

# **Newburg Schools**

## **Request for Proposal (RFP)**

### **Digital Copier and Printer Services**

Newburg Schools is accepting proposals for Digital Copier and Printer Services for district-wide purchase. Newburg Schools is seeking qualified bidders to provide digital copier equipment and software that supports the organization's current and long-term document copying, scanning, and printing requirements.

#### Guidelines;

1. Each item, request, and guideline in the RFP must be known and properly addressed in the proposal.
2. All equipment in the proposal must conform to specifications provided in the RFP.
3. The Vendor must provide terms of warranty on all products.
4. The Vendor shall provide a clear breakdown of equipment costs.
5. The Vendor must provide an estimated timeline for product delivery.
6. Proposal must be valid for at least 120 days.
7. Prices quoted shall not include federal or state taxes from which the District is exempt. The necessary exemption certificate will be provided upon request from the Vendor.
8. Purchase order will be issued to bid select.
9. All related questions regarding the RFP should be addressed in writing to Mrs. Tracy Kingsley, District Superintendent, [tkingsley@newburg.k12.mo.us](mailto:tkingsley@newburg.k12.mo.us).

The District reserves the right to accept or reject any and all proposals or any portion of any and all proposals at their discretion. While price is an important consideration, it will not be the sole determining factor in the selection of a Vendor. Payments will not be made nor orders submitted until after the Newburg School Board has accepted a proposal and awarded it as the winning proposal submission. A contract will exist between the District and the Vendor upon selection of the winning proposal. The District reserves the right to modify or issue amendments to the RFP at any time. The District also reserves the right to cancel, modify or reissue the RFP at any time. Notices will be posted.

Proposals are to be submitted no later than 04/23/2024. Proposals shall be submitted to;

Mrs. Tracy Kingsley

[tkingsley@newburg.k12.mo.us](mailto:tkingsley@newburg.k12.mo.us)

PO Box C

Newburg, MO 65550

## **Bid Evaluation:**

Newburg evaluation committee will evaluate all responses. And, after opening of responses, Newburg Schools reserves the right to waive irregularities in any proposal and/ or, to request clarifying information it deems appropriate from one or more respondents.

Proposals will be evaluated based on the following criteria:

- Cost pricing of proposed services
- Qualifications/ Experience (Provide a brief description of the vendor, including history; number of years the vendor has been in business; type of services provided and legal status of vendor organization)
- Responsiveness Clarity, completeness, and relevance of vendor's response.
- Delivery duration of the product.

## **Equipment Description and Services Desired**

Throughout the remainder of this RFP, the respondents to this RFP shall be referred to as "responder".

### **A. Equipment:**

All digital copiers/printers shall be newly manufactured with no used or refurbished part. Proposed equipment capabilities are listed below.

1. All digital copiers/printers shall be capable of producing black and white documents.
2. All digital copiers/printers shall be capable of producing double-sided prints/copies.
3. All copiers/printers should have the capability of printing on sizes letter (8 ½ × 11), legal (8 ½ × 14) and ledger (11 × 17); on white and color.
4. All digital copiers/printers shall have stapler finisher capabilities.
5. All digital copiers/printers shall have three-hole punch capabilities.
6. All digital copiers/printers shall possess an automated document feeder.
7. All digital copiers/printers shall have a bypass tray for the purpose of printing on specialized stock.
8. All digital copiers/printers shall be capable of enlarging documents in preset increments.
9. All digital copiers/printers shall be capable of reducing documents in preset increments.
10. All digital copiers/printers shall have the capability of user access by the use of security codes that are either user generated or centrally managed.
11. All digital copiers/printers shall be capable of facsimile transmission (only three copiers will need this capability) and scan to email using pdf format.
12. All digital copiers/printers shall have a high capacity paper tray.

Since all the above options will not be needed on all of our copiers please list the basic cost of the copier and the cost of each add on separately. That way we can build the copier that we need at each location.

## **B. Networking:**

All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol and meeting the following requirements:

1. The networked digital copiers/printers will be connected to the District's network using the TCP/IP protocol.
2. Networked digital copiers/printers shall allow printing from any desktop computer (Windows based) from within the Districts' networks. Printing from Google Workspace/Chromebooks is a requirement. If additional hardware/software is required for this functionality, it will be detailed in the RFP.
3. If device driver software is necessary for computers to gain access to all the digital copier's/printer's functions device drivers for Windows shall be available.
4. Upon being properly authenticated to the networked digital copier/printer, each device shall be able to be managed over the network using a browser.
5. The responder shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, surge protection, etc.
6. All proposed equipment will be guaranteed to not interfere with any networked device of any kind currently installed within the District.
8. Responder will specify the manufacturer's firmware/software update release cycle (e.g., quarterly, annually, as needed) and if these updates are publicly available for download by the District or secured behind a paywall such as a maintenance contract.

## **C. Maintenance/Support Services**

All responders are responsible for providing maintenance and support on the provided equipment. All proposed maintenance/support agreements shall at a minimum meet the following requirements:

1. The maintenance/service agreement shall commence upon delivery of the equipment.
2. Responder shall provide telephone support number for placing service calls, which will be available Monday through Friday, 7:00 a.m. to 4:00 p.m., excluding legal holidays.
3. Poor performing and/or problematic copier/printer units will be replaced with new similar equipment repaired to manufacturer's specifications and/or repaired to District's satisfaction.
4. Initial training of the District's personnel shall be conducted upon equipment installation and at no cost to the District.
5. The Responder shall assist the District in returning all current leased copiers.

## Price Requirements/Leasing

1. Responders shall provide price based on lease with fair market value (FMV) option at lease termination.
2. The equipment lease pricing shall be based on a 60-month term.
3. The monthly equipment lease payment shall be structured as a base equipment lease payment with no additional cost for prints.
4. The maintenance agreement shall be structured as a base service cost or a cost per copy.
5. The lease and maintenance agreement price shall be fixed for the term of the contract.
6. The District does not guarantee any specific monthly print volumes/copies for the length of the lease.
7. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (excluding paper).

## Districts Information

The table below is the current copiers located in the district:

<b>Media Center</b>	<b>Konica C360i</b>
<b>Elementary</b>	<b>Konica 558E</b>
<b>Elem Title I Room</b>	<b>Konica 558E</b>
<b>AG Room</b>	<b>Konica 558E</b>
<b>High School Annex</b>	<b>Konica 558E</b>
<b>Bus Barn</b>	<b>Lexmark XM1242</b>
<b>Central Office</b>	<b>Lexmark XC4140</b>
<b>High School Office</b>	<b>Lexmark XC2235</b>
<b>Elem School Office</b>	<b>Lexmark XC2235</b>
<b>HS Art Room</b>	<b>Lexmark XC2235</b>