

Byron Area Schools

Printing Service Vendor Proposal 2023-24 school year

REQUEST FOR PROPOSAL (RFP)

The purpose of this bid document is to invite interested bidders to submit bids for consideration. If further information is desired before submitting proposals, please contact or direct inquiries to: Jackie Carstens, (989) 743-3471, carstens@sresd.org. Before submitting a proposal, the bidder is to be thoroughly familiar with all the documents comprising the bid document as it is conclusively understood that all bids are based upon full compliance with the various provisions in said documents. Should the bidder find discrepancies in, or omissions from the specifications, instructions and bid proposal forms, or should bidder be in doubt as to the meaning, bidder should notify at once Jackie Carstens, (989) 743-3471, carstens@sresd.org who will send written instructions to all appropriate bidders. The owner shall not be responsible for any oral instructions. The owner shall not be responsible for any cost or expense the bidder incurs during the preparation of this bid.

IMPORTANT NOTES:

- This RFP is located at <https://www.byron.k12.mi.us/Domain/79>
- This RFP is for new products and services for existing networks/systems.
- All quotes must be submitted with the understanding that implementation may be dependent upon:
 - Board Approval
 - Existing budgetary requirements.
- Byron Area Schools may select multiple vendors for the equipment quoted at its sole discretion; however, the intent of this RFP is to select a single vendor.
- Recommendation to award contract goes to Board January 17, 2024
- The following specifications are to be used as “guidelines” in quoting a solution. Although specification changes are permitted, *the quality of the product/service requested must be based upon industry standards at the time of delivery.*
- Multi-year contracts will be considered - 48 and 60-month pricing.
- **The district reserves the right to accept or reject any or all quotations.**

Scope of Proposal:

Byron Area Schools is seeking to replace aging printing/copier hardware and to explore any additional efficiency in how ALL printing services are handled. Past practice has been to lease multifunction copiers to be installed and serviced by the vendor. District is open to implementing a new system for managing printing services, including but not limited to partnering with a single vendor and establishing a multi-year replacement schedule for printing hardware, machines provided on a per print basis with breakdowns for print volume levels. A list of current copiers, make, model and monthly volume estimates will be provided as part of the **Current Inventory Sheet**.

Timeline:

| | |
|--------------------------|------------------------|
| December 6, 2023 | Post RFP |
| December 18, 2023 | Pre-Bid Meeting |
| January 5, 2024 | Bids due |
| January 17, 2024 | Board Meeting |

PRE-BID MEETING

Byron Area Schools will hold a pre-bid meeting regarding this RFP on **December 18, 2023 at 9:30 a.m. at the High School (312 W. Maple, Byron, MI 48418).**

All final proposals are due January 5, 2024 at 2:00 pm local time. There will be an optional public bid opening at this time (attendance at the bid opening is not required), same location. Any bid received after this date and time will not be accepted. Handouts and clarifying answers from the pre-bid meeting will also be posted on the school’s website at <https://www.byron.k12.mi.us/Domain/79> AND emailed to all attendees of the pre-bid meeting as they are released.

PROPOSAL DUE DATE:

This bid posted December 6, 2023 will remain open until January 5, 2024. Jackie Carstens will receive proposals for this project until:

2:00 pm EST on January 5, 2024

Jackie Carstens
Director of Technology – Shiawassee RESD
Byron Area Schools
312 W. Maple Ave.
Byron MI 48418
Phone (810) 266-4620
carstens@sresd.org

A bid received after the due date and time will not be considered. There will be an optional public bid opening at this time (attendance at the bid opening is not required).

District Environment (TBD)

- Staff ~ FTE 60
- Students ~731
- NOS-Microsoft Server 2019 Print Server, LAN and WAN 1GB Ethernet
- 4 Copy Machines, 11 Printers, 8 MFP
- Monthly Volumes – 190,000 BW, 3,000 Color

BUILDINGS

The following table indicates the address, phone number, and fax number for each building within the district.

| Site Name | Site Address/Phone and Fax Number |
|---------------------|---|
| Byron High School | 312 W. Maple Ave Byron, MI 48418 Phone (810) 266-4620, Fax (810) 266-5010 |
| Byron Middle School | 312 W. Maple Ave Byron, MI 48418 Phone (810) 266-4422, Fax (810) 266-4151 |

| | |
|-------------------------|---|
| Byron Elementary School | 401 E. Maple Byron, MI 48418 Phone (810) 266-4671, Fax (810) 266-5011 |
| Transportation | 312 W. Maple Ave Byron, MI 48418 Phone (810) 266-4620, |

Instructions to Vendors - General Instructions

- A. Incurring Costs. District (Byron Area Schools) is not liable for any cost incurred by the bidder prior to the signing of a contract.
- B. Awarding of Bids: While cost will be a major consideration of this RFP, the District reserves the right to select the entire Vendor/Proposal or parts thereof, as it deems to be in the best interest of the District. The District will take into consideration cost, quality/dependability of equipment, availability and quality of repair and customer support services and other items that may arise from the selection process.
- C. Vendor Questions for RFP. Questions concerning the specifications and contract terms contained herein are to be submitted in writing using email as early as possible to: Jackie Carstens, carstens@sresd.org. Please note which section of the RFP your questions belong to. Any questions may be shared with all respondents. Vendors intending to bid on this RFP are requested to share a contact email with Jackie Carstens by email at the above address to include them on the respondents' list.
- D. The district will host a pre-bid meeting for discussing parameters of the bid.
- E. The successful bidder must have been in business of selling hardware to commercial accounts for at least five years.
- F. Quotation delivery instructions. To be considered, quotations must arrive at Byron Area Schools (District), 312 Maple Ave., Byron, MI, 48418 on or before the date and time specified in the Introduction. Please mark all bids **ATTN: Jackie Carstens, Printing Service RFP**.
- G. LATE BIDS WILL NOT BE ACCEPTED NOR CONSIDERED A VIABLE RESPONSE UNDER ANY CIRCUMSTANCES.**
- H. The Vendor's response will follow the below listed format. Two (2) sealed hardcopy copies of the quotation are required.
- First Section: Letter of Transmittal – cover letter on corporate stationery
 - Attachment A – Bid Summary - Proposed Service Specs
 - Attachment B – Vendor Profile - Proposed Service Specs
 - Attachment C – Education References - Proposed Service Specs
 - Specifications for peripheral equipment - Proposed Service Specs
 - Certifications of non-Iranian-ness - Proposed Service Specs
 - Familial disclosure Sworn Notarized Statement - Proposed Service Specs
- I. Responses: Vendors are asked to respond to all requirements and specifications by section. Do not delete or modify. You may indicate "Non-Compliance" in those sections that do not meet the qualifications. Vendors may elect to respond to specific sections of this RFP.
- J. Pricing: Bid prices must remain in effect for a minimum of ninety (90) days after the bid due date. Once the Vendor is selected and the contract signed by both the District and Vendor, pricing will remain in effect through the expiration date agreed upon. As an alternate vendor may provide machines on a per print basis, provide breakdowns for print volume levels. All pricing should include all costs; shipping and handling costs included.

- K. When there are mistakes in multiplication or addition of unit prices against total prices, unit price will govern calculations. Itemize all pieces of peripheral equipment separately. Alternative offerings are welcomed but the bid must include at least one base price offering for the specifications listed.
- L. Payment Terms: Unless agreed upon otherwise, payment terms are:
- a. If the item is per print: The district and the vendor will negotiate the agreement. Please provide a yearly and monthly payment option.
- M. Sales Tax: Under the Michigan General Sales Tax Act. District is exempt from State sales tax. In addition, the District is exempt from Federal Excise and Use Taxes.
- N. Approval of Contract: District will not be responsible for any services performed without its authorization by the Superintendent of Schools. In the event of Vendor's failure to deliver equipment as promised, District reserves the right to cancel the contract, or any part thereof, and Vendor agrees that District may charge Vendor with any loss or expense sustained as a result of such failure to deliver as promised.
- O. Equipment: All equipment must be new from manufacturer complete with manufacturer's warranty
- P. It is expected that the successful bidder performs equipment setup/diagnostics and provides network support as follows:
- Drivers for Win10, Win11, Mac OS X and Chrome (work with District\SRESD tech department for installing workstation client software)
 - Configuration of equipment on the network with IP addresses specified by District.
 - Centralized user level auditing/reporting/PIN management integrated to Active Directory and Print Server or acceptable alternative solution proposed.
 - Centralized device monitoring and alerts system set up.
- Q. Software to be included with systems: Any necessary hardware and system level drivers will be provided by the vendor.
- R. Maintenance/Supply agreements must be as follows:
- a) Use "All **OEM Parts and Supplies**".
 - b) When equipment is being serviced, the vendor will not charge for service copies.
 - c) Single Billing Cycle for all machines covered by vendor.
 - d) Billing grouped as requested with sub-totals (groupings not to exceed 12).
 - e) Contract cycle July 1 to June 30 and multiyear renewing annually July 1.
 - f) Supplies and maintenance contracts shall be billed on a per copy basis.
 - g) Charges for 11x17 size copies or prints will be the same as 8.5x11 size copies or prints
 - h) There will be no Per Scan Fee for Scans.
 - i) Freight/Delivery Charge for each shipment of toner and supplies is included in the agreements.
 - j) Specify early termination charges for ending a lease and/or a maintenance contract.
 - k) Specify removal fees at the end of a lease.
 - l) Fixed Pricing for all parts/labor/service/supplies for the ENTIRE term of the lease will be specified.
 - m) Property Tax will be billed separately on leased equipment.
 - n) Hazard Insurance – shall be provided by the vendor on equipment not owned by district.
 - o) Product Guarantees: In the event of equipment with excessive service issues, the District will specify that equipment be replaced.

- p) Print Around Feature on Network: Jobs that are behind the stalled job will automatically print around the stalled job. This just means that jobs behind a stalled job can go ahead and complete keeping everyone in the office at work.
 - q) HOT SWAPS: If possible, present options for the vendor to leave customer replaceable cartridges (CRCs or CRUs) on hand (at no cost) at each machine location so an IT professional (or internal expert) can walk over to the machine and resolve most issues by taking a cartridge out and replacing it in seconds.
 - r) Specify acceptable paper types. The intent is to have equipment able to accommodate a variety of paper types. Elementary users may wish to copy on construction paper, for example.
 - s) Collating and stapling and hole punch functions are included.
 - t) Color scanning of documents is preferred at the Administrative Office.
 - u) Training of copier operators, end users, and network administrators must be part of the total package.
- S. Bid price must include removal cost and/or trade-in value of current copiers and on-site installation of the new copiers. The copy machines must be new, compatible with Active Directory Print Server and include training, network hook-up/support, necessary cables, start-up supplies, warranties, and manuals.
- T. Monitoring system will be the responsibility of the vendor. It should not inhibit the network.

Oral Presentation

Bidders who submit proposals may make oral presentations of the proposals to District. These presentations provide an opportunity for the bidders to clarify the proposals through mutual understanding. These proposals can be made directly after the bid opening January 5, 2024.

Vendor Responsibilities

The vendor will be required to assume responsibility for delivery of all equipment presented in this bid, close out of current account, removal of the equipment. District will consider the vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated contract.

Technical Specifications

1. The Vendor must be authorized by the manufacturer to provide warranty service and authorized to place warranty support calls to the manufacturer on behalf of the District if so requested.
2. The Vendor may also be requested to demonstrate the ability of the equipment to work within a Microsoft Server Environment.
3. Current equipment to be replaced can be found in **Current Inventory-BAS**
4. The current print copy usage can be found in **Current Inventory-BAS**
5. Please list your specifications on the spreadsheet titled "**Proposed Service Specs**" for each model as part of your bid response, add tabs to spreadsheet as needed.

Warranty Requirements

1. The Vendor installing the equipment must provide warranty and support for the equipment being bid for the entire period of the leased contract.
2. The Vendor will provide a telephone number for technical support. The number must be available weekdays, excluding holidays, between the hours of 8:00am and 4:30pm., Michigan time. The Vendor is responsible for providing that contact information to the District.

Attachment A – Bid Summary Form - please fill out on **Proposed Service Specifications.xls**.

Attachment B – VENDOR PROFILE - - please fill out on **Proposed Service Specifications.xls**.

This section must be completed in full by every respondent (proposal partnerships) proposing to provide services.

Attachment C - VENDOR EDUCATION REFERENCES – current clients (please list 4) - please fill out on **Proposed Service Specifications.xls**.

BID EVALUATION

Although the cost of the product/service is of primary concern, the ability to accommodate growth and change and the total cost of operation (TCO) within the district are, in many ways, more important. Do not assume the lowest bid will be awarded the project. To achieve this goal, bids will be evaluated on several factors.

- Prices/charges
- Prior experience
- Understanding of needs
- Ease of migration to the accepted solution
- Financial stability
- Personnel qualifications
- Comply with the spirit of the district's long-range technology plan
- Compatibility with district hardware/software standards as set forth within district's long-range technology plan
- Provide lower long-term cost of ownership
- Ability to upgrade and adapt to technological advances
- Completeness of response and adherence to bid specifications
- Summary of project implementation plan
- Capability of the bidder to successfully complete the installation within the required timeframe.

Bid Guidelines

These instructions shall form a part of all bid specifications:

- A. The naming of a given manufacturer and model number is not intended to limit bidding but to establish the level of quality desired for the various items required. Bidders should exercise care in bidding equivalent items. Complete descriptive literature must accompany equivalent bids. Samples will be requested if necessary.
- B. Bid price shall include delivery to the point of use. Where it shall be deemed necessary by school officials, the successful bidder shall be prepared to provide instruction in use and care of equipment delivered in both written form and on a demonstration basis.
- C. Optional accessories necessary for the basic use of equipment shall be included in the base bid. Such accessories not necessary for the basic use but deemed desirable shall be included as an alternative bid with a complete description.
- D. Each group of items or individual item, if classified in this way, shall constitute a separate bid. The Board of Education, however, may accept a combined bid for all items bid by one bidder.
- E. Delivery date is a part of the bid and must be submitted on the bid form at the time of bidding.
- F. Bidders are required to use the bid form attached for base bids. Alternate bids may be attached to the bid form.
- G. All bids shall be exclusive of applicable excise taxes. Exemption forms will be executed when necessary.

- H. All bids shall be submitted in sealed envelopes clearly marked with the words "Bid Opening", the date and time of bid opening, the bid, and the name of the bidder.
- I. In the event of discrepancies between the unit price and extension, the unit price shall prevail.
- J. Manufacturer's written guarantees shall accompany each bid. Bidders may state in writing additional guarantees which will become a part of the bid and considered in making awards.
- K. Where applicable, service facilities and convenience of service will be considered as part of the bid. When necessary, bidders shall submit evidence of ability to install adequately, service or supply the required items, and that the sale or provision of such items or services is a substantial, regular, and continuous part of the bidder's business.
- L. Where applicable, bidders shall certify that all relevant Federal, State, and local laws have been complied with.
- M. All necessary insurance certificates shall be supplied only when specifically requested.
- N. No order awarded under these specifications, or any part thereof, shall be sublet or assigned without the written approval of the Superintendent.
- O. The bidder acknowledges that by submitting a bid, the specifications and other instructions are in the bidder's opinion, appropriate and adequate for the intended purpose.

The Board of Education reserves the right to:

- A. reject any or all bids without assigning any reason therefore;
- B. be the sole judge of equivalency;
- C. waive any bid requirement in accepting or rejecting bids.

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, marital or family status, genetic information, height, weight, military status, ancestry, and or any other statutorily protect category (collectively "Protected Classes") in its programs, activities, or employment.