

## **REQUEST FOR PROPOSALS PRINTING SOLUTION MAY 15, 2019**

### **Introduction**

Northfield Public Schools ISD #659 is seeking proposals from organizations wishing to provide a Printing Solution Plan for the district. Northfield Public Schools has seven locations, four thousand students and 350 licensed educators. The district intends to select one organization to provide a comprehensive printing solution including printers, multi-function devices, maintenance and service.

### **Primary Objective**

Find a managed print solution to consolidate and optimize our current printing environment.

### **Schedule of Proposal**

Issue Date: May 15, 2019

Questions Due: May 30, 2019 by 3:00 pm CST

Responses to Questions: May 31, 2019 by 3:00 pm CST

Proposals Due: June 5, 2019 by 3:00 pm CST

Finalists Selected & Notified: June 10, 2019 by 3:00 pm CST

Finalist Presentations: week of June 17, 2019

Anticipated contract award: June 28, 2019

Implementation: August 2019

### **Guidelines and Mandatory Requirements**

The purpose of this RFP is to obtain proposals for multi-function copier equipment and services along with printer service/maintenance.

Northfield Public Schools reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The District reserves the right to request clarification of information from any vendor or to request supplemental material deemed necessary in the evaluation of any proposal.

The District reserves the right to effect any agreement deemed by the District to be in their best interest. This RFP does not obligate Northfield Public Schools to accept or contract for any expressed or implied services.

The ideal proposals will include an “all-in” monthly cost including maintenance and equipment price, itemized invoicing by building and device will be required.

At least 3 references should be submitted by each responder. Evaluation of the responses will be conducted by Northfield Public Schools and will include evaluation of pricing, qualifications and technical/customer support, output speed and features, ease of user interface and data management and reporting.

## **Equipment Description and Services Desired**

### **A. Equipment**

- a. All multi-function devices shall be newly manufactured with no used or refurbished parts. All proposed equipment shall have at a minimum equal or better specifications, to the equipment it is replacing. All proposed equipment shall at a minimum meet the following requirements:
  - i. All proposals shall include comparisons of multi-function devices capable of producing black and white documents and color documents, as well as those capable of producing only black and white documents. See Appendix A for more detail.
  - ii. All multi-function devices shall be capable of producing double-sided prints/copies.
  - iii. All multi-function devices shall have the capability of printing on sizes letter ( $8\frac{1}{2} \times 11$ ), legal ( $8\frac{1}{2} \times 14$ ) and ledger ( $11 \times 17$ ); on white and color paper.
  - iv. All multi-function devices shall have stapler finisher capabilities.
  - v. All multi-function devices shall have three-hole punch capabilities.
  - vi. All multi-function devices shall have a high capacity paper tray.
  - vii. All multi-function devices shall possess an automated document feeder.
  - viii. All multi-function devices shall have a bypass tray for the purpose of printing on specialized stock.
  - ix. All multi-function devices shall be capable of enlarging documents in preset increments.
  - x. All multi-function devices shall be capable of reducing documents in preset increments.
  - xi. All multi-function devices shall have the capability of restricting user access by the use of security codes or key cards.
  - xii. All multi-function devices shall be capable of facsimile transmission and scan to email using pdf format.
  - xiii. All machines should be capable by specification to achieve more production capacity than requested.
  - xiv. Delivery, installation and testing of all equipment shall occur between August 5, 2019 and August 9, 2019 with a guarantee of operation by August 13, 2019.
- b. Please see Appendix A for a listing of equipment and locations

### **B. Networking**

- a. All multi-function devices shall have the ability for a network connection using Ethernet TCP/IP protocol and meeting the following requirements:
  - i. The networked digital copiers will be connected to the District's network using the TCP/IP protocol. Bandwidth speeds are capable to 1000 Mbps; depending upon location.
  - ii. Networked digital copiers shall allow printing from any desktop computer (Macintosh or Windows), iPad, Chromebook or PC from within the District's networks.
  - iii. If device driver software is necessary for computers to gain access to all the digital copiers' functions device drivers for Macintosh and Windows shall be available and provide the same services to each platform.
  - iv. Upon being properly authenticated to the networked digital copier/printer, each device shall be able to be managed over the network using a browser.
  - v. The responder shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, surge protection, etc.
  - vi. Web based printer management software for centralized control of all devices will be provided to the District by responder.
  - vii. Copiers and printers will work with Papercut, the District's print management software
  - viii. All proposed equipment will be guaranteed to not interfere with any networked printing device of any kind currently installed within the District.
  - ix. All copiers will have the capability of allowing a user to determine what device a print job should print on after the job has been submitted and the ability to hold the job until the person is at the printer and enters credentials; i.e. "Follow me" or "secure" printing.

### **C. Maintenance/Support Services**

- a. All responders are responsible for providing maintenance and support on the provided equipment. All proposed maintenance/support agreements shall at a minimum meet the following requirements:
  - i. The maintenance/service agreement shall commence upon delivery of the equipment.
  - ii. Responder shall provide telephone support number for placing service calls, which will be available Monday through Friday, 7:00 a.m. to 5:00 p.m., excluding legal holidays.
  - iii. The Responder shall maintain a minimum average rate of 97% uptime per copier/printer per calendar quarter with 4 hour response to service calls. The average uptime rate is based upon the number of business days per calendar quarter, excluding the District's recognized holidays.
  - iv. Poor performing and/or problematic copier/printer units will be replaced, at no additional cost to the District, with new similar equipment repaired to manufacturer's specifications and/or repaired to District's satisfaction.
  - v. Printer and copying supplies will be delivered to the location of the equipment.
  - vi. Provisions for empty cartridge returns and recycling.
  - vii. Copiers and printers will be cleaned annually at no cost to the district.
  - viii. There will be no charge for any copier move or rotation during the agreement.
  - ix. Initial training of each school's personnel shall be conducted upon equipment installation and at no cost to the District with additional training provided as needed with no cost to the District.

### **D. Price Requirements**

- a. Responders shall provide pricing for monthly or quarterly device and service costs.
- b. The equipment pricing shall be based on a 48-60 month term beginning August 1, 2019. Lease prices will be guaranteed for an additional twelve months from the due date of this RFP.
- c. Cost of Product and Service Options – Please provide detail regarding the options available to the base proposal that you would like to include. Be sure to include total cost per machine, cost per page, and total cost of proposal. Please identify if price is based on a per click charge and how this allotment is implemented (district wide or by individual machine).
- d. All proposals need to include a Service Level Agreement.
- e. The lease and maintenance agreement price shall be fixed for the term of the contract.
- f. The District does not guarantee any specific monthly print volumes/copies for the length of the lease.
- g. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies, including staples.

## **Submission Information and Important Dates**

### **Contact Person & Questions**

Upon release of this RFP, all questions and other communications concerning this proposal request should be directed to the RFP Coordinator listed below in writing via email. Unauthorized contact regarding this RFP may result in disqualification. The vendor should rely only on written statements issued by the RFP Coordinator.

Val Mertesdorf, Director of Finance  
RFP for Printing Solution  
Northfield Public Schools  
1400 Division St S, Northfield, MN 55057  
vmertesdorf@northfieldschools.org

### **Proposal Submission**

Applicants are expected to submit an electronic (PDF) copy via email and 2 printed copies to Val Mertesdorf at the address listed above marked clearly "RFP for Printing Solution". Proposers accept all risks of late delivery of mailed proposals regardless of fault. Facsimile transmitted proposals will not be considered. All proposals will become the property of the District and will not be returned.

### **Deadline (Date and Time) Proposals are Due**

On or before 3:00 p.m. on June 5, 2019. Submissions received after this time will be rejected. The submitting company assumes the risk of any delay in the mail or in the handling of the mail.

**APPENDIX A**  
**MULTI-FUNCTION DEVICES – CURRENT STATE**

LOCATION	BRAND	MODEL	AVG MONTHLY VOLUME	ACTION
BRIDGEWATER ELEMENTARY 401 JEFFERSON PARKWAY, NORTHFIELD	RICOH	AFICIO MP 6002	103,863	REPLACE/UPGRADE
BRIDGEWATER ELEMENTARY 401 JEFFERSON PARKWAY, NORTHFIELD	RICOH	AFICIO MP 5002	45,974	REPLACE/UPGRADE
DISTRICT OFFICE - HIGH SCHOOL 1400 DIVISION STREET S, NORTHFIELD	RICOH	MP C5503	15,657 BW = 11,866 C = 3,791	REPLACE/UPGRADE
GREENVALE PARK ELEMENTARY 700 LINCOLN PARKWAY, NORTHFIELD	RICOH	AFICIO MP 6002	70,763	REPLACE/UPGRADE
GREENVALE PARK ELEMENTARY 700 LINCOLN PARKWAY, NORTHFIELD	RICOH	AFICIO MP 4002	11,346	REPLACE/UPGRADE
GREENVALE PARK ELEMENTARY 700 LINCOLN PARKWAY, NORTHFIELD	RICOH	MP2501	250	TRANSFER TO HIGH SCHOOL, EXPECTED AMV +30,000
LONGFELLOW SCHOOL 201 ORCHARD ST, NORTHFIELD	RICOH	AFICIO MP 6002	36,970	REPLACE/UPGRADE
NCRC 1651 JEFFERSON PARKWAY, NORTHFIELD	RICOH	AFICIO MP 5002	12,973	REPLACE/UPGRADE
NORTHFIELD HIGH SCHOOL 1400 DIVISION STREET S, NORTHFIELD	RICOH	AFICIO MP 7502	90,649	REPLACE/UPGRADE
NORTHFIELD HIGH SCHOOL 1400 DIVISION STREET S, NORTHFIELD	RICOH	AFICIO MP 7502	88,280	REPLACE/UPGRADE
NORTHFIELD HIGH SCHOOL 1400 DIVISION STREET S, NORTHFIELD	RICOH	AFICIO MP 4002	42,090	REPLACE/UPGRADE
NORTHFIELD MIDDLE SCHOOL 2200 DIVISION STREET S, NORTHFIELD	RICOH	AFICIO MP 6002	67,683	REPLACE/UPGRADE
NORTHFIELD MIDDLE SCHOOL 2200 DIVISION STREET S, NORTHFIELD	RICOH	AFICIO MP 4002	39,531	REPLACE/UPGRADE
NORTHFIELD MIDDLE SCHOOL 2200 DIVISION STREET S, NORTHFIELD	RICOH	AFICIO MP 4002	20,410	REPLACE/UPGRADE
SIBLEY ELEMENTARY 1400 MAPLE STREET, NORTHFIELD	RICOH	AFICIO MP 7502	55,760	REPLACE/UPGRADE
SIBLEY ELEMENTARY 1400 MAPLE STREET, NORTHFIELD	RICOH	AFICIO MP 6002	39,100	REPLACE/UPGRADE

**APPENDIX B  
PRINT MANAGMENT**

<b>LOCATION</b>	<b>CURRENT PRINTERS</b>	<b>ESTIMATED PRINTERS FOR SERVICE</b>	<b>CURRENT AVG MONTHLY VOLUME</b>	<b>MONO &amp; COLOR</b>
BRIDGEWATER ELEMENTARY 401 JEFFERSON PARKWAY, NORTHFIELD	10	8	18,347	M =15,814 C =2,533
DISTRICT OFFICE - HIGH SCHOOL 1400 DIVISION STREET S, NORTHFIELD	4	2	3,767	M =3,767 C =0
GREENVALE PARK ELEMENTARY 700 LINCOLN PARKWAY, NORTHFIELD	13	8	16,428	M =11,690 C =4,738
LONGFELLOW SCHOOL 201 ORCHARD ST, NORTHFIELD	6	6	6,834	M =5,311 C = 1,523
NCRC 1651 JEFFERSON PARKWAY, NORTHFIELD	4	2	1,218	M =573 C =645
NORTHFIELD HIGH SCHOOL 1400 DIVISION STREET S, NORTHFIELD	36	15	37,336	M =37,076 C =260
NORTHFIELD MIDDLE SCHOOL 2200 DIVISION STREET S, NORTHFIELD	20	12	22,277	M =21,450 C =827
SIBLEY ELEMENTARY 1400 MAPLE STREET, NORTHFIELD	10	8	8,363	M =5,578 C =2,785