

MARSHALLTOWN COMMUNITY SCHOOL DISTRICT
Request for Proposal
Acquisition and Implementation of District Wide Copy Machines

Proposals are due at 2:00 p.m. CST on May 6th, 2019. Documentation for all options must be included with the proposal in order for the proposal to be considered.

Please email your quotation to the below email address. DO NOT SEND YOUR QUOTE DIRECTLY TO A DISTRICT EMPLOYEE'S EMAIL.

sealedbid@marshalltown.k12.ia.us

All proposals should contain the subject line “MCSD - Acquisition and Implementation of District Wide Copy Machines” Late proposals will not be accepted. Faxed proposals will not be accepted.

Contingent award of Proposal for equipment will be made by the Superintendent of the MARSHALLTOWN COMMUNITY SCHOOL DISTRICT.

Questions regarding the proposal process should be directed to the Director of Technology. Value added resellers must base their proposal on the specifications listed and may explain pricing in their proposal document.

Contact Information:

Josh Wesley – Director of Technology
MARSHALLTOWN COMMUNITY SCHOOL DISTRICT – Central Office
1002 South 3rd Avenue
Marshalltown, Iowa 50158
jwesley@marshalltown.k12.ia.us
(641)754-1000 Ext. 1396

District Profile:

MARSHALLTOWN COMMUNITY SCHOOL DISTRICT (MCSD), includes six elementary buildings, one intermediate building, one middle school building, one high school building, one transportation building, one support services/central administration office building. Regular business hours at all locations are considered to be 7:30 a.m. to 4:30 p.m., Monday through Friday, exclusive of holidays observed by the district. There are approximately 5,370 students being served in our District. The District employs approximately 600 regular employees with 380 teachers, 25 administrators, and 200 support personnel.

- MCSD is a tax-exempt entity, therefore the project shall be exempt from Iowa State Sales Tax pursuant to Iowa Code Sections 423.3 (3) and 423.3 (80). The owner will provide additional documentation to the successful bidder subsequent to proposal award.

- MCSD reserves the right to accept or reject all or any parts of any proposal, waive minor technicalities and award the proposal that appears to best serve the interest of the District.

Intent/Purpose:

This Request For Proposal has been prepared by MCSD, which is seeking proposals from reputable manufacturers and distributors of business grade copier systems. This project will replace our current leased copier agreement which is due to expire July 1, 2019. We are interested in continuing a district-wide copier lease for all buildings.

Additionally, MCSD is seeking robust print auditing software, or similar functionality, that supports chromebook printing, department cost accounting, limiting copies & prints using proximity cards. "Follow me" printing options favored.

Vendors are expected to provide complete copier solutions to meet the current and projected needs of the district utilizing industry standard hardware and software solutions.

Questions in regards to this request for proposal are to be submitted to the Director of Technology via email only at jwesley@marshalltown.k12.ia.us. Questions and responses to all inquiries will be shared in the following Google document which will be viewable by all potential bidders.

<http://tinyurl.com/yyw3dvx>

Requirements:

1. New and industry standard equipment in all locations that meets or exceeds the specifications of current equipment in each location
2. Copiers must support color scanning and color printing from Windows PCs, Macs and Chromebooks
3. All copiers will be leased and billed monthly on a "per click" charge. Per click charge will include all scheduled cleaning, repairs, toner and staples (everything but paper).
4. All equipment must maintain a 98% up time throughout its deployment cycle.
5. High priority issues require an initial response time of 2 business hours or less and a technician must be on site within 4 business hours from when the issue was reported.
6. Routine priority issues require an initial response time of 4 business hours or less and a technician must be on site within 8 business hours from when the issue was reported.
7. Similarly equipped loaner equipment must be provided within 16 business hours if placed equipment is not able to be restored to normal operation.
8. Preventive maintenance shall be performed on all equipment at the intervals defined by the Technical Service Manuals for the particular model. Preventive maintenance must include cleaning, lubrication, adjustments, and may be made at the same time remedial service is being performed.
9. The Vendor will provide on-site training for key personnel according to implementation schedule. On-going training will be provided as needed throughout the agreement term. The Vendor will provide identified staff in each location with operating instructions and/or a product manual for equipment at their location. District shall identify one key operator per machine in their building.

10. District activities occasionally require that equipment be moved for various reasons. The Vendor must be available and on site within 3 days of notification to move copier equipment temporarily and ultimately back to its original location.
11. District activities occasionally require additional equipment to temporarily be added in a building. The Vendor must be able to provide the District with temporary equipment at a reasonable cost and with the same click rate as the agreement provides. Delivery/pickup charges shall be agreed upon and reasonable.
12. The Vendor shall provide an assurance letter stating that they perform employee background checks and if they currently employ or subsequently hire staff registered on the state Sex Offender Registry, those individuals will not be utilized to service the District account.
13. Proposals should include options for 36, 48 and 60 month lease agreement options with an optional 12 month extension.
14. The Vendor shall provide the Director of Information Technology and Director of Business Operations with an annual report that includes usage, performance and service history. Annual review of this report may indicate moves/adds/changes relative to deployed equipment. The Vendor must be able to make acceptable changes to best accommodate the needs of the District within the terms of the agreement.
15. Flexibility to add additional copiers to the agreement at a nominal cost.
16. Options for early lease termination must be outlined and clearly explained in the proposal.
17. Proposals must include line item costs for each copier per month.

Current Environment

Below is a link to a spreadsheet that has the model and location of our current leased copiers. Copiers should meet at least the specifications of the current model. Copiers highlighted in blue may be right sized to a lesser model machine to reflect the lower number of copy counts.

<https://tinyurl.com/y4n9d5sv>

Bid Requirements

Vital criteria for consideration of bid proposals include the following:

- Competitive pricing
- Excellent customer service by highly trained personnel
- Time sensitive and highly feasible implementation plan
- Implementation schedule that includes hardware installation and vendor provided training for key staff members at each building. Building Secretaries and Para-Educators return to the buildings at different intervals throughout the Summer and will require training on new equipment in their building as they return.
- Simple operation of equipment
- Print driver and auditing software installation
- Ongoing maintenance and support of hardware and software.
- High availability, stability and reliability of proposed solution
- Low maintenance frequency to be performed at low use/coordinated times
- District familiarity with the vendor

Vendor Requirements

- Vendors shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes, and shall secure all necessary licenses and permits in connection with this RFP and any goods or services to be provided.
- Vendors must provide proof of insurance and be insured for the duration of the project.
- Vendors must be an authorized reseller of the products that they propose.
- Vendors must list the certifications that they possess that are relevant to the products or work they propose.
- Vendors to provide references related to product installation, financial stability, support services and/or understanding of educational computing needs.
- Vendors are required to bid new equipment only.
- Vendors will be required to complete, at their own expense, a Criminal record check on all employees working on or reasonably likely to work on school district property. Vendors will not send employees who have been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony, or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, to work on District property.

Selection Criteria

1. Alternatives, variations and exceptions must be clearly stated.
2. The district reserves the right to consider proposals based on their relative merit, risk and value to our school district.
3. The district reserves right to negotiate with any vendor. The successful vendors may be asked to participate in negotiations and be asked to make revisions to their proposals based on these negotiations.
4. The district reserves the right to cancel in part or in full, this RFP if it is in the best interest of our students.
5. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
6. Where the quantity purchased affects the price per unit, the vendor is to indicate the price break points in relation to the number of units.
7. The vendor's proposal will indicate the product's availability and a delivery timetable.
8. All bids must be itemized and include the per unit and total extended cost of items. Any and all delivery, shipping, and insurance charges must also be listed.
9. In submitting a bid, each vendor represents that they have read and understand these requirements.

Evaluation Criteria:

1. Cost
2. Functionality to meet needs
3. System growth and expansion
4. Ease of use
5. Product quality, reliability, and warranty
6. Features and functionality of copiers and supporting software
7. Prior experience with vendor

8. Service and support resources

Important Dates

- Friday, June 7, 2019 – Last day of 2018-2019 school year
- Saturday, June 30, 2019 – Current copier agreement expires
- Monday, July 1, 2019 – New copiers in place and operational
- Wednesday, August 21, 2019 – Teachers return to school
- Monday, August 26, 2019 – School begins