

Request for Proposal

Document Imaging Equipment and Managed Print Services



Yellow Springs Exempted Village School District

Attn: Tammy S. Emrick, Treasurer
201 S. Walnut St.
Yellow Springs, OH 45387

Deadline: 1/29/21

Yellow Springs Exempted Village School District
Request for Proposal
Document Imaging Equipment and Managed Print Services

1. Objective and Overview

The Yellow Springs Exempted Village School District is seeking proposals to replace existing copiers throughout the district. The proposals will be for leasing a specific number of copiers with maintenance to include parts, labor and supplies (excluding paper and staples), and delivery/installation. The District also has printers which will be connected to the network and will be included in this proposal. The printers will include maintenance to include parts, labor and supplies (excluding paper and staples).

The Yellow Springs Exempted Village School District consists of 3 buildings: one (1) elementary school, one (1) middle/high school, and one (1) administrative office. The District has an average monthly black and white volume of 126,493 and a monthly color volume of 6,743 impressions per month. The current device environment is listed in Attachment A. The current lease expires on 5/6/2021. The district intends to award the contract for all devices to one company.

Goals

- Streamline the management of all output devices
- Improve the reliability of equipment – reduce downtime
- Lower total cost of print/copy/fax
- Take advantage of new technologies

All vendors are to quote new equipment, not refurbished or remanufactured equipment. The district reserves the right to work with the selected vendor to make changes before the execution of the lease.

2. Instructions

To be considered, your proposal must be made in accordance with the following instructions:

- A. Closing Date/Submission – Proposals must be submitted no later than 12:00pm. EST on January 29th, 2021 by email to the Yellow Springs Exempted Village School District, Attention Tammy Emrick at temrick@yssschoools.org. It is the vendor's responsibility to insure that the proposal is received by the Yellow Springs Exempted Village School District by the date and time specified.
- B. Questions/Explanations - Any questions or further explanations concerning the RFP may be directed to Tammy Emrick. Contact to be made via email at: temrick@yssschoools.org or by phone at (937) 767-7381.
- C. Right to reject – The Yellow Springs Exempted Village School District reserves the right to reject any and all proposals received in response to the RFP.
- D. Award notification – A decision selecting the firm to receive the award will be made within two (2) weeks of the closing date of the receipt of proposals. Upon conclusion of final negotiations with the chosen firm, all vendors submitting proposals in response to the RFP will be informed of the name of the vendor chosen and associated comparison pricing.

3. Vendor Qualifications

The school district reserves the right to limit the vendors being solicited for submission of the quotation. The district has reviewed the vendor's participation in the market place by other school district references, current vendor relationship, and various meetings.

- A. Provide a company overview, including dates of incorporation, of all affiliates or third parties, and number of employees.
- B. Provide at least two (2) reference accounts that you provide services for in the last 48 months. References should be comparable to the Yellow Springs Exempted Village School District.
 - a) Provide contact details (Name, title, phone #, contract dates)
 - b) Provide project summary
- C. How many customers do you currently service?
- D. Where are your warehouses and service locations? Corporate headquarters?
- E. What sets you apart from your competition in the equipment and/or services that you provide?
- F. What is the strategy that your organization uses to assess the needs of the various departments and schools that comprise an educational institution similar to the Yellow Springs Exempted Village School District?
- G. In addition to office equipment, what other products and/or solutions does your organization provide that could help the Yellow Springs Exempted Village School District reduce and recover operational costs?

4. Copier Features and Functionality

- A. All copiers (MFDs) quoted must be new (out of the box) and the latest digital models with standard features installed.
- B. Each copier (MFD) quoted must include the following:
 - 1. Embedded functionality to integrate with Print Management Solution (software).
 - 2. HID proximity reader
 - 3. Standard scan to file (industry standard searchable PDF) and email (Gmail)
 - 4. Fax forward to email or folder capability
 - 5. Postscript standard on all units
 - 6. Color Single Pass Double Sided Scanning (DSPF)
 - 7. Ability to collect device SN (serial) number and other device info through network discovery (SNMP)
 - 8. Staple finisher with saddle stitch
 - 9. Fax capability on one machine per location

10. Sheet capacity guidelines below:

PPM (type)	30+ (MFD)	50+ (MFD)	75+ (MFD)	90+ (MFD)
Total Sheet Capacity	1000+	1500+	2000+	3500+

C. Copiers must be controlled by a central Print Management Solution.

District is currently licensed for PaperCut MF for 12,000 users (3-year term expiring May 2021). Support and license detail will be provided upon request.

1. All copiers should be set up for secure print release.
2. All copiers should allow for proximity card authorization access (keyless card system) and pin codes.
3. All copiers should include integrated scanning with central print management system.
4. All copiers should allow for “follow me” printing job release where the print job submitted to the device should be retrievable from any of the devices on the District’s network.
5. Automated periodic reports will be sent to building staff on a scheduled basis that includes usage information by user and device.

D. The Print Management Solution must have the ability to allow for limits and also rules to delete or redirect print jobs not meeting defined criteria (least cost printing). All copiers should be centrally managed and limit usage of copy/print/scan and fax.

E. All copiers shall have network print and scan capabilities. Only one copier in each building will need fax capabilities. The vendor must be able to gather the copier meter reads with automated software. The district will not call in meter reads or send in meter reads. This will be the responsibility of the vendor.

F. Vendors should include descriptive product literature for the proposed equipment.

5. Service, Support, Maintenance and Supplies

- A. Describe service call hours, staffing and after hour capabilities.
- B. Describe guaranteed response time, and corrective action process. Do you have published SLA's?
- C. What is the average experience level (Tenure) of your technicians that will be working on the proposed equipment?
- D. If you provide support through your own personnel, how many technicians are available to service the District that are certified specifically for the brand of the equipment you are proposing?
- E. Describe the preventive maintenance schedule.
- F. What end user training will be provided? Initially and ongoing.
- G. What supply items are included in the cost(s) of the proposal?
- H. When technological improvements are available, how will these benefits be applied to the copier agreement?
- I. Describe how each building will receive their supplies and place service calls through your current processes within your organization.
- J. Describe your procedure for acquiring feedback, conducting follow-ups and corrective actions when resolving copier breakdowns.
- K. Briefly describe the quality assurance guarantees you offer.
- L. Describe your process with removing, storing and returning our current leased equipment.
- M. Describe the billing procedure in detail (attach samples).
- N. Describe your Help Desk support process including any digital ticketing entry options.

6. Cost Structure

- A. Quoted price to the Yellow Springs Exempted Village School District is to be an all-inclusive monthly payment to include all hardware, software service, maintenance, end user training, parts and all supplies (excluding paper and staples) based on the inclusion listed out later in RFP (Attachment B). Pricing is to remain frozen for the duration of the term contract.
- B. Proposals must include lease options and maintenance agreement proposals for both 48 and 60 month contracts. The District will award the term length based on evaluation of proposals and anticipated future needs.
- C. The district wants to acquire equipment that best meets the specifications at the lowest possible

cost. It is acknowledged that some customization may be required to accomplish our goals. However, the ideal proposal will be one which requires the least customization to meet specifications. Vendors must include all costs for complete systems functionality, including, but not limited to, property tax, etc.

- D. End-of-year or end-of-contract balloon payments are not acceptable to the Board of Education. Proposals containing a variable monthly payment schedule will be considered non-responsive.
- E. The Vendor must allow flexibility in contract that will allow for adding and removing of printers by the Yellow Springs Exempted Village School District as needed without affecting the term, no minimum requirements.
- F. If the district requests to acquire additional devices within the first year (365 days) of the contract, the lease cost of the models being requested must remain the same as initially quoted.
- G. Proposals and subsequent monthly invoices shall not include any additional charges outside of the standard lease or cost-per-copy charges. There will be NO allowable charges for scans. The district will not be responsible for any additional freight cost of shipping toner and staples from the provider.
- H. The vendor will assume any costs not identified in the proposal and subsequently incurred to meet the requirements of the request for Proposal.
- I. If a volume contract is selected, any overage cost should be the same as the base with an annual reconciliation.
- J. The vendor will incur all costs of "data-wiping" the hard drives of current copiers and provide the Yellow Springs Exempted Village School District your process for cleaning the hard drives, a spreadsheet of the date it is completed and a formal letter that the hard drives have been cleaned, signed and dated by service manager.
- K. At the end of contract, the vendor assumes all cost and responsibility of contract closeout including cost to prepare and ship copiers/printers back to the leasing company.

7. Rejection of Proposals

- A. The Yellow Springs Exempted Village School District Board of Education reserves the right to approve or reject any proposals. If, in the opinion of the Yellow Springs Exempted Village School District Board of Education, any proposal is not in the best interest of the Yellow Springs Exempted Village School District, the Yellow Springs Exempted Village School District Board of Education may, at its discretion, accept another proposal, or may reject all proposals.
- B. The contract will be awarded to the vendor submitting, in the opinion of the Yellow Springs Exempted Village School District Board of Education, the lowest responsive and responsible quote. Vendors may propose more than one (1) brand of equipment; however, vendors' brand(s) must meet or exceed the technical specifications in this document.

- C. In determining whether a vendor is "responsive and responsible", the Yellow Springs Exempted Village School District Board of Education will use, but not be limited to, the following criteria: The **bidder** who fully complied with all of the **bid** requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the **bid** documents.
- D. The Yellow Springs Exempted Village School District Board of Education may conduct such investigations as they deem necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of vendors, proposed subcontractors, suppliers, and other persons and organizations to perform and furnish the work in accordance with the contract documents to the satisfaction and prescribed timeline of the Yellow Springs Exempted Village School District Board of Education.

8. Guarantees and Warranties

As part of their proposal, vendors shall furnish explicit guarantees and warranty information for the equipment proposed. The Yellow Springs Exempted Village School District Board of Education is particularly interested in guarantees against "lemons", and the conditions, under which the Board may, at its discretion, elect to return a defective machine for replacement with an identical or superior new machine. Vendors' proposals shall clearly and unequivocally define and state all criteria and conditions for return and replacement of defective equipment.

9. Scope of Work

Vendors shall furnish and install all equipment proposed, along with the removal, providing storage and return of existing machines to current lease company. Installation of all machines shall be "turn-key" (i.e. all machines will be fully adjusted, powered up, calibrated, and ready to use). Installation shall also consist of fully configuring and connecting to the District's network. Vendors shall then perform training sessions at each school district site, in coordination with the building Principal or Technology Supervisor, for the benefit of all employees at that site, at no additional cost. Vendors shall agree to subsequent annual "refresher" training at each site, at no additional cost.

Timeline

This request for proposal will be governed by the following schedule:

12/21/2020	Release RFP
1/29/2021	RFP Return Date by 12:00 p.m.
2/19/2021	Decision Made by
3/11/2021	Board Meeting
3/11/2021	Contract Granted to Vendor

ATTACHMENT A

Current Environment by Building (Volume data based on March 2, 2019 – February 28, 2020)

Yellow Springs School District											
Equipment List											
Equipment ID	Model	Location	Speed	Paper Capacity	Document Feeder	PaperCut HID Card Reader	Fax Kit	Searchable PDF	Finishing	Average Monthly Usage	
G7677	Konica Bizhub C454e	Board Office	45ppm b/w & color	(4) 500 Sheet Universal Paper Trays	Dual Scan Document Feeder	Yes	Yes	Yes	Finisher w/ Hole Punch	5,599	
	Color									2,431	
G7679	Konica Bizhub 754e	Mills Lawn Main Office	75ppm b/w	(2) 500 Sheet Universal Paper Tray (1) 1,500 Sheet Letter Paper Tray (1) 1,000 Sheet Letter Paper Tray	Dual Scan Document Feeder	Yes	Yes	Yes	Saddle Stitch Finisher	41,527	
G7830	Konica Bizhub 364e	Mills Lawn Annex Library	36ppm b/w	(4) 500 Sheet Universal Paper Trays	Dual Scan Document Feeder	Yes	No	Yes	Staple Finisher	12,693	
G7457	HP M651dn Color Laserjet	Mills Lawn K-3 Lab	School District Owns this Device - Service (parts, labor, supplies) covered under agreement								661
	Color									207	
G7458	HP M651dn Color Laserjet	Mills Lawn -Library	School District Owns this Device - Service (parts, labor, supplies) covered under agreement								305
	Color									1,182	
G7829	Konica Bizhub 754e	High School Main Office	75ppm b/w	(2) 500 Sheet Universal Paper Tray (1) 1,500 Sheet Letter Paper Tray (1) 1,000 Sheet Letter Paper Tray	Dual Scan Document Feeder	Yes	Yes	Yes	Saddle Stitch Finisher	41,855	
G7678	Konica Bizhub 364e	High School 2nd Floor	36ppm b/w	(4) 500 Sheet Universal Paper Trays	Dual Scan Document Feeder	Yes	No	Yes	Staple Finisher	22,159	
G11974	HP M553dn Color Laserjet	High School Student Hallway	School District Owns this Device - Service (parts, labor, supplies) covered under agreement								1,520
	Color									2,173	
G7456	HP M651dn Color Laserjet	High School 8th Grade Hallway	School District Owns this Device - Service (parts, labor, supplies) covered under agreement								444
										741	
									Total B/W	126,493	
									Total Color	6,743	

Yellow Springs Exempted Village School District

ATTACHMENT B

Signature Page

Request for Proposal Document Imaging Equipment

Submitted by: (Company) _____

Represented by: (Signed) _____

Represented by: (Print Name) _____

Title of Representative: _____

Corporate Address: _____

Telephone Number: _____

Corporation is organized
under the laws of: (State) _____

President/CEO:

COO: _____

CFO: _____

Are any corporate employees currently employed or related to someone employed by the Yellow Springs Exempted Village School District? Yes_No ____

If yes, indicate names and relationships: _____