

2021 Copier/Printer and Maintenance Service Request for Proposal Old Mission Peninsula School

Proposal Due Date: June 18, 2021 – 10AM

Principal Contact:

Walker Thompson

Technology Services, Northwest Education Services
Old Mission Peninsula School
2699 Island View Rd
Traverse City, MI 49686
w.thompson@ompschool.org

Address for Proposal Delivery:

Old Mission Peninsula School
2699 Island View Rd
Traverse City, MI 49686
(231) 252-0225

I. Goal of the RFP

Old Mission Peninsula School (OMPS) is seeking a services agreement for a copy/print/scan solution to purchase devices and a prepaid block of service and maintenance.

II. Key Dates

- RFP Issue Date: June 21 , 2021
- Pre-Bid Meeting Date: July 9 , 2021 1:00pm
- RFP Due Date: July 15, 2021 3:00pm
- RFP Bid Opening and Tabulation: July 16. 2021 10:00am
- Interviews with finalists: Week of July 19, 2021
- RFP Award Date (projected): July 28 , 2021
- Project 'Go-Live' Deadline: August 27, 2021

III. General Instructions and Declarations

- All proposers must agree to the following instructions and declarations. Failure to do so may result in a proposer and their proposal(s) being declared non-responsive, thus leading to exclusion from the proposal process and award.
- Vendors interested in submitting a proposal are encouraged to attend a pre-bid meeting on June 8, 2021 at 3:30 PM in the Old Mission Peninsula School Conference Room (see address on cover page). At the conclusion of this meeting, proposers will be asked to declare their intent to respond. No questions related to the RFP will be answered prior to this meeting.
- After the pre-bid meeting, all questions must be submitted to Walker Thompson by email at w.thompson@ompschool.org. All questions and all responses shall be submitted via email to all declared proposers.
- A public bid opening will be held at the proposal due date and time.
- Proposals must be submitted by the due date and time. They shall be enclosed in a sealed envelope/package clearly marked with the proposer name and the title '2021 Copier/Printer and Maintenance Service Request for Proposal'. The sealed envelope/package shall contain two completed hard copies of the proposal(s) as well as one electronic copy in PDF format on a USB-based storage device.
- Any proposal received at the location designated herein, after the exact date and time specified for receipt, will not be considered. (Note: The School reserves the right to consider bids that have been determined by the District to be received late due to mishandling by the School after receipt of the proposal and no award has been made.)
- All responses to this RFP shall be considered public documents. Proposers should not include information they consider to be trade secrets or otherwise harmful to their business should such information be released. Old Mission Peninsula School shall be held harmless from any claim of damages due to the release of submitted proposals. In the event a proposer feels certain confidential information is required in order to fully present their proposal, the proposer shall submit said information in a sealed envelope inside of the main proposal with the word 'confidential' clearly marked on the outside of the envelope.
- Facsimile/Email proposals will not be accepted.
- All terms, conditions, assumptions, and other items contained in this RFP shall be considered a part of the fully executed contract between Portage Public Schools and the successful proposer(s).
- All proposals shall be typed. All proposal response forms shall be completely filled out and signed by an authorized individual representing the proposer's company.
- No additional charges, other than those listed as a part of a proposer's response, shall be made. Any applicable shipping/handling charges must be included within submitted proposals.
- Any applicable discounts (MiDEAL, US Commodities, TRIG, etc.) shall be clearly listed in proposals.
- Old Mission Peninsula School has tax exempt status. Taxes shall not be included in final proposals.

Old Mission Peninsula School

- Proposals properly submitted to Old Mission Peninsula School for evaluation shall be considered valid for 90 days.
- Old Mission Peninsula reserves the right to accept or reject any or all proposals, either in whole or part; to award a contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of Old Mission Peninsula School.
- Any addendums to this RFP shall be posted on our website, www.ompschool.org. We will make every attempt to notify proposers of addendums, but it remains a proposer's responsibility to check the site.
- Bid tabulations will be posted on www.ompschool.org 3-5 business days after proposal opening.

IV. Assumptions

Old Mission Peninsula School will provide power, network connectivity, telecom connectivity, servers and print queues, paper and other output media, and finishing supplies.

All other costs shall be embedded in a one-time fee as provided by the proposer as a part of the RFP response. These costs assume the proposer will provide the hardware, software, and non-finishing consumables required to meet Old Mission Peninsula School's copy/print/scan needs. These consumables shall include toner, drums, and any other items/supplies required to create a copy or print, prior to finishing. It is acceptable for proposers to quote equipment lease costs as a separate item not included in the per-click cost.

The incorporation of refurbished and/or 'off-lease' equipment is acceptable as long as said equipment is fully warranted 'as new' during the life of the agreement with 'as new' being defined as fully functional with down-times comparable to new equipment.

We will examine the proposals in four segments: multi-functional printers, laser printers, Supplies, and Service. Proposers may choose to bid on all or separate segments.

To facilitate the construction of proposals, our total fiscal year 2021-22 (July 1, 2021 - June 30, 2022) copy/print volume is included, as well as the monthly volumes from January 20XX through December XX. Old Mission Peninsula School makes no guarantee these volume statistics will be predictive of the volume of copy/print during the length of this agreement. Indeed, Old Mission Peninsula School is actively working to reduce its total copy/print costs, of which a reduction of impressions is key. Proposers shall include any minimum impression counts required to secure pricing. Should the minimum not be met by Old Mission Peninsula School, any and all penalties must be included in the RFP response forms where specified.

Additionally, the current fleet configuration is also enclosed in this RFP.

After installation, should any device be deemed not acceptable by OMPS, the successful proposer(s) agree to negotiate with OMPS on a replacement device.

All meter reads shall be the responsibility of the successful proposer(s), and shall be provided to OMPS monthly or on an ad-hoc basis. Software installed on OMPS server equipment to provide automated reads to proposer(s) is acceptable. Manual meter reads by OMPS staff will not be deemed acceptable.

V. Proposal Design

The proposal shall provide for an equivalent level of service as provided by our current copier/printer fleet as outlined in the “Current Configuration and Utilization” section of this RFP. Proposers do not need to match our existing configuration. We seek a solution that meets our needs, and as such encourage vendors to be creative as they construct their proposal. To that end, proposers should address the following questions as a part of their response:

- Should OMPS consider a different number of physical devices to meet our needs? (For example, additional machines with lower output, but with lower per-impression costs?)
- Paper tray flexibility – e.g., ability to swap between letter, legal, and ledger sized paper as needed
- Are there other technologies we can consider to lower our copy/print operational costs?

Should a proposal contain equipment with which OMPS is not familiar, OMPS reserves the right to examine/demo said equipment at no charge to OMPS.

VI. Required Features - Devices

- MFP authentication by PIN code (except for laser printers) and
- Color scanning all locations, scanning while printing capable, Scan to email
- Support for printing from multiple platforms and device classes
- Collating (required for main copier only, preferred elsewhere)
- Duplex printing
- Stapling (except for laser printers)
- 2-up, 4-up, and 8-up printing
- Minimum one (1) color output device per site
- One (1) 11x17 inch output device per site
- Automatic document feeder with duplex functionality (except for laser printers)
- Bypass tray
- Support for partially and fully recycled paper
- Support for static IP addressing and 802.1x authentication
- Support for access control lists
- Support for locked print jobs
- Minimum tray capacity for MFP's, 1,000 sheets of paper in two trays; laser printers, 500 in one tray
- Ability to send/receive facsimiles (one per site)

VII. Required Features – Supplies

OMPS would like to maximize some one-time grant funding by purchasing supplies in bulk. Per item rates are required for the following items:

- Toner for each device type
- Toner waste boxes (If required for device type)

VIII. Optional Features

Old Mission Peninsula School recognizes that not all copier configurations fit all areas. If proposer(s) wish to add any of these features to a device, please outline that in the response. Additionally, please provide a la carte pricing for each of these items for OMPS in the event OMPS wishes to outfit a unit either prior to the award of the RFP or after award of the RFP.

- HID-based or barcode-based user authentication (for walk up copy/scan or the release)
- 2-hole and 3-hole punching
- Optional multiple tray finishers
- For higher volume locations, additional paper capacity options
- Additional fax cards

IX. Service Calls/Contract

A bank of pre-paid service calls is required. Service provided should include vendor's equivalent of average of one (1) on-site service call per month. A description of the services received should be included. Rates and fees should be listed either as the cost per visit, or the cost per twelve (12) month fiscal year.

X. Service and Training Expectations

It is assumed the successful proposer(s) shall provide training to OMPS staff on the use of provided hardware and software. Any limitations to said training shall be outlined in any and all proposals. All service calls are expected to be acted upon within four (4) hours of the initial report. Support contact methods shall be included in any and all proposals.

XI. Current Configuration

Included as Appendix I to this RFP, proposers will find a detailed listing of our current fleet of multi-function devices and traditional laser printers.

XII. RFP Response

In addition to any other documentation provided as a part of a proposal, all items in this section must be completed by the proposer in their entirety. If a proposer feels a certain portion of the following does not apply, they should mark said section with an 'N/A' and clearly explain why. The following pages shall be considered binding and a part of any signed agreement. Old Mission Peninsula School reserves the right to award either component to the same proposer, award to two proposers, or not at all.

XIII. Provided Hardware and Software Summary

Proposers shall attach to their response a detailed listing of hardware and software to be placed in Old Mission Peninsula School. At minimum, this information should contain the following:

HARDWARE

- make, model
- service history if not new (if available) output sizes and applicable speed in pages per minute
- B&W or color
- power requirements
- availability of drivers and any device connectivity restrictions
- authentication method for walk-up copies and/or release of locked print jobs
- network connectivity and security options
- documentation or links to all additional product specifications
- any deviations or exceptions to the hardware requirements listed in this RFP

SOFTWARE

- product name and provider
- technical requirements and other installation information
- report samples
- documentation or links to all additional product specifications
- any deviations or exceptions to the software requirements listed in this RFP

XVI. Company Background

As a part of their response, proposers shall provide their company background including size, years of experience, number of employees, etc. Upon request of OMPS (outside of the formal response to this RFP), proposers shall agree to an inspection of their financial statements for up to the last three (3) fiscal years. It is understood that OMPS shall return this information, that no copies shall be made, nor shall it be disseminated in any way.

XVII. References

Proposers shall provide at least five (5) references, including reference name, company name, contact information, company type, number of devices deployed, and annual impressions. References comparable to Old Mission Peninsula Schools are preferred.

XVIII. Installation Timeline

In keeping with the key dates listed earlier in this RFP, please provide a detailed installation timeline, with specific facilities indicated. This is required to facilitate summer access to our facilities.

XIV. Partners or Subcontractors

As a part of any proposal(s), proposers shall list all partnering entities or subcontractors who will assist the proposers in fulfilling the terms of this RFP. All partnering entities or subcontractors shall be subject to the same terms of this RFP, and shall submit copies of the Iran Economic Sanctions Act, Familial Disclosure, and Legal Status alongside of the primary proposer.

ix. Iran Economic Sanctions Act

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at the time of submittal.

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal, or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Act.

Signature: _____

Title: _____

Company: _____

Date: _____

x. Old Mission Affiliation

(if it pertains)

Do you maintain a permanent office, factory, or other facility in Peninsula Township? If yes, please provide the address(es) below:

Have you paid real or personal property taxes relating to said business in the previous tax year?

xi. Legal Status of Bidder

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS. The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offences enumerated above in this certification; and have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has not been, within a three-year period preceding this date, listed on the Excluded Parties List System website (EPLS)

Name, Title, and Signature of Individual Duly Authorized to Execute Contracts:

Name: _____

Title: _____

Firm Name: _____

Signature: _____

Date: _____

A corporation organized and existing under the laws of the State of _____

xii. Familial Relationship Disclosure Statement

As required by Public Act 232 of 2005, all proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Old Mission Peninsula Board of Education or the Superintendent of Schools.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Old Mission Peninsula School Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____ (Bidder Signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20____ A.D., in and for the

County of _____, State _____

My Commission expires _____.

Signature of Notary

xiii. Final Agreements and Signatures

Firm Name: _____

Primary Contact: _____

Address: _____

Telephone and Fax: _____

Email: _____

Project Name: 2021 Copier/Printer and Maintenance Service – Old Mission Peninsula School

The undersigned acknowledges the following are included with any and all proposals: (please initial)

- All pricing forms: _____
- Detailed production information as requested: _____
- Familial Relationship Disclosure Statement with notarization: _____
- Iran Economic Sanctions Act: _____
- Two paper copies and one PDF of any and all proposals: _____

Signed: _____

Title: _____

Date: _____

Appendix I: Current Copiers, Printers, and Page Counts

Hostname	Make/Model	Color Page Count	B&W Page Count
OMPSOFFICEMFP	Kyocera TASKalfa 3051ci	149614	556311
OMPSWKRM3540	Kyocera ECOSYS M3540idn	N/A	387263
OMPSBACKMFP	Kyocera ECOSYS M3550idn	N/A	379901