

COLE COUNTY R-V SCHOOL DISTRICT

14803 Hwy. 17
Eugene, MO 65032
573-498-4000



Administration:

Charley Burch, Superintendent
Mitch Gier, HS Principal
Sarah Strobel, ES Principal
Jennifer Statler, SPED

Board of Education:

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REQUEST FOR PROPOSAL
COPIER LEASE AND MAINTENANCE SERVICES
For
COLE COUNTY R-V SCHOOL DISTRICT

May 1, 2023

NO FAX OR EMAIL REQUESTS ACCEPTED

Request For Proposal: Copier Lease and Maintenance Services

Cole R-V School District

The purpose of this document is to provide interested parties with sufficient information to enable them to prepare and submit a proposal for providing copier lease and maintenance services for the entire school district. Cole R-V School District is seeking a vendor that will provide consistent quality and continuous process improvement for all areas of the District's multifunctional copy machines. We are looking for a supplier with the demonstrated expertise, technology, resources and commitment to perform the comprehensive scope of the predetermined services. We need the supplier to make modifications, when necessary and grow with our needs. The ultimate goal is to produce output quicker, more efficiently, and at less cost to the District. Goals for this Request For Proposal (RFP) include reliability, durability, increased speed, and enriched features.

Proposals must include all required supporting documentation, assurances, specifications, etc. Incomplete proposals, late proposals, e-mailed or fax proposals will not be accepted. The District reserves the right to reject any and/or all proposals, to accept any proposal of its choice or to enter into additional negotiations regarding price, scope of services or other terms.

Changes or corrections may be made in the RFP documents after they have been issued and before the due date for receipt of proposals. In such a case, a written addendum describing the change or correction will be issued by the School District to all respondents of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the RFP documents. Except in unusual cases, addenda will be issued to reach the respondents at least three (3) days prior to the date established for receipt of proposals.

Each respondent represents that its proposal is based upon the materials and equipment described in the RFP documents. Proposals must be made in accordance with the instructions contained herein. The sealed proposals shall be delivered to the Central Office at the above address, any time prior to, but not later than

2:00 P.M. local time, on June 19, 2023. The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a proposal has been “received” by the School District before the specified deadline. **Proposals received after the time specified in the Request For Proposals will not be considered or accepted.** All proposals should be submitted to:

Cole R-V School District
Attn: Charley Burch
14803 Highway 17
Eugene, MO 65032

Each proposal must be submitted on the RFP form(s) provided with these specifications and must be contained in a sealed envelope, which shall be endorsed on the outside thereof with the following information.

Proposal for:

1. Copier Lease and Maintenance Services
2. Opening Date and Time
3. Name and Address of Respondent

Proposals are all inclusive and will not be partially awarded. As proposals shall be deemed final, conclusive, and irrevocable, and once opened, no proposal shall be subject to correction or amendment for any error or miscalculation. No proposal shall be modified, withdrawn, or canceled without the consent of the Board of Education of Cole R-V School District after the scheduled due date for the receipt of proposals. All proposals submitted must be valid for a minimum period of sixty (60) days after the date set for the opening of proposals.

The vendor shall protect, indemnify and hold Cole R-V School District harmless against any liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident arising out of occupancy, use, service operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

REFERENCES (SEE ATTACHMENT E)

A list of all School Districts in the State of Missouri that a respondent is currently providing copier services for at the present time is to the enclosed. Also to be included with the proposal are 3 to 5 local market references for whom the respondent has supplied copier services during the past five (5) years (2018-2023).

TERM OF CONTRACT

Each respondent shall acquaint himself/herself with the conditions as they exist in the District, so that he/she may be completely familiar with the conditions pertinent to the fulfillment of the work required under the RFP. All proposals must show a grand total price for the duration of a 3 year lease for all required equipment and supporting services, starting 7/1/23.

COLE R-V BACKGROUND (SEE ATTACHMENTS A&B)

Cole R-V is a K-12 School District supporting around 650 students and 100 employees. All schools in the District are joined by connecting hallways and stairways. The elementary and junior high buildings are two stories. The central office is connected to the other schools through an office complex.

Cole R-V has five copiers in the entire facility at this time. Proposals will include replacement of the current five copiers plus one additional color copier in the teacher workroom.

Attachment B is an inventory of the copiers in the building currently with volume.

RFP SPECIFICATIONS – (SEE ATTACHMENT C)

Copy services-

All copy machines must be newly manufactured or factory produced new. **No used, demo, refurbished, or remanufactured products will be accepted.** Cole R-V will replace all five copiers in the District and consider adding one additional color copier in the teacher workroom. Please refer to Attachment B for all copiers and copy volumes.

- Equipment must have a new machine serial number and designation.
- Equipment must not have any copies produced on it before (excluding basic install testing).
- All machines being offered must be available for sale at the time of this proposal. All equipment must be **NEW**.
- All machines must have remote meter monitoring.
- All machines must have remote service monitoring.
- All machines must be able to connect to Google email/Google cloud from the operation panel of the MFP.
- All machines should allow for proximity card authorization access, PIN code, and/or AD credentials to prevent unauthorized and/or unaccounted copying and printing.
 - The machine should only allow for printing and copying after the user has been identified.
- All machines should allow for “follow me” printing job release where the print job submitted to a device should be retrievable from any of the devices on site. Software licenses and configuration (if needed) should be included in the proposal.
- Delivery of machines must be to the specified school site within a minimum of 48 hour advance notices between 8:00 AM and 2:00 PM. Prior site preparation must be complete to fulfill turnkey installation for immediate use within twelve (12) hours or less excluding network configuration.
- All machines must provide user friendly, graphical troubleshooting instructions to:
 - Remove jams that occur
 - Replace staple cartridge
 - Refill toner cartridge
- Copiers will have the features identified in Attachment C.

RFP EVALUATION CRITERIA – (SEE ATTACHMENT D &E)

If a proposal is acceptable to the District, (Attachment D & E) a lease/contract may be entered into based on support/experience, performance, equipment, price, personnel, and references. In addition, the Board will consider conformity with the specifications, terms of delivery, quality and serviceability. Any such lease/contract shall be executed upon action of the board of Education to accept a proposal which is deemed to be in the best interest of the School District. Upon Board action the contract/lease with the successful respondent will be signed and returned to the contractor. Cole R-V School District reserves the right to verify any invoice by the review of the contractor's records.

A representative of Cole R-V will evaluate the proposals and rank them from the one most likely to the one least likely to meet the needs of the District and satisfy the requirements of the RFP. The District may call for interviews to clarify information and request proof of concepts received in the proposal.

Evaluation of the proposal will be based on the following criteria in order of greatest importance:

1. Experience and capabilities of vendor
2. Cost of solution
3. Value added features
4. References
5. Responsiveness – the ability of the firm to provide all information at time of proposal submittal

ATTACHMENT A

**COLE R-V SCHOOL DISTRICT
SCHOOL INFORMATION**

Central Office – 14803 Highway 17, Eugene, MO

Elementary Office – 14803 Highway 17, Eugene, MO

High School Office – 14803 Highway 17, Eugene, MO

Teacher Workroom – 14803 Highway 17, Eugene, MO

ATTACHMENT B

**COLE R-V SCHOOL DISTRICT
COPIER INFORMATION**

<u>LOCATION</u>	<u>MAKE</u>	<u>MODEL</u>
Central Office	Kyocera	3552ci
Elementary Office	Kyocera	3511i
High School Office	Kyocera	3511i
Teacher Workroom	Kyocera	7003i
Teacher Workroom	Kyocera	7002i

Possible Additional Copiers - On a separate bid for consideration:

Teacher Workroom	Color copier
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ATTACHMENT C

**COLE R-V SCHOOL DISTRICT
MINIMUM DESIRED SPECIFICATIONS**

One machine each in the Central Office (ability to do color), High School Office, and Elementary Office and three (1 being able to do color) machines in the Teacher Workroom with the following specifications:

Feature Requirement		Comply Yes or No?		Comply Yes or No?
Laser Marking Engine with minimum engine speed	31-35 PPM		55-60 PPM	
Duplex document handler capacity	75 sheets		100 sheets	
Duplex document handler speed	60 ipm		60 imp	
FCOT	4.6 seconds		3.4 seconds	
Warm-up time	<30 seconds		<30 seconds	
Minimum Memory	512 MB		512MB	
Fax	include			

OR 1 machine each in the High School Workroom and Elementary Workroom with the following specifications:

Feature Requirement		Comply Yes or No?		Comply Yes or No?
Laser Marking Engine with minimum engine speed	65-75 PPM		85-95 PPM	
Duplex document handler capacity	100 sheets		100 sheets	
Duplex document handler speed	65 ipm		85 ipm	
FCOT	3 seconds		3 seconds	
Warm-up time	<30 seconds		<30 seconds	
Minimum Memory	512 MB		512 MB	

31-95 Multifunctional Copier-Minimum Desired Specifications

Feature Requirement	Desired Specification	Comply Yes or No?
Billing	Usage only service click rates (no monthly minimum allotted copies/prints)	
Service Rates	Locked in for the term of the lease	
Paper Drawers	Minimum paper sources: 3 drawers. Total capacity 3500-4700 sheets	
Paper tray weight range	60-200 GSM	
Paper tray paper types	Bond, tabs, labels, transparencies, recycled, 3-hole, plain	
Required bypass tray specification	30 sheets 60-216	
Finisher stapling	50 sheet, multi-position stapling	
Maximum paper size	11x17	
Paper sides output	Duplex and back to back	
Jam clearance	Unit provides step-by-step instructions with pictures	
Shift/Reduce/Enlarge	Move image on document, reduce or enlarge image	
Auto size sense	Automatically sense the size of the document and output onto correct paper	
Job interrupt	All machine features must be available for job interrupt	
Function independence	If one module becomes inoperative, other functions continue to run	
Secure print	Must have ability to print to device and hold until released with an ID number	
Consumable strategy	Replaceable modules for high wear components	
Print output	Sort and collate	
Graphical print drivers from the desktop	O/S minimum Windows 10	
Print Features	Mobile print cloud for wireless devices	
Print resolution	True 600 x 600 (minimum) dpi	
Hard drive on print controller	For stored print jobs	
Bi-directional print driver	Booklet, tri-fold on CO only	
Job Queue	Job queue for printing must be visible from the panel and embedded web server	
Supported print protocols	Direct TCP/IP, queue-based printing, Port 9100m, LPR, IPP	
Scan to email	Desire capability to download private address book unique to local machine	
Scan across the network	Capability to scan a shared folder	
Scan resolution	400-600 dpi	
Scan formats	TIFF, JPEG, and PDF	
Scan capabilities	Must be able to scan to desktop, scan to FTP, scan to SMTP, scan to USB, and scan to SD Card Capability to scan in color or black and white	

Job build for scanning	The ability to use a “build job” feature for network scanning where a single file can be created at the device from a mix of different scans done from both the glass as well as the document handler Scans can be different sized originals	
Network server fax	Must provide integration with Network Fax Server	
Auditing/Tracking	Provide a method of tracking activity by user for copy print, fax, and scan	
Image overwrite	Provide Image Overwrite capabilities	
IP restricted access	IP filtering for limited access to the device	
Administrative account management	Built-in tracking capability for tracking copy prints and scans by user and disabling account based on a maximum volume	
Servicing	Average response time of 4 hours or less	

ATTACHMENT D

**COLE R-V SCHOOL DISTRICT
COPIER LEASE AND MAINTENANCE SERVICES**

Prepared by: _____
Printed Name

Authorized Signature

Company Name: _____

Address: _____

Phone #: _____

Fax #: _____

Date: _____

COPIER LEASE PROPOSAL:

Machine Brand: _____

Model # _____

Number of Machines: _____

Monthly Cost per Machine: _____

Monthly Payment: _____

Machine Brand: _____

Model #: _____

Number of Machines: _____

Monthly Cost per Machine: _____

Month Payment: _____

Total Monthly Payment: _____

