

SDM Printer & Support Services

Request for Proposal



SCHOOL DISTRICT OF MANAWA Printer & Support Services RFP

Important Dates

- Proposal Release Date: April 13, 2021
- Proposals Due Date: May 3, 2021
- Proposal Award Date: May 17, 2021

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Introduction

The School District of Manawa (SDM) is seeking a proposal for the lease of approximately Sixteen (16) printing devices.

SDM Current Print Device Inventory

Device Model	Serial	Location
HP Color LaserJet M553	CNBCH710KM	HIGH SCHOOL, RM 219 BUS. COMPUTER LAB
HP Color LaserJet M553	CNBCH710L6	HIGH SCHOOL, GUIDANCE OFFICE
HP LaserJet 400 M401dne	PHGFC80235	HIGH SCHOOL, RM 124
HP LaserJet P4015	JPDF244573	HIGH SCHOOL, MAIN OFFICE
TOSHIBA e-STUDIO4505AC	CFDF31031	HIGH SCHOOL, LMC
TOSHIBA e-STUDIO4505AC	CFDF31040	HIGH SCHOOL, MAIN OFFICE
TOSHIBA e-STUDIO557	CALE29261	HIGH SCHOOL, COMMONS
TOSHIBA e-STUDIO657	CAGE24496	HIGH SCHOOL, RM 300 LOUNGE
TOSHIBA e-STUDIO4505AC	CFEF32750	HIGH SCHOOL, RM 312 GRAPHICS ARTS
TOSHIBA e-STUDIO4505AC	CFDF31071	ELEMENTARY SCHOOL, DISTRICT OFFICE WORKROOM
TOSHIBA e-STUDIO4505AC	CFDF31077	ELEMENTARY SCHOOL, RM 125B MULTIPURPOSE
TOSHIBA e-STUDIO4505AC	CFDF31088	ELEMENTARY SCHOOL, LMC COPIER
TOSHIBA e-STUDIO4505AC	CFEF32706	ELEMENTARY SCHOOL, MAIN OFFICE
TOSHIBA e-STUDIO557	CALE29485	ELEMENTARY SCHOOL, MAIL ROOM
TOSHIBA e-STUDIO657	CAGE24494	ELEMENTARY SCHOOL, STAFF WORKROOM
HP LaserJet P3010 Series	VNBCB242HG	ELEMENTARY SCHOOL, BLUE HOUSE
HP LaserJet P3010 Series	VNBCB242M9	ELEMENTARY SCHOOL, CHROMEBOX LAB
HP LaserJet P3010 Series	VNBCB242MS	ELEMENTARY SCHOOL, GREEN HOUSE

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Section 1 - General Terms & Conditions

1. The SDM is a public entity and as such is exempt from all federal and state sales taxes.
2. The Vendor shall deliver a solution which meets the specifications and requirements outlined in this document.
3. SDM reserves the right to accept or reject any or all proposals in whole or in part, to waive informalities in the Proposal process or to accept any proposals most advantageous to the School District of Manawa.
4. SDM solicits the best possible value on all of our "Requests for Proposals". Because we are a public-school district, we are able to purchase directly from many of the state and federal government contracts. In the event that all proposals received are in excess of any existing state or federal contract that is available to SDM we may, at our discretion, reject all proposals and purchase directly from the vendor awarded the state or federal government contract.
5. References of three (3) K-12 school district accounts currently serviced, for whom comparable work has been performed, must be furnished. This list shall include district name, contact person, email address, mailing address and telephone number. Failure to include references may be ample cause for rejection.
6. **The proposal must be submitted via email with the subject: "2021 SDM Print RFP Proposal" to: bcobarrubias@manawaschools.org by 12:00 PM CST on Monday, May 3, 2021.** No oral, faxed or telephone proposals will be considered. No late proposals will be accepted.
7. Decision of the winning vendor(s) will be announced May 17, 2021 pending Board of Education approval. Vendors will receive electronic notifications.
8. All items proposed must be new, not reconditioned or used.
9. All prices are to be guaranteed until the project completion.
10. Any maintenance costs or any other potentially hidden costs shall be identified as part of the proposal including annual fees for hardware/software.
11. The vendor is required to provide SDM the specific shipping company information.
12. Delivery of devices will commence after June 4, 2021.
13. Complete working solution must be in production by July 1, 2021.

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14. All submitted proposals will be reviewed and evaluated by only those officials who have a legitimate interest. Any information within a proposal that a vendor considers to be proprietary should be identified as such in writing. Otherwise, SDM reserves the right to use any or all ideas presented with a proposal in any reply to this RFP. Selection or rejection of a vendor's proposal does not affect this right.
15. SDM is not liable for any costs incurred by the vendor prior to the issuance of any agreements, contracts or purchase orders, and will not pay for information solicited or obtained in response to this RFP. The information obtained will be utilized solely to determine the suitability of the products or services offered. Subsequent procurement, if any, will be in accordance with appropriate rules and regulations.
16. Vendors may schedule site visits between April 14, 2021 and April 30, 2021. Contact Bryant Cobarrubias via email at bcobarrubias@manawaschools.org or phone 920-596-5737 to schedule a site visit.

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Section 2 - Functional Requirements

The proposed solution must fulfill the following requirements

1. Must have the ability to print from the following
 - a. Microsoft Windows desktops & laptops
 - b. Google Chromebooks
 - c. Apple Mac desktops & laptops
2. Integrate with PaperCut
3. Scan to Email
 - a. SDM uses Google Gmail for email
4. Lease Cost Reporting
 - a. Lease cost broken down by print device by school
 - b. Click cost per print device by school - Black & White and Color
 - c. Click cost per user user - Black & White and Color
5. User account integration
 - a. SDM uses Active Directory for user account management. Proposed solution shall integrate with on-premise Active Directory system.
6. Three (3) print devices must allow fax capabilities.
 - a. SDM is open to alternative fax solutions including digital fax options.
7. Must support "Follow Me" printing
 - a. Users sign in using an assigned print code. Print code is assigned within Active Directory.
8. Print Device Features

Devices, at a minimum, should include the following features based on level.

Level 1	Level 2	Level 3
Color printing Secure printing 11" x 17" Paper size Scan to email, fax, file Stapling, 3-hole punch 60 PPM High capacity paper tray Pull printing	Color printing Secure printing 30 PPM Pull printing	Mono printing Secure printing 30 PPM Pull printing

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9. No minimum per month click requirement during the months of June, July and August.
10. All print devices must print Duplex by default.
11. Color print devices must print Black and White by default.
12. A minimum of 1 device in each building must have the ability to print labels & envelopes.
13. Must include a print management solution (i.e. Papercut).
14. Paper quality and sizes must meet industry standards
 - a. Must have adjustable trays for multiple paper sizes (i.e. 8.5x11, 11x17, Legal, etc.)
 - b. Must support multiple weight paper (i.e. Card stock, Standard 20lb...etc.)
15. Allow elevated privileges for site administrators to pull their own reports.
16. Must provide a minimum of 1 spare toner per print device stored at each building site
17. Device Quantities

Device Level	Quantity
Level 1	9
Level 2	4
Level 3	3

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Section 3 - Support Services

Describe Support Details

1. Describe onsite repair services provided by Vendor.
2. Explain in detail how the proposed Print Management solution (i.e. Papercut) integrates and works with print devices.
3. Explain in detail your support structure
 - a. Local support
 - b. Phone support
 - c. Remote support
 - d. Service Level Agreements
 - e. Escalation procedures
4. Vendor shall provide initial training for technology and secretarial staff.

Section 4 - Documentation, Training, and Customer Feedback

1. Describe any value-added services, training or peripherals provided with the proposal.
2. Describe if you provide any beneficial software, online subscription services, reference materials, etc., that can be added with your contract.

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Section 5 - Contracted Services for Continued Warranty Work

1. Vendor is responsible for return and shipping of any defective equipment. The vendor must describe the process for removal and replacement of defective devices.
2. Service providers are not allowed within the schools without school district personnel. If the vendor wishes to view a site for some question of the warranty work, it shall be scheduled with the district.
3. Price quotes for non-warranty products from the vendor or products from the vendor beyond warranty date shall be required before charging or completing repair. Estimates shall be provided free of charge.



Section 6 - System Requirements

1. Documentation for all components must be included with the proposal in order for the proposal to be considered.
2. The SDM reserves the right to refuse any proposal not compliant to the specifications.
3. All systems purchased will be examined to determine if they meet proposed specifications. The vendor will correct any systems purchased that fail, or contain component substitutions different than those submitted in this proposal, without charge or the equipment will be refused.
4. All components must be warrantied for the term of the contract. The warranty must include replacement at the option of SDM or the repair of failed equipment upon agreed replacement cycle. Any shipping or pickup must be included in cost of contract.
5. Accessories:
 - a. Vendor shall provide a list of accessories and associated costs related to the proposed print devices. Vendor must provide ordering information for accessories.
 - b. Accessories are defined as cables, consumables and etc.
6. Vendor must provide information on availability of equipment and lead times.