

Fond du Lac School District
RFP for Copier/Multifunction Copiers
December 12, 2011

1. Project Introduction

The Fond du Lac School District is seeking proposals to replace the existing copier/multifunction copiers in the nine Elementary Schools and the central copy center of the District. The District has identified the need for new equipment with additional administrative and productivity functionality. Since the district is able to utilize the state procurement contracts, any proposals must meet criteria of the contract and meet or be more cost effective than the pricing on the current Statewide Copier and Multifunctional Device Contract #15-60042-012.

2. Project Description

The District is asking copier/multifunction printer vendors (vendors) to present a solution that cost effectively provides copier/multifunction printing.

The goals for this project are as follows:

1. Make copier/network copying available to all users (from now on designated as faculty and staff)
2. Allow for users to connect to copier and copier functions from their desktops/laptops efficiently and with confidentially options
3. Provide a cost-effective solution with a reduction in operational costs (cost per copy, electrical draw, etc.)

Vendors are asked to examine the requirements found in this Request for Proposals (RFP) and formulate a response that meets the minimum requirements set forth in the RFP. Once minimum requirements have been met, vendors are encouraged to provide options for increasing functionality or reducing cost, without sacrificing reliability.

3. The District has the right to accept or reject any or all proposals. The District will make its decision based on the selection criteria outlined in the RFP. The District reserves the right to negotiate the final contract with the selected vendor.
4. All vendors interested in this RFP are invited to attend a vendor meeting on December 20 at 2:00 pm to ask technical questions of staff regarding copier/multifunction printing needs of the district.

Instructions to Proposing Vendor

RFP Schedule

- December 12, 2011 RFP is issued.
- An informational vendor meeting is scheduled for questions. Vendors who wish to submit are invited to attend. Individual meetings or phone conferences will not be held. Please be prepared to ask technical questions of the IT and building level staff during this time.

December 20, 2011, 2:00 – 3:00 pm
Parkside Elementary School
475 West Arndt Street
Fond du Lac, WI 54935

- Information Plan Due:
3 paper copies of the documents are due January 6, 2012 on or before 12:00 pm

Fond du Lac School District
Administration Center
Attn: Sue Schnorr, Director of Business Services
72 W, Ninth Street
Fond du Lac, WI 54935

Selection Criteria

Vendors may be contacted after documents are received to present designs and implementation plans. Areas used to judge viability of information include the following:

- Strength/Capability of the Vendor's Company (Depth of Services, Installations in Like Educational Facilities (size, total of services, etc.), Equipment Engineering, etc.)
- Strength of design to meet identified needs through RFP process to include design/implementation services provided as part of proposal
- Price (design, implementation planning, equipment, labor, installation, follow-up)
- Implementation Plan and Training Schedule (Viability, Timelines, Staff Availability, etc.)
- Reliable Service Structure, Equipment Maintenance, Training Services
- Ease of use by multiple users
- References (at least 3) from educational institutions of same size, needs, and successful implementation of comparable design provided
- Fond du Lac Community Connections (Locality of business, connections to other businesses in the area, community service/connections completed, etc.)

Request for Proposal Components

- *Vendor Experience* – Please describe company's experience in working with educational districts of this size and the types of projects completed. Include references as described in selection criteria and any other company background/qualifications that apply along with any Fond du Lac area community connections.
- *Vendor Contact Information* – Please list here the position, name, address, telephone number and email address of the main company contact for this RFP response.

- *Design Information*
 - Design of Proposed Copier Placement – Provide an overview of what the company’s plan is to facilitate the design of copiers to be placed in the district, network requirements, copier management, account management/setup, etc.
 - Design of Proposed Product – Provide a schematic showing the equipment and capacity of the copiers placed in the buildings. Narrative should describe the hardware features, software, warranty/maintenance, and service options of the product.
 - Cost Summary – Please provide outright purchase price, rental price if applicable and a capital lease price for a three year or four year term. Rental or lease prices should be on a per month per copier breakdown. Please indicate the interest rate charged on the lease.
 - Warranty/Maintenance/Service – Please provide a list with costs of the options available for warranty and maintenance (labor, materials, miscellaneous, etc.) Describe timeframe of services (i.e. daily, hourly, etc.) Provide a fixed cost for each labor element in your plan for a 1-year period following an accepted installation if applicable. If these costs are included in price per copy, indicate as such.
 - Exceptions and Substitutions – Please list here the company’s ability to be creative with other options that may be in the best interest of the District as it relates to this plan in the area of pricing and configuration options. Provide detail regarding the options available to the base plan that you would like to include. Be sure to include detail for cost of exceptions/substitutions.
 - Implementation Plan – Provide a timeline for implementation including the services provided by vendor and any costs associated with the implementation.

Product and Services Defined/Explained

- *Configuration/Features*
 - The District is requesting a proposal for copiers/multifunction copiers with new (not refurbished) equipment.
 - District requested minimal copier functionality and requirements found in Appendix.
- *Software Requirements*
 - All software used in this installation should be the manufacturer’s current and recommended version for the particular equipment used in the plan. Describe versions, upgrade paths, and costs for upgrades.
 - Describe copier software configuration back-up plan for proposed design.
- *Training*
 - On site training for building personnel should be included in the system price, each as a line item. The District expects to be full partners in the specific design, implementation processes, and installation. Training times and places will be determined as part of the implementation plan.
 - Manuals and operational handbooks should be included as part of the plan to District employees.
- *Warranty*
 - Warranty options must be included as a part of the plan, including all options available for extended coverage and full pricing details for each level of coverage for on an annual basis. Please price each option as a separate line item if applicable.
- *Service/Maintenance*
 - Describe the Maintenance Agreements offered by the company. Be sure to include all travel, mileage, and any other item that may impact overall maintenance cost.
 - Use this space to describe the procedure and escalation process used to report trouble in the event of a minor service issue, major service issue, and a major outage. Describe the response times for any situations described. Currently use a “decentralized” model for requesting service calls; district plans to continue this model.

Implementation Plan Defined

- *Project Timeline*

Vendor Selection	After January 6, 2012
(District may decide to allow pre-selected vendors to present information to the IT team after January 6, 2012. IF this is done, final decision will be after those presentations.)	
Project Plan Due	Negotiated with District
Installation Complete	January 31, 2012

- *Vendor Responsibilities*

- Provide all supervision, labor, construction, tools, equipment, materials, transportation, erection, storage, unloading, inspection, inventory control, and return of unused material. Whenever the RFP uses the following terms: furnish, install, provide, etc. it shall be interpreted as requiring the vendor to both furnish and install materials, unless specific provisions and/or installation of materials by the District is defined.
- Be responsible for and promptly repair any damage to the building or other property due to the carelessness of workmen. Any damage to building or property must be reported immediately to the District.
- Install all hardware in accordance with the manufacturer's specifications or local codes and ordinances whichever is more stringent.
- Conduct operational tests and record the results for acceptance purposes.
- All responsibility for subcontractors of the vendor lies with the vendor. The vendor must furnish a list of all such subcontractors and all subcontractors must carry insurance.
- The District relies upon the vendor as an expert, competent in all phases involved in producing, testing, developing, installing, modifying, altering, servicing, and integrating the equipment and or systems furnished. The vendor agrees that it will not deny any responsibility or obligation to the District on any grounds. Without limiting anything above, the District, in originating, furnishing, or approving any specifications, drawings, plan, change, schedule, or other document or part thereof, or any test report or in accepting the networks, neither accepts responsibility for nor relieves the Vendor from the performance of all terms and conditions of this RFP and any contract that may be awarded. Any such acts by the District shall not modify, impair, or abrogate any rights of the District under this RFP and any subsequent contract.

- *District Responsibilities Are To:*

- Allow the vendor's employees access to the premises and facilities at all reasonable hours during the installation with agreed upon work schedule.
- Take necessary actions to ensure the premises are dry and free from dust. Site will be in a condition that is not hazardous to the installation personnel or the materials installed.
- Provide adequate temperatures and general lighting in rooms in which the work is to be performed or the materials stored. The District waves any responsibility for any materials, tools, or equipment left on the premises after the end of a normal workday.
- Provide power as required by the vendor to serve the standard power requirements set forth by the manufacturer as necessary for proper installation.
- Make inspections when notified by the vendor of any equipment or part of the project that is ready for acceptance.

- *Cutover/Implementation*

- The final cutover schedule is to be determined by mutual agreement between the vendor and District IT staff.
- Vendor will be required to have personnel available following the cutover to assist end users with issues that they may have operating their equipment.

- *System Acceptance*
 - Vendor will provide testing and documentation of all equipment and including addressing/numbering scheme of installed equipment. Testing period will begin after completed installation and continue for the next 30 days before acceptance.
 - Demonstrate full functionality of the copiers.
 - Complete training for all system users and administrators; along with follow up training after a period of use.
 - Acceptance of each phase of the installation will require approval by District authorized individual(s) as defined in the final contract.

APPENDIX

Current Status

District Configuration (current) for Vendor Planning:

- 10 buildings (Administration Center and 9 elementary schools)
- One copier per elementary school, three copiers for the Administration Copy Center
- Systems that need to be supported: Windows XP, Windows 7 and OSX
- IP subnet schematic is designed by building

Functionality Request List

Standard Functions/Features on All Copiers (unless otherwise indicated by vendor)

- Capacity – use capacity levels of current fleet of copiers. If vendor believes other capacity and speed is appropriate and cost effective, feel free to adjust.
- Collate, staple, duplex
- 3 hole punch
- Multiple Trays
- Auto duplex/feed
- Features such as book separation, booklet-making, etc. (see chart)
- Network Printing directly from OSX, Windows XP and Windows 7
- Interruption capabilities
- Scanning to email, copier hard drive
- Job Queuing
- Bypass tray
- Input # of sheets appropriate to size of machine
- Centralized and distributed management of user account tracking
- Confidentiality copy/printing solution

Ongoing Maintenance Includes (unless otherwise indicated by vendor)

- Toner
- Service Response times (please provide average response time of the company)
- Onsite Repair
- Parts, labor, supplies, shipping and handling
- Initial Training
- Ongoing training

**Summary of District Locations with Current Equipment,
Copy Numbers, Enrollment and Staffing numbers Follows**

**Fond du Lac School District
Data for Copier Proposal**

School	Current Model	Annual Copies	Enrollment	Staff
Chegwin	Toshiba ES600	733,513	399	53
Evans	Toshiba ES600	561,054	363	49
Lakeshore	Toshiba ES600	666,577	502	45
Parkside	Toshiba ES600	476,945	323	40
Pier	Toshiba ES600	633,781	461	46
Riverside	Toshiba ES600	595,117	404	49
Roberts	Toshiba ES600	696,428	460	47
Rosenow	Toshiba ES600	614,417	449	46
Waters	Toshiba ES600	697,201	465	56

Copy Center

Colored Copier	Toshiba ES451C	500 color/1,600 black-white
Copier 1	Toshiba ES850	682,596
Copier 2	Toshiba ES850	647,724