

Request for Proposal

Adel DeSoto Minburn Community School District

Printing Services and Equipment

Prepared by: Jason Deal, Director of Technology
September 20, 2017

Notice of Intent to Propose:
October 4, 2017

Bids Due:
October 20, 2017 (1:30 PM)

1.1 Purpose and Scope

The purpose of the Request for Proposal (RFP) is to solicit from qualified printing equipment vendors and integrators a proposal for multi-function copiers, software, and (optionally) workgroup printers for buildings in the Adel DeSoto Minburn Community School District (The District). General information about the District can be found on the District's website at <http://www.admschools.org>. The District is seeking to implement a comprehensive printing solution that is efficient and practical for a K-12 school district.

- a. Supported by highly qualified and reliable vendor with experience in printing in K-12 schools.
- b. Mainstream products with strong manufacturer commitment and vendor support.
- c. Easy to use and readily accepted.
- d. Easily maintained by district personnel thorough and vendor support.

A copy of this Request for Proposal (RFP) may be obtained from the District's Director of Technology at jdeal@adm.k12.ia.us

Amendments to the RFP will be communicated via email or web to proposers. For the purpose of this document the terms proposer, vendor and contractor are those entities representing the submission of a response to this RFP.

1.2 Evaluation Process

The evaluators will consider how well the vendor's proposed solution meets the need of the District as described in the vendor's response to each requirement and form. It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal in a succinct fashion. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the District select the right vendor with the best combination of professional attributes, experience, and relevant skill-sets, including that of price, based on the evaluation factors. The District reserves the right to require that a subset of finalists make a presentation to the evaluation team for consideration.

This RFP provides general and technical information as well as the required format for responses. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal. No other source of information submitted, written or verbal will be considered part of your proposal.

At the completion of the RFP process, the Adel DeSoto Minburn Community School District will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the need of the District's criteria in design, cost, and vendor requirements and references.

EVALUATION CRITERIA/WEIGHTING

Price	35%
Technical/Site Specifications	30%
Product Quality	25%
Vendor Experience/Reputation	15%

1.3 Schedule

Hard copy responses and related material must be delivered by October 20th, 2017, as specified in the RFP. Late responses will be rejected at the sole discretion of the Adel DeSoto Minburn Community School District.

An approximate schedule for selection is as follows:

Issue RFP / Publish to the District Website	September 20 th , 2017
Vendor Notice of Intent to Propose	October 4 th , 2017
Schedule Vendor Tour (optional)	October 11 th , 2017
Deadline for Questions	October 13 th , 2017
Sealed Proposals Due	October 20 th , 2017 (1:30 PM)
Sealed Proposals Opened	October 20 th , 2017, 1:40 PM, ADM District Board Room
Tentative Vendor Selection	On or before November 3 rd , 2017
Begin Installation	December 18 th , 2017

1.4 Notice of Intent to Propose

Those submitting proposals are required to submit a Letter of Intent no later than October 4th, 2017 via e-mail to Director of Technology and Communications Jason Deal at jdeal@adm.k12.ia.us. Please identify the name, address, phone number, fax number, and e-mail address of the person who will serve as key contact for all correspondence regarding this RFP.

Submission of the Letter of Intent constitutes the vendor's acceptance of the procedures, evaluation criteria, and all administrative instructions of this RFP. Letters may be withdrawn at any time before the deadline for submission. A list of all vendors submitting a letter of intent will be available upon request.

1.5 Deadline for Questions

Questions with regard to the RFP maybe asked via email, phone call or facility tours.

Official answers will be e-mailed or posted to the web for all proposing vendors.

In order to make information available to all proposing vendors, no questions will be answered past October 13th, 2017, as stated in schedule in Section 1.4.

1.6 RFP Submission

Please submit the proposal, in its entirety, to the contact and address below no later than October 20th, 2017 at 1:30 PM. Sealed proposals must be submitted as a hard copy.

Jason Deal
Director of Technology and Communications
Adel DeSoto Minburn Community School District
215 North 11th Street
Adel, Iowa 50003

Attn: Printing Equipment and System Proposal

1.11 Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that their proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

1.7 Vendor Communication

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the District Director of Technology and Communications listed below. Unauthorized contact regarding this RFP with District employees will not help. Any oral communications will be considered unofficial and non-binding to the District.

Vendors should rely only on e-mailed or posted statements issued by the District Director of Technology and Communications.

Jason Deal
Director of Technology and Communications
Adel DeSoto Minburn Community School District
215 North 11th Street
Adel, IA 50003

Preferred Contact Method is email: jdeal@adm.k12.ia.us

1.8 Right of Selection/Rejection - Waiver of Informalities or Irregularities

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

1.9 RFP Revisions

The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be communicated via email or posted on the web for all proposers.

1.10 Compensation

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

1.11 Commitments

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Adel DeSoto Minburn Community School District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply the system as described.

Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

1.12 Contract Award and Execution

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District on terms similar to those presented in the copy of the District's standard Professional Services Agreement. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next- highest-ranked vendor.

No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

1.13 Payment Terms and Conditions

The proposal must contain a fee schedule that includes line items for all components of the proposal, including equipment, installation, support fees, licenses, etc.

1.14 Insurance Requirements

The District will require the selected vendor to comply with the insurance requirements as outlined below. The contractor shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The contractor shall pay the cost of such insurance. Insurance shall meet or exceed the following unless otherwise approved by the District.

1.14.1 Scope of Insurance

The amount of such bodily injury and property damage insurance shall not be less than:

Commercial General Liability written on an occurrence basis with limits not to be less than:

Each occurrence:	\$ 500,000
Personal Injury	\$ 500,000
General aggregate	\$1,000,000
Products and completed operations liability	\$1,000,000
Fire damage	\$ 50,000

Vehicle Liability

Bodily injury	\$ 50,000/ \$500,000
Property damage or single limit liability	\$ 100,000 \$ 500,000
Workers compensation each occurrence	\$1,000,000
Umbrella	\$1,000,000 aggregate

1.14.3 Verification of Coverage

Contractor shall furnish the District with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the District as an "additional insured". The certificates are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

1.14.4 Subcontractors

Contractors shall include all subcontractors as insured under its policies or shall require subcontractors to provide their own coverage. All coverage for subcontractors shall be subject to all of the requirements stated herein.

1.14.5 Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, contractor shall review coverage with the District's Risk Manager and provide scope and limits of coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

1.15 Equal Opportunity Compliance

The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.

1.16 Other Compliance Requirements

In addition to nondiscrimination and affirmative action compliance requirements, the proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

1.17 Exceptions

Respondents may take exception to any of the stated requirements so long as all such exceptions are expressly noted and clarified in the response. Alternatives may be shown and quoted as options.

1.18 Primary Provider of all Services

If a vendor's proposal includes equipment, hardware, software, or services to be supplied by entities other than the proposing vendor, it is mandatory for the proposing vendor to act as the prime contractor for the entire procurement of all products and services proposed with the possible exceptions noted below. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchasing of the proposed equipment, hardware, software, and/or services. The vendor acting as the primary contractor must take full responsibility for the demonstration, delivery, installation, and acceptance testing of the items proposed to be supplied by its subcontractor.

Section 2: Printers, Services, Maintenance and Software RFP: Technical Requirements

2.1 Architecture Overview and System Technology

The ADM Community School District seeks multi-function devices for printing, copying and scanning along with print management software including supplies and maintenance for four district buildings, including three school buildings and an administration center.

The MFP devices must be robust machines able to withstand the pressures of multiple users with high demand at times. Nationally recognized brands are preferred. All bids should include delivery and installation.

2.2 General Specifications

The printers/printing system shall:

- a. Vendor agreement shall include all service, all parts and labor, and all supplies with the exception of paper and staples
- b. Printing pool shall include 2,500,000 black images per year for each bid and 50,000 color images per year for alternate 1 and 2 only
- c. Be equipped with a standard RJ-45 socket supporting at least 100Base-TX
- d. Support both static and dynamic IP assignments
- e. Driver compatibility with Windows and Mac operating systems

The printing system management software shall:

- a. Function on a Windows server
- b. Include licensing for 1700 users
- c. Utilize card swipe technology compatible with the District's current cards
- d. Utilize embedded authentication in MFP hardware
- e. Feature "Follow Me Printing" for use district-wide
- f. Allow for use and administration in a web interface
- g. Provide access to log files related to access and usage
- h. Allow the district to accurately account for printing costs by individual and department

Bids shall include:

- a. Delivery and installation of all devices
- b. Removal of all packaging materials, pallets, etc.
- c. Installation of drivers, management software and any other required software on to district provided Windows Servers

2.3 MFP Specifics / Approximate Quantities

2.3.1 Base Bid

85 PPM B/W Machines: 1
45 PPM B/W Machines: 5
35 PPM B/W Machines: 1
25 PPM B/W Machines: 1
Total (all machines): 8

2.3.2 Alternate Bid 1

85 PPM B/W Machines: 1
35 PPM Color Capable Machines: 5

35 PPM B/W Machines: 1
25 PPM B/W Machines: 1
Total (all machines): 8

2.3.3 Alternate Bid 2

85 PPM B/W Machines: 1
35 PPM Color Capable Machines: 5
35 PPM B/W Machines: 1
25 PPM B/W Machines: 6
Total (all machines): 15

2.4 Planning and Design

The following section requests information concerning the bid process, potential for installation, and follow-up. Please enter the requested information.

- a. Will you perform a survey of each location (optional)?
- b. What part of installation will you perform?
Software?
Configuration?
- c. Verification
Will you verify the final system operation?

2.5 Support

The following section requests information about technical support and other vendor services.

Describe the process for reporting a hardware failure in one of the components of the proposed system. What methods are available for contacting tech support (phone, email, website, etc.)? What are the times for response and problem resolution? How quickly can replacement components be delivered on-site? What is the process for ordering supplies? Is the district allowed to have some supplies on-hand?

What is the standard warranty and maintenance for each of the components proposed?

What is the upgrade path for management software and is there an annual support fee for the software?

Describe the product training offered (if any):

Adel DeSoto Minburn Community School District

**Printing System and
Software**

Proposal Form

Vendors may submit their own proposal document so long as the following information is included in that proposal

We submit the following proposal for Adel DeSoto Minburn Community Schools:

Vendor: _____

Address: _____

City, State, Zip: _____

Authorized Signature: _____

Contact E-Mail: _____

Phone #: _____ Fax # _____

Site Survey Conducted (optional): Yes _____ No _____

Insurance Certificate Included: Yes _____ No _____

Proposal Cost:

Copier Lease: _____

Cost of Printing Pool for Maintenance and supplies: _____

Management Software: _____

License Costs and term: _____

Service Contracts: _____

Adel DeSoto Minburn Community Schools will request that all contractors fill out an " Iowa Contractor's Statement" so the district can re-coup "sales tax paid by contractors"