



March 1st, 2023

Request for bid

BOARD OF EDUCATION

Terry Powell
TinaRae Scott
Kelsey Hartman
Dr. Marie Blythe
Jamie Johnson
Mary Myers
Billy Glenski

This is a formal request for the items listed on the following pages of this document.

The schedule of events is listed below. All bids must be sealed and delivered to our board clerk at the district office address by the closing date. Any bid received after regular business hours on the closing date will be deemed not valid and returned unopened. Bids received via email are not valid.

SUPERINTENDENT

Dr. Aron Dody
CURRICULUM
Kelly Gentry

CLERK

Bryce Johnson
BUSINESS MANAGER

Mika Doornbos

SECRETARY

Rachel Tompkins

Starting date: 3/2/2023
Closing date: 3/27/2023
Date bids will be opened: 3/28/2023 2 PM
Award date: 4/6/2023 Contingent on board approval
Board meeting: 4/10/2023

Proposals that are incomplete in form or content will be deemed non-responsive and will not be considered. Once accepted, proposals become the property of the District. The District reserves the right to request additional information or clarification if needed, upon review of your Proposal. This Request for Proposal should not be construed as a guarantee of business or contract. The objective of this RFP is to select a vendor which, based on the content and evaluation of the proposals received, will best serve the needs of the District at this time. However, the District may also, upon review of proposals, elect not to award a contract to any respondent. Questions regarding this RFP may be submitted by email to:

Torri McDougal
USD 417
Technology Director
tmcDougal@cgrove417.org

Notice of Non-discrimination USD #417 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Aron Dody
17 Wood St.
Council Grove, KS 66846
(620) 767-5192



— Morris County Public Schools —

Multifunction Copier Lease

All communications regarding this RFP must reference "Multifunction copier lease" either on the outside of the correspondence or in some other obvious fashion.

USD 417, Morris County requests your proposal to provide and install **new** multifunction copiers on a 5-year lease agreement at the USD 417, Morris County. Reference Appendix A for the Equipment and Service Specifications. Reference Appendix B, Appendix D, and Appendix E for the Proposal Form and Client References page to be completed and returned to USD 417, Morris County by the date and time listed. Reference Appendix C for the copier model types and building locations.

All proposals must be submitted on the attached Proposal Form (Appendix B) and may include additional information as requested. Any deviations from the specifications must be approved in writing and listed separately on Appendix B Proposal Form.

Tax exempt pricing requested.

All proposals must be received by email, mail or hand delivered prior to 3/27/23 by the close of business to the address reflected below.

Proposals will be reviewed by USD 417, Morris County on 3/28/23 at 2 PM. Failure to abide by all the conditions of this Request for Proposal (RFP) may result in the rejection of your offer.

Board of Education action on the bids should take place at the Board of Education meeting on 4/10/23. The meeting will begin at 6 PM. Vendors need not attend but are welcome.

USD 417, Morris County reserves the right to reject any or all bids.

USD 417, Morris County will notify all vendors of the decision no later than March 10.

Torri McDougal is the sole point of contact for the provisions of this RFP and resulting proposals. Please call or email Torri McDougal at the telephone numbers or email address listed below with any questions you have about this proposal. Mail or deliver bids to the district office C/O Bryce Johnson, Board Clerk.

USD 417, Morris County
17 Wood St.
Council Grove, KS 66846

17 Wood St., Council Grove, KS 66846
(620) 767-5192 FAX (620) 213-4052
<http://www.usd417.net>



Morris County Public Schools

GENERAL PROJECT DESCRIPTION

The district intends to retain the services of a vendor to replace a portion of an existing networked multifunction device fleet and provide maintenance services for the entire fleet on a 5-year lease agreement to provide flexible capabilities to the end user, cost control for the district, and efficient and effective management of the print/copy/fax/scan environment at USD 417, Morris County. See Appendix C for a description of the existing copier fleet.

KEY PROJECT ELEMENTS

Offers will be evaluated based upon criteria formulated by the school district.

The contents of the proposal submitted by the successful vendor, this RFP, and all modifications made thereof, shall become part of any contract awarded as a result of the RFP process. The successful vendor will be expected to sign a contract with the District.

Contract rights are nontransferable and non-assignable.

Pursuant to K.S.A. 72-8201c, any contract awarded will include the mandatory contract provisions of the DA-146a Contractual Provisions Attachment.

All contracts and funding for this contract must be through a locally headquartered financial institution, ensuring no third-party funding is used. Hereby supporting the local Kansas based communities they serve.

Replacement of the copier fleet must be completed by July 15, 2023, with District billing to start the same day. The final work schedule must be approved by USD 417, Morris County staff prior to commencement of work.

Any shipping or delivery costs must be clearly stated in the contract.

Papercut service and licensing must be included in the contract for the duration of the contract and serviced by the vendor. Any questions should be forwarded to the contact listed.

An optional element to this RFP is a wide format printer, or plotter. USD 417, Morris County would be interested in a wide format machine to allow us to directly produce large format signs and educational materials for our teaching staff and students. We will entertain any offer that makes financial sense to us.

SUBMITTALS & CRITERIA FOR SELECTION

Provide completed copy of Appendix B: Proposal form, Appendix D: Explanation of how your company will take care of the school district, and Appendix E: Client References form.

Provide detailed description of each proposed device. Include standard functionality, dimensions.

Provide a sample contract you will be asking the school district to sign complete with the Kansas mandatory contract provisions of the DA-146a Contractual Provisions Attachment.

A final contract will be awarded to the lowest responsible bidder per KSA 75-3740

Provide current contact information for three Client References (Appendix E) of like scope and size to this proposal. Educational, state & local governments with networked equipment are preferred references. If not able to provide this, please explain why.



CRITERIA FOR SELECTION

The company chosen will be based on the submittals provided below by your company and the rubric below will help us determine the best fit for our school district. While the final price is always important for a public entity, it is not the only factor. Providing good service and being a partner with the district is also important and needs to be equalized for a proper relationship. The company's ability to respond to issues and helping the school remain productive and putting those ideas and promises into writing is important to our staff and community. The following percentages below will be factored into the selection of the company.

Cost and being able to provide the minimums on Appendix A or better on Appendix B =	60%
Dependability/Reliability that is aligned with the district goals as outlined on Appendix D =	30%
References and what other government entities say about you as outlined on Appendix E =	10%

APPENDIX A: EQUIPMENT AND SERVICE SPECIFICATIONS

EQUIPMENT SPECIFICATIONS

The district desires to replace the existing networked multi-function devices. Provide pricing for quotes corresponding with Appendix C. A maximum of 3 models is requested. Type and specifications are listed below.

1. Workgroup Mono Large Device

- a. Touchscreen Interface, Minimum paper capacity 2200 sheets
- b. Minimum of 60 Page per minute output
- c. 1,000 sheet Staple Finishing,
- d. Single-Pass Duplex Scanning with scan to email, scan to folder, scan to FTP
- e. Print Large Format documents up to 11x 17"
- f. 2/3 Hole punch
- g. Postscript enabled for printing from MAC devices.
- h. Papercut enabled.

2. Workgroup Mono Small Device

- a. Touchscreen Interface, Minimum paper size 1200 sheets
- b. Minimum of 35 Page per minute output
- c. Single-Pass Duplex Scanning with scan to email, scan to folder, scan to FTP
- d. Postscript enabled for printing from MAC devices.
- e. Papercut enabled.

3. Workgroup Color Large Device

- a. Touchscreen Interface, Minimum paper capacity 2200 sheets
- b. Minimum of 60 Page per minute output
- c. 1,000 sheet Staple Finishing,
- d. Single-Pass Duplex Scanning with scan to email, scan to folder, scan to FTP
- e. Print Large Format documents up to 11x 17"
- f. 2/3 Hole punch
- g. Postscript enabled for printing from MAC devices.
- h. Papercut enabled.



Remote monitoring of copy counts and toner usage is required for all new and existing devices (Appendix C)

All devices must be capable of a secure print, image overwrite, and data encryption (SSL/TLS).

All devices must have a unique and secure username and password for management.

All proposed equipment must meet or exceed the requirements specified.

Equipment will be leased for a five-year period and end-of-lease provision for copiers should be identified. End-of-lease provision shall include:

1. Guarantee security and deletion of confidential files upon removal of the units.
2. The units remain the property of the vendor and the vendor is responsible for the cost of removal of the units.

Lease will commence July 15, 2023 and end July 31, 2028.

SERVICE SPECIFICATIONS

Service requirements will be the same across all listed devices in Appendix A and C.

Pricing will be tiered as follows: **Mono image rate for all MFP's.**

Color image rate for all MFP's

Mono image rate for all printers.

Color image rate for all printers.

This will include all parts, labor, toner, disposal toner vessels. Paper and staples are not included. Unlimited scanning and faxing (send only – receive at the b/w rate).

Provide service technicians that are certified for copier repair.

Provide remedies for equipment that is down for more than 24 hours and for equipment that does not meet a 95% uptime for two months in a row. Agree to replace any equipment with significant service issues with a comparable replacement unit.

**APPENDIX B: PROPOSAL FORM
MULTIFUNCTION COPIER LEASE**

Vendor Contact Information:

Company Name: _____

Company Address: _____

Phone Number: _____ Email Address: _____

Sales Representative Name: _____ Signature: _____ Date: _____

Owner/ Executive Signature: _____ Title: _____ Date: _____

New Equipment (appendix A)			
Proposed Make/Model	Accessories	Quantity	Annual Equipment Cost
1.			
2.			
3.			
TOTALS			

Service Base Shared Across Unit Type			
	Mono CPC Base	Color CPC Base	Annual Service Cost
Mono MFP Units	1,200,000 Images	NA	
Color MFP Units	shared	120,000	
Mono Printer Units	18,000	NA	
Color Printer Units	Shared	30,000	
TOTALS			

Annual Combined Total	5 Year Combined Total
\$	\$

Submittals:

- ✓ Device Descriptions including photos & dimensions.
- ✓ Sample contract you will be asking the school district to sign complete with the Kansas mandatory contract provisions of the DA-146a Contractual Provisions Attachment.
- ✓ Appendix D: Explanation of how your company will take care of the school district.
- ✓ Appendix E: Contact Information for 3 References similar or larger districts.

Delivery Date Acknowledgement: Replacement fleet must be delivered and installed by July 15, 2023

Signature: _____

Date: _____

(If there is something you deem we should have but it is not listed, please let us know on the back of Appendix B with the additional cost if any.)

**APPENDIX C: PROPOSAL FORM
MULTIFUNCTION COPIER MODEL TYPES & LOCATION**

Leased MFP's locations

District Office
Savin IMC4500

CGJSHS
Savin IMC4500 Workroom
Savin MP6055 Library
Savin MP3055SP Commons
Savin MP3055SP CTE/Ag

CGES
Savin IMC4500 Main Office
Savin MP6055 Library
Savin IM430F Annex

PHES
Savin MP6055 Workroom

Owned Printers/MFP's locations

CGJSHS
Kyocera M2640idw Main Office **Retain**
Kyocera P2040dw Counselor's Office **Retain**
Kyocera P2040dw AD's Office **Retain**
Kyocera M2640idw Nurse's Office **Retain**

CGES
Kyocera M2640idw Nurse's Office **Retain**

PHES
Kyocera M6530cdn Main Office **Retain**
Kyocera M2640idw Nurse's Office **Retain**

Responding vendors should verify they are authorized to service all of the devices listed above, in addition to any new devices proposed.

<u>Vendors should include the following as standard service base for the fleet:</u>	MONO 1,200,000 images MFP MONO 18,000 images Printers COLOR 120,000 images MFP COLOR 30,000 images Printers
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APPENDIX D: Vendor Questionnaire for Service and Support of the District

As a School District we look toward productivity for students and staff, and, like any other business when equipment and service issues arise, it is difficult for staff to function and help meet our mission to educate our students. We have watched other districts struggle with this and want the assurance of a provider who takes pride in the support they provide and are at the top of the industry.

Creating clear expectations helps us both recognize and document what is important to us and what we are looking for in a long-term business partner. Please include any supporting documentation or information that addresses your capabilities as a provider.

Is your company headquarters located here in Kansas?

How many miles is this from the USD 417, Morris County, District Office address?

What is the average travel time from your service center to USD 417, Morris County?

Where do your service technicians dispatch from?

What do you have in place for when the technician is out sick, on leave, etc.?

When do you normally service your equipment (Annually, Quarterly, Monthly, or only when called for a service issue)?

Does your technician keep a stock of parts when they travel to work on a copier?

Does your company keep a stock of parts on hand for your technicians?

Can and do you get parts overnight to the technician when a copier is down?

If a copier is going to be down and you cannot get parts for an extended time, what will your company be willing to do to keep a school or the district office productive?

Does your company have software support technicians to help diagnose and solve issues surrounding compatibility issues?

Who will contact the district to check up on how your company is doing and how often will this occur?

APPENDIX E: CLIENT REFERENCE FORM

Provide current contact information for three Client References of like scope and size to this proposal. Educational state & local governments with networked equipment are preferred references.

Client #1: _____

Name of owner/manager and an IT contact: _____

phone numbers: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date started: _____ Short description of project:

Client #2: _____

Name of owner/manager and an IT contact: _____

phone numbers: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date started: _____ Short description of project:

Client #3: _____

Name of owner/manager and an IT contact: _____

phone numbers: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date started: _____ Short description of project: