and Business Services – Bids.
- 6) Questions regarding this IFB may be e-mailed to John Stanbrook at [john.stanbrook@whrsd.org](mailto:john.stanbrook@whrsd.org) until Friday, July 1, 2022 at 4:00 PM. Mr. Stanbrook will post answers to the questions by Tuesday, July 5, 2022 at 4:00 PM on the COMMBUYS website and on the procurement portion of the District's website. The District's procurement website is the following: <https://www.whrsd.org> and then click on Central Administration, District Departments, Business Services and Business Services – Bids. The District cannot be held responsible due to technical problems with the District's website or the Commonwealth's COMMBUYS system that delays or prohibits this deadline from being met.
- 7) The bids received will be opened and read aloud at the Central Administration Offices of the Whitman-Hanson Regional School District, 610 Franklin Street, Whitman, MA 02382 on Thursday, July 7, 2022 at noon.
- 8) The District expressly reserves the right to waive minor informalities and permit cure of errors and omissions as permitted by law. The District is not obligated to award this contract and expressly reserves the right to reject any and all bids if the District determines, within its own discretion, that it is in the District's best interests to do so.

**V. RULE FOR AWARD:**

This contract shall be awarded to the lowest priced responsible and responsive

bidder as defined in Mass. General Laws Chapter 30B. The lowest priced responsible and responsive bidder will be the bidder that has the lowest overall cost to the District for the services requested over the entire three-year term of the contract. The bidder must demonstrate that they have managed at least three similarly-sized copy centers in Massachusetts school districts or higher education colleges or universities in the past five years.

**VI. EVALUATION CRITERIA:**

The bids will be evaluated for completeness by John Stanbrook, Chief Procurement Officer and George Ferro, Assistant Superintendent. Mr. Stanbrook and Mr. Ferro will determine the lowest responsible and responsive bidder after the evaluation. Mr. Stanbrook will issue an official rule for award announcement as soon as practicable afterwards.

**VII. BID SCOPE OF SERVICES AND TERMS AND CONDITIONS:**

**The Bidder shall at all times:**

- A. Provide such supplies, operators, and equipment as may be necessary to fill any order for services requested by the District.
- B. Operate the Center within the following parameters:
  - 1) 6:30 AM to 4:00 PM Monday through Friday
  - 2) During school vacation weeks, the Center shall be staffed from 6:30 AM to 3:00 PM Monday through Friday.
  - 3) Center's staff are not required to work on school holidays.
  - 4) During school closings due to inclement weather or emergencies, site staff will either work remotely or be eligible for compensation by mutual agreement between the District and the bidder
- C. Maintain and operate in the space provided, with the equipment provided, and use competent personnel.
- D. Provide a manager employed by the bidder, who shall interact with the District's designated representative to coordinate planning and communications. This manager shall assume responsibility for the general supervision of the Bidder's personnel that are at the Center. This manager will also coordinate all needed print jobs and determine the needs of the Center to accomplish those needs.
- E. Maintain paper and other supplies necessary to perform prompt services at the Center.
- F. Submit quarterly statements for payment on a District-approved form listing job numbers and internal charges for each job by department, which shall be payable within 45 days by the District. Overage prices on print copy counts shall be as negotiated in the final contract between the District and the bidder.
- G. Provide at least quarterly to the District a copy, print, and mail production activity report for budget analysis.

- H. Maintain the following insurance coverage at the Bidder's expense (the Bidder shall name the Whitman-Hanson Regional School District, its affiliates, officers, directors, trustees, volunteers, and employees as additional insureds on all insurance policies):
- 1) Comprehensive General Liability:
    - a) General Aggregate: \$3,000,000
    - b) Bodily Injury and Personal Injury: \$1,000,000
    - c) Property Damage: \$1,000,000
    - d) Each Occurrence \$1,000,000
    - e) Workers Compensation: as required by Mass. Workers Comp. Laws
  - 2) Automobile Liability for owned, hired, and non-owned vehicles  
(Bodily Injury and Property Damage (each Accident) \$1,000,000
  - 3) Excess/Umbrella Liability \$1,000,000 or higher
- I. Furnish industry standard Certificates of Liability to the District. The Certificates shall provide that the issuing company will mail written notice to the District within 30 days in the event of any policy cancellation. In addition, the bidder shall provide written notice to the District of any policy change within 30 days. Nothing stated or required in this IFB shall be deemed to limit or restrict the bidder's liability in any way.
- J. Use every reasonable effort to operate the Center efficiently and promote good will with the District's employees and agents.
- K. Maintain sufficient levels of ink, toner, developer, staples, etc. required by the District (the cost of those supplies needed will be included in the price amount quoted in this bid)
- L. Maintain and service the satellite copiers in the District

**Additional Services Required:**

**A. Successful Bidder Required On-Campus Services:**

The Management services to be provided on campus are as follows:

- 1) Black & white & color high-speed printing and reproduction of both printed and electronic documents in various paper sizes, colors, and weights including business cards and pamphlets
- 2) Various binding services including tape binding and spiral binding
- 3) Paper Drilling
- 4) Cutting of printing material
- 5) Course packs production
- 6) Tab and cover printing
- 7) Addressing envelopes
- 8) Folding self-mailers and/or inserts
- 9) Sealing envelopes
- 10) Wafer sealing self-mailers

- 11) Laminating, stapling, shredding, and padding materials
- 12) Metering postage and preparation of bulk mailings of up to 15,000 pieces
- 13) Pick-up and/or drop-off points for couriers, Express Mail, Parcel Delivery, and business reply mail
- 14) Sorting and distribution of incoming and internal mail
- 15) Satellite fleet management
- 16) Tracking packages and notifying faculty, staff, and students of packages awaiting pick-up
- 17) Institute virtual queue technology for end users to manage individually made copies
- 18) Any other related tasks required to maintain industry standards or to allow the efficient operation of the District

**The Bidder's Management services to be provided off-campus are as follows:**

- 1) Graphic design/project management
- 2) Wide format printing
- 3) Offset printing
- 4) Forms management
- 5) Direct mail campaigns

**The Operation services to be provided by the bidder are as follows:**

- 1) There will be two full-time equivalent staff working in the Copy/Mail Center. Staffing may be reviewed by the District and the successful bidder on a quarterly basis, and may be adjusted by mutual agreement.
- 2) A service technician will report to campus on a regular basis. They will respond to service calls and perform preventative maintenance for all satellite and CMC copiers. The technician will report to the successful bidder daily when on premises.
- 3) Whenever possible, the bidder will utilize non-fossil fuel powered vehicles to minimize the District's carbon footprint

**B. Services Provided by District:**

- 1) Space on the first floor of the Whitman Hanson Regional High School located at 600 Franklin Street, Whitman, MA 02382 to operate a copy center. The Center will provide photocopying, binding, self-serve copying, facsimile transmission, mail services and convenience copier management.
- 2) All utilities, including heating, ventilation, trash removal, electricity, electrical outlets, water, internet, and telephone that presently exist at the Center's location.
- 3) Proper maintenance and repairs of the Center's space, removal of rubbish from outside dumpsters, fire extinguishing equipment, and outside communication needs

**ATTACHMENT NO.: FY23-FY25 COPY CENTER  
Table of Contents (TOC)**

**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT  
BID NO. 23-01 23-25 COPY CENTER BID**

**EXHIBIT A: REQUIRED CERTIFICATIONS LIST**

<b>Certification Attachment No.</b>	<b>Certification Form Title</b>	<b>Included in Submitted Bid?</b>
FY23-FY25 Copy Center-TOC	Required Certifications List	
FY23-FY25 Copy Center-01	Tax Certification	
FY23-FY25 Copy Center-02	Certificate of Non-Collusion	
FY23-FY25 Copy Center-03	Certificate as to Corporate Bidder	
FY23-FY25 Copy Center-04	Certificate of Non-Discrimination	
FY23-FY25 Copy Center-05	Copy Center Bid Form	
FY23-FY25 Copy Center-06	Copy Center Bid Experience Form	

**ATTACHMENT NO. : FY23-FY25 COPY CENTER-01**

**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT  
BID NO. 23-01 23-25 COPY CENTER BID**

**REQUIRED CERTIFICATIONS 1 OF 6:**

**TAX CERTIFICATION**

Pursuant to M.G. L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Corporate Officer (if applicable)

**ATTACHMENT NO.: FY23-FY25 COPY CENTER-02**

**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT  
BID NO. 23-01 23-25 COPY CENTER BID**

**REQUIRED CERTIFICATIONS 2 OF 6:**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
Signature of person signing bid or proposal

Date: \_\_\_\_\_



**ATTACHMENT NO. : FY23-FY25 COPY CENTER-03**

**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT  
BID NO. 23-01 23-25 COPY CENTER BID**

**REQUIRED CERTIFICATIONS 3 OF 6:**

**CERTIFICATE AS TO CORPORATE BIDDER**

I, \_\_\_\_\_, the \_\_\_\_\_  
of the Corporation named as a bidder in the foregoing Invitation for Bid (IFB), certify that  
\_\_\_\_\_, who signed as said bidder for the IFB on behalf of  
the corporation was then \_\_\_\_\_ (Title) of said Corporation, that I know his or  
her signature and that his or her signature thereto is genuine and that said bid was duly signed,  
sealed, and executed for and in behalf of said Corporation by authority of its governing body.

(Corporate Seal)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title of Signatory:

Date: \_\_\_\_\_

**ATTACHMENT NO.: FY23-FY25 COPY CENTER-04**  
**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT**  
**BID NO. 23-01 23-25 COPY CENTER BID**

**REQUIRED CERTIFICATIONS 4 OF 6:**

**CERTIFICATE OF NON-DISCRIMINATION**

The undersigned hereby certifies that it will not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, national origin, sex, status as a veteran, sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object), age, genetic information, ancestry, pregnancy, or the handicap of a qualified handicapped person.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title of Signatory:

Date: \_\_\_\_\_

**ATTACHMENT NO.: FY23-FY25 COPY CENTER-05  
WHITMAN-HANSON REGIONAL SCHOOL DISTRICT  
BID NO. 23-01 23-25 COPY CENTER BID**

**REQUIRED CERTIFICATIONS 5 OF 6:**

**COPY CENTER BID FORM**

I, \_\_\_\_\_, working for and on behalf of \_\_\_\_\_,  
hereby submit the following bid as specified in the related bid documents:

- A. Cost of Providing equipment and usage charges (inclusive of 3,200,000 black and white copy charges and 180,000 color copy charges per year) for the period of July 1, 2022 through June 30, 2025:

<b>Fiscal Year</b>	<b>Amount (\$)</b>
FY23 (July 1, 2022 through June 30, 2023)	
FY24 (July 1, 2023 through June 30, 2024)	
FY25 (July 1, 2024 through June 30, 2025)	
<b>Total of Usage and Equipment Charges:</b>	

- B. Cost of Labor Charges as specified in the Invitation for Bid for the period of July 1, 2022 through June 30, 2025:

<b>Fiscal Year</b>	<b>Amount (\$)</b>
FY23 (July 1, 2022 through June 30, 2023)	
FY24 (July 1, 2023 through June 30, 2024)	
FY25 (July 1, 2024 through June 30, 2025)	
<b>Total of Labor Charges:</b>	

- C. Grand Total of all Costs as specified in the Invitation for Bid for the period of July 1, 2022 through June 30, 2025 (A+B):

<b>Fiscal Year</b>	<b>Amount (\$)</b>
FY23 (July 1, 2022 through June 30, 2023)	
FY24 (July 1, 2023 through June 30, 2024)	
FY25 (July 1, 2024 through June 30, 2025)	
<b>Total of all Costs (A+B):</b>	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT NO.: FY23-FY25 COPY CENTER-06**

**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT  
BID NO. 23-01 23-25 COPY CENTER BID**

**REQUIRED CERTIFICATIONS 6 OF 6:**

**COPY CENTER BID EXPERIENCE FORM**

I, \_\_\_\_\_, working for and on behalf of \_\_\_\_\_,  
hereby submit the following experience form as specified in the related bid documents:

Experience Contact Form #1:

<b>Name of MA School District/College or University</b>	<b>Time Period</b>	<b>Contact Person</b>	<b>Contact E- mail/Phone</b>

Experience Contact Form #2:

<b>Name of MA School District/College or University</b>	<b>Time Period</b>	<b>Contact Person</b>	<b>Contact E- mail/Phone</b>

Experience Contact Form #3:

<b>Name of MA School District/College or University</b>	<b>Time Period</b>	<b>Contact Person</b>	<b>Contact E- mail/Phone</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**INVITATION FOR BID  
WHITMAN-HANSON REGIONAL SCHOOL DISTRICT  
COPY CENTER OPERATION SERVICES**

The Whitman-Hanson Regional School District (“the District”) is seeking bids for the operation of the District’s Copy/Mail Center and related services for the time period of July 1, 2022 to June 30, 2025. This Invitation For Bid (IFB) will be conducted in accordance with Chapter 30B Section 5 of the Mass. General Laws. The deadline for bid submission is 11:00 AM on Thursday, July 7, 2022. The complete IFB may be requested electronically by sending an e-mail with the subject line “23-25 Copy Center IFB” to [bids@whrsd.org](mailto:bids@whrsd.org). The District expressly reserves the right to waive any minor informalities and permit cure of errors and omissions as permitted by law. The District is not obligated to award this contract and expressly reserves the right to reject any and all bids if the District determines, within its own discretion, that it is in the District’s best interests to do so. Questions regarding this IFB may be sent to Director of Business and Finance John Stanbrook at [john.stanbrook@whrsd.org](mailto:john.stanbrook@whrsd.org). Questions will be accepted until 4:00 PM on Friday, July 1, 2022. The District strongly encourages Minority-Owned Business Enterprises and Women-Owned Business Enterprises to respond to this IFB.