

Request for Proposal Lexington R-V Public Schools

A. Purpose of the RFP

Lexington R-V Public Schools is currently considering a program of contracting for the supply of copier machine services. For the purpose of this Request for Proposal (RFP), these services are defined as Copy Services, and Printer Services. You are invited to submit a proposal for all equipment, materials and labor necessary to perform these services.

Lexington R-V hopes to:

- Improve output technology in the district
- Implement a rules based print control system
- Integrate Google with MFP's (scan and print to and from Google Drive)
- Implement additional productivity software into MFP's (bubble testing & scan to OCR)
- Maximize service levels
- Improve cost-effectiveness

B. General Conditions

This RFP is not an offer to contract. Acceptance of a proposal neither commits our district to award a contract to any supplier, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a supplier for reasons other than lowest price due to the fact that the services requested are not a "pencil or paper" type of commodity. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

The supplier will absorb all costs incurred in the preparation and presentation of the proposal.

All suppliers who submit proposals will be notified of the results of the selection process.

Lexington R-V reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, Lexington R-V may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of Lexington R-V, bidder presentations may be requested before award of the contract. Lexington R-V may also request the opportunity to conduct an on-site review of the supplier's facility and/or other locations where these services are provided, or a demonstration of the proposed technology.

C. Confidentiality

The information contained herein is confidential and submitted to you solely to enable you to respond to this RFP. You should treat as strictly confidential and proprietary the terms of this RFP and all other information provided by us in connection with this initiative. Your receipt of this RFP constitutes your agreement not to disclose such information unless to work through arrangements with subcontractors. Without limiting the foregoing, you are not authorized, without our prior written consent, to publicize the fact that you are a potential supplier to us.

We will treat information received from your company as confidential or proprietary with the same consideration, to the extent allowed by law.

D. Contract Term

For the purpose of this RFP, the contractual period will be for 60 months.

E. Proposal Effective Period

Suppliers should state in writing that all furnished information, including prices, will remain valid for 90 days from the date their proposal is received by Lexington R-V.

We agree that this quote will remain valid for 90 days.

F. Evaluation Criteria

Evaluation criteria will include, but may not be limited to, the following:

- Proven ability to implement solutions in a similar K-12 environment
- Demonstrable level of support offered by the suppliers company in our geographical area
- Demonstration of proactive and consistent management of performance metrics
- Price in relation to value of solution offered

G. Additional Terms and Conditions

- Please include two copies of the Bid Response Form and supplemental documents. Indicate on the outside of the sealed envelope, "COPIER /MFD RFP".
- Bids will be received at the, Lexington R-V School District, ATTN: Carroll Meierer, 2323A High School Drive, Lexington, MO 64067, until 3:00 p.m. Tuesday November 14, 2017. Bids received after said time will be destroyed. If responding by USPS, please account for mail delivery time. District will not open bids received after 3:00 p.m. on 11/14/2017.
- All bids MUST include return shipping costs for district's current 12 Ricoh copiers to be shipped anywhere in the United States. (10 free standing devices with 8 finishers and 2 desktop devices)
- All bids MUST include a Print Control System: (like Papercut)
 - Criteria for Pricing Print Control System
 - Must be server based from a single web console for 11 devices

- Integrate with Active Directory
 - Embed into each MFP (for tracking copies and scanning)
 - Be licensed for at least 500 users
 - Include 60 months of software support from an authorized source
 - Support Follow-Me Printing & Scan-To-Me Scanning
 - Must be able to integrate with multiple brands and be manufacturer agnostic
 - Must support authenticated printing with mobile devices (Chromebooks, iPad)
 - Must provide pin code access for each user
- All devices MUST support easy access to Google Drive and support scan to and print from Google Drive Accounts
- OPTION for Four (4) Devices to support scantron type functions. Must be able to produce bubble sheet tests, with answer keys and the ability to grade the test. Must be able to create reports and excel spreadsheets from results
- District will not be subject to return shipping expenses at end of new contract.
- Include a copy of the sales contract, maintenance and/or managed services contract with terms and conditions, equipment and performance guarantees from your company and the manufacturer, lease with terms and conditions.
- The district will only accept new copier machines.
- The Lexington R-V Public Schools is tax exempt and does not pay sales tax or personal property tax.
- All furnished information, including prices, will remain valid for 90 days from the date the proposal is opened by Lexington R-V Public Schools.
- The Lexington R-V Public Schools reserves the right to reject any or all bids and to waive any irregularities therein, and to accept the bid most advantageous to the Lexington R-V Public Schools.
- The tentative dates for installation, pending board approval, will be December 2017, during winter break.
- For questions pertaining to the bid, please email cmeierer@lexington.k12.mo.us
- The Bid Response Form must be completed in its entirety. Complete bids will be given priority consideration over incomplete bids.

H. Overview of Current Situation

Lexington R-V School District is currently under a lease for its copiers. We are looking to replace each copier throughout the district with new machines. We want to improve output technology in the District and implement a rules based print control system for restricting access to devices, monitoring usage and granular reporting. We are a Google School and want to have the ability to integrate Google with the MFP's via scan to and print from Google Drive. Additionally, we want to increase productivity via implementing scan to OCR and possibly bubble testing software on the devices. We are seeking a vendor who can provide economy of scale and be a sole source of technology and service in these areas.

The Environment: All connected digital equipment installed by SUPPLIER must be configured to properly network with the CLIENTS existing software applications. All equipment must be PC compatible. We have no MAC hardware on our campuses.

60 MONTH LEASE AGREEMENT REQUIREMENTS
ON NEW NETWORKED COPIERS and SOFTWARE

General: For the initial installation and all subsequent installations over the duration of the term of the resulting contract, all equipment shall be new and assembled for the first time from new components by the manufacturer. The District shall be the first user of the new equipment with no previous placements on rental or lease or ever placed in the vendor's or customer location as a demonstration unit. All equipment performance and reliability standards shall conform to "new" specifications. The district will not pay "pass through" property tax. District will not be asked to pay for sales or property tax. See following pages for Category Requirements:

CATEGORY 1: Quantity One (1) Device:

Location: Central Office

- 50 pages per minute or more
- Color capability
- Dual Scan Document Feeder
- Copy/Print/Scan to email
- Network Printing
- Booklet finisher with 2/3 hole punching
- Must have at least one 500-sheet capacity tray for 11 x 17 paper
- Minimum 4,000 sheet capacity
- Bypass tray
- Auto-Duplexing
- Google Connector for Google Drive
- Scan to Word & Searchable PDF OPTION

Scanning

- Must scan up to 11 x 17 paper
- Up to 600 dpi scan resolution
- User selectable color scanning
- Scan to Google Drive

Finisher

- Minimum 3000-sheet output capacity
- 50 sheet stapler
- Booklet finisher with half-fold and tri-fold capability
- 2 and 3-hole punch
- Two output trays

CATEGORY 2: Mid-Volume COLOR Work Group Quantity Three (3) Devices:

LOCATION: LBS Lower; High School Office, Middle School Library

- 50 pages per minute or more
- Color capability
- Dual Scan Document Feeder
- Copy/Print/Scan to email
- Network Printing
- 50 sheet finisher with 1,000 sheet capacity
- Must have at least one 500-sheet capacity tray for 11 x 17 paper
- Minimum 4,000 sheet capacity
- Bypass tray
- Auto-Duplexing
- Google Connector for Google Drive
- Scan to Word & Searchable PDF

Scanning

- Must scan up to 11 x 17 paper
- Up to 600 dpi scan resolution

Finisher

- Minimum 50 sheet staple with 1,000 sheet output capacity
- Two output trays
- 2 and 3-hole punch

CATEGORY 3: Mid-Volume Workgroup QUANTITY One (1) Device:

LOCATION: EEC

- 40 pages per minute or more black and white copier
- Dual Scan Document Feeder
- Minimum 1,000 sheet paper supply
- Minimum 2 paper drawers
- Must have at least one 500-sheet capacity tray for 11 x 17 paper
- Bypass Tray
- Auto-Duplexing
- Google Connector for Google Drive
- Fax

Scanning

- Must scan up to 11 x 17 paper Up to 600 dpi scan resolution

CATEGORY 4: High - Volume Workgroup QUANTITY FOUR (4) Devices:

LOCATION: LBS Teacher Lounge, High School Library, Middle School Workroom, Nursing

- 60 pages per minute or more black and white copier
- Dual Scan Document Feeder
- Minimum 4,000 sheet paper supply
- Minimum 4 paper drawers
- Must have at least one 500-sheet capacity tray for 11 x 17 paper
- Bypass Tray
- Auto-Duplexing
- Google Connector for Google Drive
- Scan to Word and Searchable PDF

Scanning

- Must scan up to 11 x 17 paper up to 600 resolution

Finisher

- Minimum 50 sheet staple with 1,000 sheet output capacity
- Two output trays
- 2 and 3-hole punch

CATEGORY 5: High - Volume Workgroup QUANTITY TWO (2) Devices:

LOCATION: High School Teacher's Lounge, Lex La Ra

- 60 pages per minute or more black and white copier
- Dual Scan Document Feeder
- Minimum 4,000 sheet paper supply
- Minimum 4 paper drawers
- Must have at least one 500-sheet capacity tray for 11 x 17 paper
- Bypass Tray
- Auto-Duplexing
- Google Connector for Google Drive

Scanning

- Must scan up to 11x17 paper up to 600 resolution

Finisher

- Minimum 50 sheet staple with 1,000 sheet output capacity
- Two output trays
- 2 and 3-hole punch

CATEGORY 6: Low - Volume Letter/Legal ONLY QUANTITY ONE (1)

Device:

LOCATION: Middle School Office

- 50 pages per minute or more black and white copier
- 75 sheet Duplex Document Feeder
- Auto-Duplexing
- 2 x 500 sheet drawers
- Cabinet or Copy Stand
- Fax
- Google Connector for Google Drive



MONTHLY SERVICE AGREEMENT

A.) Technical Support

- 1.) All parts and labor
- 2.) All supplies including toner, preventative maintenance kits, excluding paper
- 3.) A combined annual volume of 2,000,000 black and white for copiers
- 4.) An annual volume of 21,300 for color print (this is an estimate, please provide cost per copy pricing)
- 5.) Average 4 hour service response time and a better than 98% up time guarantee.
- 6.) Service agreement cancelable with a thirty day written notice.
- 7.) Agree that all subcontractors used are bound to all terms and conditions of this RFP.
- 8.) An outline of software technical support services including establishing direct lines of communication between the District technical staff and the manufacturers(s) of the equipment offered
- 9.) The Vendor agrees that Network Services includes all actions to diagnose, restore to manufacturers and District's specifications, and correct product and software malfunctions to their original capability.
- 10.) The Vendor shall be responsible for backing-up and restoring of information stored on electronic media when the repair or replacement could affect any data stored on the equipment.
- 11.) The Vendor shall keep complete records available to the District, documenting all programming changes, software installations or upgrades and trouble fixes including those done remotely and provide support to all locations to insure connectivity.

BID RESPONSE FORM
LEXINGTON R-V SCHOOL DISTRICT

Vendor Information: _____

Legal name of Company _____

Address of Company _____

Telephone _____

Primary Contact for this bid _____

Email Address _____

Tax ID Number _____

Signature below acknowledges full acceptance of all components of bid.

Company Name

Authorized Company Representative

Signature

BID RESPONSE FORM: PER TERMS AND CONDITIONS OF THIS RFP. YOUR SIGNATURE AND RESPONSE INDICATES YOU COMPLY WITH ALL MINIMUM SPECIFICATIONS AND VENDOR EXPECTATIONS. PLEASE INDICATE WHERE YOU DO NOT COMPLY.

SIXTY (60) MONTH LEASE MONTHLY COST \$ _____
(per specifications in RFP – include 2,000,000 prints/year in price) ***

B&W COPIER OVERAGE COST PER IMAGE \$ _____
(To be billed annually after 2,000,000 impressions)

COLOR COPIER COST PER IMAGE \$ _____
(To be billed monthly as cost per print)

Bubble testing software per device \$ _____

Upgrade to booklet making finisher per device \$ _____
Booklet feature MUST half-fold all sizes and tri-fold letter

Upgrade Category 3 device to a color device \$ _____
(Describe what for and how much)