



NOTICE IS HEREBY GIVEN that West Ada School District (“District”), located in Meridian, Idaho, shall receive up to, but not later than, **4:00 PM MDT, on April 15, 2019** (the “Proposal Deadline”), sealed written proposals for the award of a contract for:

Request for Proposals (RFP) 910501
Multifunction Digital Copier Equipment Lease and Maintenance Services

1. The intent of the RFP is to solicit written proposals from qualified sources for the provision of multifunction digital copier equipment, inclusive of supplies and related maintenance services, to the District. The District anticipates entering into a multiyear, full-service agreement with the successful bidder.
2. All proposals must conform to and be responsive to the RFP, which is available on the District’s website at www.westada.org, via e-mail at purchasing@westada.org or in person at the District offices of West Ada School District at the address specified below.
3. Proposals shall be submitted to the District on or before the Proposal Deadline at the following address: West Ada School District, Purchasing Department, 1303 East Central Drive, Meridian, ID 83642. Late proposals, oral proposals and facsimile proposals shall be rejected as non-responsive to the RFP.
4. Proposals shall be publicly opened after the Proposal Deadline. Any proposal received after that date and time will be rejected as non-responsive and will not be opened. Proposals submitted in any manner other than the written form requested will not be considered. The public opening will acknowledge receipt of proposals only and will not address pricing, details, or responsiveness of the offering. The District shall be the sole judge of the merits and qualifications of all proposals. The District expressly reserves the right to select the proposal in the best interest of the District, taking into consideration all relevant factors, including, but not limited to, price, quality of products, types and quality of services, and demonstrated responsibility of bidders. All properly submitted proposals will become public record upon approval of the recommended vendor by the Board of Trustees.
5. The District reserves the right to reject any or all proposals, or any parts thereof, and to waive any irregularities or informalities in any proposal and/or the proposal process. Final acceptance of any proposal shall be subject to Board approval.

Idaho Statesman Publication Dates: March 11 & 18, 2019