



MADISON-PLAINS LOCAL SCHOOL DISTRICT

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MADISON-PLAINS LOCAL SCHOOL DISTRICT REQUEST FOR PROPOSALS (RFP) FOR SCHOOL DISTRICT COPIER, PRINTER AND MAINTENANCE SERVICES

PART I—GENERAL INFORMATION

BACKGROUND

The Madison-Plains Local School District serves approximately 1,200 students across five buildings. Our District is experiencing continual growth, and is committed to excellence in education with aspirations of becoming a lighthouse destination for educators, students and community.

The District is seeking for requests to be submitted within three months from the date of posting, with an end date of August 12h as a means to obtain proposals to continue to service the entire school district across four school buildings, as well as the district office for copiers and service agreements.

SERVICES SOLICITED

Across the the District, there are currently eight (8) black and white copiers and one (1) color copier being maintained. The District is seeking proposals for the outfitting of all copier needs along with a five year service agreement as a means to maintain all devices.

The District is seeking proposals for the upgrade of the current color, and black and white copiers throughout the District.

Each vendor shall furnish the information required by the Contract Documents. The vendor shall sign the proposal, all addenda and the proposal sheet. The individual(s) signing the proposal must initial any corrections, erasures or changes. Proposals signed by an agent must be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to the District.

- 1.1 Madison-Plains local Schools does not pay Federal Tax nor local retail sales or use tax. Tax exemption certificates will be provided upon request.
- 1.2 Madison-Plains Local Schools expects that all proposals will remain valid for the term of this proposal.
- 1.3 The vendor may offer an "equal" product or product exceeding Specifications as an alternate proposal. Final determination of whether or not an item is an "approved equal" remains with the Madison-Plains local Schools.

1.4 Madison-Plains local Schools expressly reserves the right to:

- a) Waive minor deviations from the specifications when it is determined that the total cost to the Madison-Plains local Schools of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.
- b) Waive any defect, irregularity or informality in any proposal procedure.
- c) Reject any or all proposals.
- d) Amend a proposal prior to proposal review date to extend or make changes to specifications.
- e) Procure any item by other means.
- f) Increase or decrease the quantity specified in the proposal, unless the offer specifies otherwise.

TIMEFRAME

Due to the current status of COVID-19, all proposals shall be delivered electronically to Pierce LeVangie by Wednesday, August 12, 2020 at 1:00pm. The email address is levangie@mplsd.org.

Proposals will be opened and reviewed after this date, not before.

If there are questions regarding this RFP process, please contact Pierce LeVangie at levangie@mplsd.org. Proposals must be delivered to and received prior the deadline noted above. There will be no exceptions. Proposals received after the deadline will not be considered for procurement.

PAYMENT TERMS

Payment will be issued upon review and approval of invoice within 30 days.

PART II—PROPOSAL CONTENT AND PROCESS

PURPOSE

Utilizing the Request for Proposals (RFP) method of procurement, Madison-Plains Local Schools is requesting proposals from companies/businesses (Respondents) for a total of nine (9) color copiers for the school district. These copiers would need to be networked so as to have staff members share devices for individual printing. The proposals should address the scope of services and specifications outlined in that specific section below.

NOTES TO ALL VENDORS

1. Vendor must keep Madison-Plains Local Schools advised of any changes in order(s) status.
2. Questions regarding this proposal must be in writing and emailed to levangie@mplsd.org.
3. All pricing and any award under this RFP shall be good for Madison-Plains Local Schools, and any other entity purchasing through Madison-Plains local Schools.

SCOPE OF SERVICES

Madison-Plains Local Schools wishes to maintain a relationship with a vendor for the maintenance and support of the District's Copier and Printer services. The selected vendor shall maintain all facets of our copier and printer infrastructure, including, but not limited to:

- Technical Infrastructure
- Repair parts, service and preventative maintenance
- Toner cartridge replacement plan
- All related computer software needed for tracking printing data
- System Documentation
- Replacement toner/cartridges on site as a means to expeditiously change empty units

The vendor will also be responsible for the planning, installation, preventative maintenance scheduling and provisioning of new infrastructure and equipment as required by the District. The vendor will provide equipment as requested by the District for usage. All parts and labor required to install the equipment is to be included. Free pick-up and delivery by the vendor of equipment in need of repair is included as part of this proposal.

The vendor, within the scope of this RFP, shall provide training to Madison-Plains Local Schools staff on operation of all copier and printer equipment on an as-needed basis. These trainings will occur in the initial installation and periodically throughout the year, and will be available to new and existing staff to provide them with the information they need to effectively ensure continued proper usage and upkeep of all printer and copier systems. The vendor shall provide a training plan as well as model training materials for evaluation by the District.

MAINTENANCE, PARTS AND REPAIR

The vendor shall maintain and repair all systems, equipment, hardware and software throughout the life of this agreement. This includes, but is not limited to, all components of the District's infrastructure and subscriber equipment. Madison-Plains Local Schools reserves the right to have technical staff on-site to witness, and if desired, assist in the maintenance and troubleshooting procedures. This shall not relieve the chosen vendor from warranty and maintenance responsibility as defined in this RFP. On an annual basis, the vendor and the District shall review any additions or modifications to the copier and printer devices and if necessary, adjust the yearly renewal cost to accommodate equipment added or removed. Should the vendor indicate that the amount of additional equipment brought online in a given year requires an adjustment to the maintenance contract, the District must be notified no less than sixty (60) days in advance of the contract renewal. The vendor shall provide an itemized list of the equipment added to the contract, along with a proposed adjustment to the contract to accommodate this equipment. The District shall have the option to accept these updates as presented, choose to maintain the equipment on a time and materials basis, or exclude the equipment from this agreement entirely.

Vendors must briefly describe their trouble reporting and resolution procedure. Copies of actual procedures or policies are not required with the Proposal, but may be requested prior to or any time after award. Vendors must briefly describe their customer support services philosophy. Vendors must describe any other outside resources available to the vendor for performance of the system. This could include

strategic partners, consultants and Sub-Contractors. Vendors must submit a list of assigned staff, their qualifications, relevant training (including industry and manufacturer certifications, and personnel training such as supervisor or foreman training), and experience.

REFERENCES

Vendors must submit three (3) references from previous projects similar in scope and complexity to that described in this RFP that the vendor has performed in the last three years. Include sufficient variety to cover all types of projects required by this RFP. Include a brief narrative describing the project(s) performed for each reference. Project scope and complexity should be similar to that required by this RFP. Include also the customer's information as below:

Organization Name

Contact Person Name and Title

Contact Phone Number Contact Address

Brief Description of Contract

COST

Cost schedules being proposed are to be comprehensive and are to include all components and services necessary to meet the requirements of this RFP. Costs not identified cannot be added or considered at a later time and will not be accepted in the final contract. The Vendor is to provide detailed pricing for each item or service necessary to comply with the requirements of this RFP.

SYSTEM INSTALLATION AND PLANNING

- The Selected Vendor shall have their staff or contractors staff abide by the District's Policy at all times when on School Property which includes the prohibition of smoking on campus all together at any time when the installation is occurring.

TRAINING

- Factory authorized training in operation and maintenance of all copiers and printers to ensure staff comfort levels is expected to be included in the RFP.
- Technical Support shall also be provided to our IT team and designated personnel.

SPECIFICATIONS

The following are minimum requirements for devices:

Six (6) Color MFP Copiers/Printers

- 60 ppm in Black and White and Color
- Three hole punch capability
- First time out: 4.0 seconds
- Quick startup (within 30 seconds)
- Network printing-UFR II/PCL/Adobe PS
- 10” Customizable touch screen operation
- 100 Sheet Single Pass Document Feeder
- Advanced Color Network Scanning
 - Color scanning to e-mail or USB
- 2,000 sheet front loading tandem paper drawer (LTR)
- Two additional 500-sheet front loading paper drawers (up to 11” x 17”)
- 00-sheet multi-bypass tray
- Scan-to & Print-from USB & Hard Drive for Document Storage (1-TB)
- Desktop & Walkup Faxing
- 2,000 sheet External Staple Finisher

- FOB support for secure release

Two (2) Color MFP Copiers/Printers

- 25 ppm in Black and White and Color
- Three hole punch capability
- First time out: 4.0 seconds
- Quick startup (within 30 seconds)
- Network printing-UFR II/PCL/Adobe PS
- 10” Customizable touch screen operation
- 100 Sheet Single Pass Document Feeder
- Advanced Color Network Scanning
 - Color scanning to e-mail or USB
- 1,000 sheet front loading tandem paper drawer (LTR)
- Scan-to & Print-from USB & Hard Drive for Document Storage (1-TB)
- Desktop & Walkup Faxing
- 500 sheet External Staple Finisher
- FOB support for secure release

One (1) Color MFP Copier

- 60 ppm in Black and White and Full Color
- Three hole punch capability
- Staple Finisher
- Quick startup (within 30 seconds)
- First time out: 4.0 seconds
- 10” Customizable touch screen operation
- 150 Sheet Single Pass Document Feeder
- Multi-Sheet Feed Detection

- Advanced Color Network Scanning
 - Color scanning to e-mail or USB
- FOB support for secure release

WHO IS ELIGIBLE TO RESPOND?

Respondents who are able to meet the technical specifications for quality and other terms of this proposal package and who are not debarred and/or suspended from conducting business with District, federal and state funded agencies are invited to respond. By submitting a proposal respondent represents to Madison-Plains Local Schools that it meets the following requirements:

- Is able to comply with the required or proposed RFP
- Has a satisfactory record of integrity and ethics
- Be otherwise qualified and eligible to receive an award
- Be in good standing with the applicable national or state associations

PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of these items shall be in accordance with the Madison-Plains Local Schools procurement policies and general terms as follows:

- 1) Madison-Plains Local Schools reserves the right to accept, or reject any or all proposals received or to cancel or extend in part or its entirety by this Request for Proposal, or make multiple or partial awards.
- 2) Offers given Madison-Plains Local Schools shall be analyzed for what is in the best interest of the Organization and a selection of products shall be made that can include the RFP response offer in its entirety or just a partial acceptance of any package or offer by the awarded vendor/vendors at s discretion.
- 3) Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the

ability to meet the requirements of this RFP

4) When submitting proposals, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.

5) Proposals may be withdrawn only by delivery of a written request to Madison-Plains Local Schools prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.

6) Proposals received will become a part of the Madison-Plains Local Schools' official files without further obligation to the respondents.

7) The contents of a successful Proposal may become a contractual obligation if selected for funding. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. Madison-Plains Local Schools reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP or if adequate funding is not received.

8) A response does not commit Madison-Plains Local Schools to award a purchase agreement or a contract. The District does not commit to a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by Madison-Plains Local Schools.

9) Madison-Plains local Schools reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.

10) Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of Madison-Plains local Schools, or to any consultant, employee, or member of Madison-Plains local Schools for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.

11) No employee, officer or member of Madison-Plains local Schools shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.

12) The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

SELECTION CRITERIA

In evaluating proposals, the following considerations will be taken into account for the award recommendations:

- Contract Price
- Reputation of the vendor and of the vendor's goods and services
- Quality of vendor's good or services
- Extent to which the goods or services meet the Madison-Plains Local Schools' needs
- Vendor's service and delivery capabilities
- Vendor's past relationship with Madison-Plains Local Schools
- Warranty and warranty service history
- Probability of continuous availability
- Any other relevant factor specifically listed in RFP

Madison-Plains Local Schools' staff will review the proposals received to determine if they qualify under the RFP specifications. For proposals to be considered and evaluated for selection, the following requirements must be met:

1. The Proposal must be submitted by the due date and time.
2. The Proposal must be complete with original signatures.
3. The Proposal must be for the specific services requested and described in the RFP packet.
4. The Proposal must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked as original) and three copies must be submitted.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. Madison-Plains local Schools staff may exclude from further consideration for contract award any non-qualified proposal or portion of a proposal.

EVALUATION

The evaluation criteria and the relative weights for scoring are provided below. The evaluation team will consider these elements in the evaluation process. **Purchase price is not the only criteria that will be used in the evaluation process.**

Ranking Criteria	Points (Total 100)
1. Contract Price	25
2. Quality of Copier/Printer Solution	20
3. References and Past Performance	20
4. Service and Support	20
5. Ease of Use	15
TOTAL	100

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification. Madison-Plains Local Schools may enter into negotiations with the highest ranking respondent. If Madison-Plains Local Schools is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order for the ranking until a contract is reached or Madison-Plains Local Schools has rejected all proposals.

Madison-Plains local Schools reserves the right to request Best and Final Offers from all qualified respondents.

PROPOSAL SUBMISSION

SUBMISSION ADDRESS

All proposals must be clearly marked with the vendor's name and address. Proposal packages must be delivered to and received prior to the deadline. Due to the current status of COVID-19, all proposals shall be electronically delivered to

Pierce LeVangie at levangie@mplsd.org by Wednesday, August 12, 2020 at 1:00pm.

RFP RESPONSE FORMAT AND CONTENT

Page/items to return include:

- Title Page
- Table of Contents
- Business Identification
- Description/Narrative of Services
- Compliance with Specifications
- Past Performance/Demonstrated Effectiveness/References
- Cost

Documentation must be complete. Please also ensure the name and full address of the firm is provided.