

REQUEST FOR PROPOSAL/QUOTE
TRI-CREEK SCHOOL CORPORATION
19290 Cline Avenue, Lowell, IN 46356

Proposals/Quotes will be received by the School Board of the Tri-Creek School Corporation until 3:00 p.m., prevailing time, on Friday, February 8, 2019. Proposals/Quotes should be sent electronically to Jay Blackman, Director of Information and Educational Technology, at jblackman@tricreek.k12.in.us for the items herein listed. Questions concerning the RFP must be emailed to the address above.

Multi-Function Printer/Scanner/Copier/Fax Machines (MFPs)
Including applicable maintenance/repair agreements, supplies and management software

Specifications are included in this mailing and are on file in the Administrative Office, 19290 Cline Avenue, Lowell, IN 46356. Copies may be obtained upon request.

RFP/Quotes shall be submitted with items requested under Summary on page 4 of this document. No Proposal/Quote may be withdrawn for a period of sixty (60) days without the consent of the Tri-Creek School Board. Tri-Creek School Corporation reserves the right to reject any and all Proposals/Quotes and to waive any informality in the process.

Brand names and model numbers shown in specifications are for the purpose of determining minimum standards of quality. Proposals/Quotes may be submitted on products of equal or superior quality. Bidder must provide detailed specifications and explanations on all products bid.

Proposals/Quotes shall be submitted via email with a subject line of MULTIFUNCTION COPY MACHINE PROPOSAL/QUOTE and addressed to Jay Blackman, Director of Information and Educational Technology, at jblackman@tricreek.k12.in.us.

Tri-Creek School Corporation
Copy Machine RFP/Quote

The Tri-Creek School Corporation will accept Request for Proposals/Quotes for purchasing digital copy machines until 3:00pm (local time), February 8, 2019. Proposals/Quotes should be electronically to Jay Blackman, Director of Information and Educational Technology, at jblackman@tricreek.k12.in.us for the items herein listed. Questions concerning the RFP must be emailed to the email address above.

Project Introduction

This Request for Proposal (RFP) is for a 60-month (will refer to as a 5-year) lease for MFPs for Tri-Creek School Corporation (TCSC). The current lease on copiers expires February 19th, 2019. The goal of TCSC is to provide a seamless switch to the new MFPs. Duty cycles should match current usage as Tri-Creek has seen a decrease in usage over the last leasing cycle. The district is also requiring quick response time, minimal downtime, quality repairs and exceptional customer service.

TCSC is accepting proposals from qualified firms, partnerships, and corporations having experience in the areas identified in this Request for Proposal. It is expected that the suppliers provide a comprehensive solution that meets or exceeds the request. Suppliers shall be ready to demonstrate their abilities and assume all responsibility for the requirements in this RFP. TCSC expects a single supplier to assume full “primary supplier” responsibility for the design, installation, and maintenance of the proposed systems. While subcontracting will be considered, TCSC will prioritize responses that show that one firm shall be the prime supplier on the contract.

Evaluation and Format of Proposals

It is not the policy of the TCSC to purchase on the basis of low bid alone. In evaluating proposals submitted, past experience with a provider, price, service, responsiveness to proposal instructions and conditions, and bidder qualifications will be taken into account. TCSC shall have the right to reject any or all proposals, and in particular to reject a proposal not accompanied by data required by the bidding documents or a proposal in any way incomplete or irregular. Award shall be made in the best interest of TCSC. Consideration may focus toward but is not limited to:

1. Components
2. Technical Support and Service
3. Price and Analysis
4. Training
5. Other

Notice of Award

The vendors with the top proposals may be asked to present their product before TCSC. After evaluation by TCSC, a vendor's product will be chosen for TCSC approval. An award will only be made after TCSC Board of School Trustees approval and an execution of the written contract by all parties. Only TCSC is authorized to issue news releases relating to this RFP, evaluation, award and/or performance of the contract.

Competition

The purpose of this Request is to seek competition. The vendor shall advise the Director of Educational Technology of any questions or clarifications needed to the scope of this RFP. Notification shall be in writing and must be received by the Director of Educational Technology no later than five (5) business days prior to the bid closing date. The Director of Educational Technology reserves the right to waive minor deviations in the specifications that do not hinder the intent of this Request.

Project Scope and Requirements

TCSC is seeking proposals for the replacement of seven (7) Ricoh multifunction machines. Model numbers and specifications for existing units can be found in Appendix A. Each vendor making a proposal should offer what is most economical and most advantageous to Tri-Creek School Corporation (within the specifications). The purchase price will remain in effect for 60 days from the date the proposal is due.

The district prefers to lease units with a dollar buy out option. If a purchase option is provided as an alternate the purchase price of each machine shall be stated in the bid response. The format for this portion of the bid response is left to the bidder. All options beyond basic specifications on page 4 must be clearly priced. The contract can be canceled by Tri-Creek for non performance with 30 days written notice.

The cost of service agreements for the entirety of the lease shall be stated in the bid response. Both annual and cost per copy arrangements shall be bid. The current average volume per machine can be found in Appendix A and should be used as a guide. Cost per copy agreements shall include all supplies except paper. Overage rates should be clearly identified. A copy of the service agreement shall be attached to the bid proposal. Tri-Creek will have the right to adjust the annual copy volume at the end of each year.

Vendors are to specify any other supplies or costs that have not been specifically requested. Any cost listed should be tied to a specific task or product in the proposal. Clearly identify the item and one time and annual costs.

Also include in your proposal responses to all of the 10 numbered items under "**Miscellaneous**" in the specifications (page 5).

Feature Specifications

- Multifunction units should meet or exceed existing ppm speeds (see Appendix A)
- Minimum 10/100 Network connection
- Document feeder
- At least 4 paper drawer unit
 - 1000 sheets x 2
 - 500 sheets (adjustable)
 - 500 sheets
- Stapling (minimum of 50 pages)
- Duplexing
- Reducing
- Enlarging
- Sorting
- Stacking
- Different size paper trays (2 trays must accept up to at least 11"x17")
- Interrupt mode
- Sample copy mode
- Repeat image
- Must have Postscript option to accommodate Mac OSX 10.14 Mojave clients
- Scan in color to email – at least 15 images per minute integrated via Google Gmail.
- Ability to add faxing capabilities on specific locations as needed (see Appendix A)
- Ability to connect to a variety of directory services for user provisioning (LDAP/Active Directory/Google)
- Google Cloud Printing and Apple Airprint with ability to lock down permissions to specific accounts/devices
- Ability to manage clients and usage from a web interface without requiring additional hardware/appliance or software
- Capability to accept HID Proximity Cards for secure print release (future project)

Summary

Bidder provides the following:

Purchase price on equivalent models of multifunction copier including freight, installation and set-up

Annual cost of service agreement on each model of multifunction copier

Cost per copy including all supplies on each of each model of multifunction copier

Responses to all 10 miscellaneous questions listed beginning on page 5 of this bid document.

Copy of proposed services agreements

Completed Appendix B – Signature Sheet

Miscellaneous: Please provide detailed responses to the following:

- 1) Training – please describe the training process, including amount of training provided as part of the initial rollout and ongoing retraining. Are there remote/online options for training?
- 2) Service issues/technical support – please describe the process for identifying and reporting issues and receiving support, including expected time for resolution. How can TCSC technical staff receive additional support for utilizing management features and configuration of the devices? Is there any limit to service calls or technical support requests? Note locations where your technicians are dispatched from and average response time to provide service to Lowell, Indiana.
- 3) Accessibility – TCSC is required to create documents that are accessible to users with disabilities. Please describe any features or software available to assist with ensuring that documents scanned with this device are readable by users with visual disabilities.
- 4) Maintenance – please describe plans for ongoing preventative maintenance of the devices. TCSC requires regular cleaning and maintenance during district downtimes and breaks – please identify how your technicians would plan to service units during these times and how this can be scheduled.
- 5) Supplies – please describe the process by how supplies will be ordered and replenished. Will devices automatically order supplies as they need them? Can TCSC staff order additional supplies as spares at no cost via web based portal?
- 6) Reporting – describe the process by how your solution allows TCSC staff to obtain reports on usage and what options for collecting aggregate print/copy usage data are available. Please note if any third party software solutions are recommended for this functionality.
- 7) Outages – how do you handle situations in which a device is down for an extended period of time due to a catastrophic failure or lack of available parts? What criteria is used to determine when a “loaner” device is needed and what is the turnaround time for placement of a device?
- 8) Finisher options – please describe any additional finisher options available in a standard configuration beyond basic stapling and collation.
- 9) Copy count reconciliation – describe the process by how overages above the annual allotment are billed and when (quarterly/yearly, etc).
- 10) References – provide references for at least three (3) K-12 educational customers that have deployed your recommended solution in the last 2 years. References should be utilizing similar services and functionality as a comparison.

APPENDIX A
Current Ricoh Assets

Location	Model	Average Monthly Volume (Last 15 months)	Finisher	Fax Needed?
Tri-Creek School Corporation Central Office	MP4002SP	6,359	SR3090	Yes
Lowell High School *	MP6002SP	53,720	SR4060	No
Lowell High School *	MP6002SP	56,690	SR4060	No
Lowell Middle School	MP6002SP	49,898	SR4060	Yes
Lake Prairie Elementary	MP6002SP	56,425	SR4060	Yes
Oak Hill Elementary	MP7502SP	79,350	SR4060	Yes
Three Creeks Elementary	MP6002SP	62,773	SR4060	Yes

*TCSC is seeking to downsize one of these units to a smaller 40 ppm backup unit.

APPENDIX B
SIGNATURE SHEET

Item: Multi-Function Printer/Scanner/Copier/Fax Machines (MFPs)

I hereby certify that we do not have any substantial conflict of interest sufficient to influence the bidding process on this proposal. A conflict of substantial interest is one that a reasonable person would think would compromise the open competitive bid process.

I also acknowledge that some of the data we may become privy to in the performance of this bid and proposed contract is of a confidential nature and we shall make all reasonable efforts to ensure that no such confidential information is disseminated or left exposed to unauthorized access by our employees. we agree to maintain such information in confidence and not to reproduce or otherwise disclose this information to any person outside the group directly responsible for responding to its contents.

Addenda: The undersigned acknowledges receipt of the following addenda:

#1 #2 #3 None

Legal Name of Person, Firm or Corporation _____

Telephone (____) _____ Local _____ Fax _____

Email _____

Mailing Address _____

City & State _____ Zip Code _____

FEIN Number _____

Signature _____ Date _____

Typed Name of Signature _____ Title _____

If awarded a contract and purchase orders are to be directed to an address other than above, indicate mailing address and telephone number below.

Address _____

City & State _____ Zip Code _____

Telephone (____) _____ Local _____ Fax _____

Email _____

Has your RFP Response been subjected to review by your legal department? Yes No