



**Cardinal**

**Big Rapids**

<http://www.brps.org>



**Public Schools**

**Technology**



## **Request for Proposal District Copy and Print Services RFP**

Dear Vendor:

This request for proposals is to provide managed print and copy services Big Rapids Public Schools (BRPS). BRPS will be accepting proposals until 3:00 PM, ~~Wednesday, May 22, 2013~~ Tuesday, May 28, 2013. Thank you for taking part in this process. If you have any questions or require clarification, feel free to contact:

Director	Phone Number	Fax Number	Email Address
Joe Bouman	(231) 592-8503	(231) 592-3494	<a href="mailto:Jbouman@brps.org">Jbouman@brps.org</a>
Nick Scheible	(231) 796-2627	(231) 592-0639	<a href="mailto:nscheibl@brps.org">nscheibl@brps.org</a>

Sincerely,

Joe Bouman  
Technology Director  
Big Rapids Public Schools

## **Uniform Proposal Requirements**

The following pages represent the uniform requirements that must be met in order to submit bids/quotes to Big Rapids Public Schools for the equipment and installation listed.

### **1.0 Advertisement for Bids**

1.01 Big Rapids Public Schools is accepting proposals for Managed Print and Copy Services for 5 year lease period. BRPS will only accept complete and accurate bids containing all of the information requested below (as minimum requirements). Please respond to this section item by item, providing all of the required information and indicate if the bidder fully complies, does not comply, partially complies or takes exception. All responses other than “fully complies” require an explanation.

1.01 Bid review will begin at 3:00 P.M. on ~~Wednesday, May 22, 2013~~ Tuesday, May 28, 2013. All bids must be received by this time to be included in the bid opening. No late bids will be considered. Bid responses may be sent to the following address:

Big Rapids Public Schools  
Cardinal Technology Office  
ATTN: Managed Print and Copy Bid  
500 N. Warren  
Big Rapids MI 49307

1.02 Big Rapids Public Schools reserves the right to accept or reject any and all bids.

1.03 Vendors may have more than one solution that fits the scope of this project. Please feel free to submit more than 1 proposal.

1.04 It is the goal of this RFP to obtain an all-inclusive per page cost for B/W and Color copying/printing. The cost per page will be consistent regardless of what device is being used.

## **2.00 Scope of work and bid response format**

The selected vendor shall provide the following services to Big Rapids Public Schools. This section is broken up into 3 parts, Equipment, Maintenance, and Software.

### **2.1 Equipment**

Below is a list of minimum specifications for equipment needs.

#### **Big Rapids High School:**

1. Guidance Office      Current Monthly Duty Cycle: 5000 pages
  - a. Color Copier:
    - 35 PPM
    - Color Print
    - Color Copy
    - Color Scan to Email supporting PDF, TIFF, JPG
    - 11x17 (Tabloid) page size capability
    - FAX capability
    - Network attached printing functionality
    - 2000 sheet capacity plus a manual feed tray
    - Basic Finisher with Staple, Hole punch
  
2. Media Center      Current Monthly Duty Cycle: 2500 pages
  - a. Copier
    - 35 PPM
    - B/W Copy
    - Color Scan to Email supporting PDF, TIFF, JPG
    - 8.5 x 14 (Legal) page size capability
    - Network attached printing functionality
    - 500 sheet capacity plus a manual feed tray
  
3. Food Services
  - a. Copier      Current Monthly Duty Cycle: 1000 pages
    - 35 PPM
    - B/W Copy
    - Color Scan to Email supporting PDF, TIFF, JPG
    - 8.5 x 14 (Legal) page size capability
    - Network attached printing functionality
    - 1000 sheet capacity plus a manual feed tray
    - Basic finisher with Staple, Hole Punch capability

**Big Rapids New Directions High School:**

1. Administrative Office                      Current Monthly Duty Cycle: 2000 pages

- a. B/W Copier:
  - 55 PPM
  - Print
  - Copy
  - Color Scan to Email supporting PDF, TIFF, JPG
  - 8.5 x 11 (Legal) page size capability
  - FAX capability
  - Network attached printing functionality
  - 2000 sheet capacity plus a manual feed tray
  - Basic Finisher with Staple, Hole punch capability

**Big Rapids Central Office:**

1. Work Area                                      Current Monthly Duty Cycle: 6500 pages

- a. Color Copier:
  - 55 PPM
  - Color Print
  - Color Copy
  - Color Scan to Email supporting PDF, TIFF, JPG
  - 11x17 (Tabloid) page size capability
  - FAX capability
  - Network attached printing functionality
  - 3000 sheet capacity plus a manual feed tray
  - Basic Finisher with Staple, Hole punch capability

**Big Rapids Brookside Elementary:**

1. Faculty Work Area – Quantity 2 copiers  
Current Monthly Duty Cycle: Unit 1: 50000 pages  
a. B/W Copier: Unit 2: 20000 pages  
75 PPM  
Print  
Copy  
Color Scan to Email supporting PDF, TIFF, JPG  
11 x 17 (Tabloid) page size capability  
Network attached printing functionality  
2000 sheet capacity plus a manual feed tray  
Basic Finisher with Staple, Hole punch capability  
Full Duplex Capability
  
2. Administrative Office Area: Current Monthly Duty Cycle: 2000 pages  
a. Color Printer  
40 PPM B/W 40 PPM Color  
Network attached printing functionality  
8.5 x 14 (Legal) page size capability  
1000 sheet capacity plus a manual feed tray  
Full Duplex Capability

**Big Rapids Riverview Elementary:**

1. Faculty Work Area – Quantity 2 copiers  
Current Monthly Duty Cycle: Unit 1: 35000 pages  
a. B/W Copier: Unit 2: 35000 pages  
75 PPM  
Print  
Copy  
Color Scan to Email supporting PDF, TIFF, JPG  
11 x 17 (Tabloid) page size capability  
Network attached printing functionality  
2000 sheet capacity plus a manual feed tray  
Basic Finisher with Staple, Hole punch capability  
Full Duplex Capability
  
2. Administrative Office Area: Current Monthly Duty Cycle: 2000 pages  
a. Color Printer  
40 PPM B/W 40 PPM Color  
Network attached printing functionality  
8.5 x 14 (Legal) page size capability  
1000 sheet capacity plus a manual feed tray  
Full Duplex Capability

**Big Rapids Middle School:**

1. Administrative Office: Current Monthly Duty Cycle: 15000 pages
  - a. Copier:
    - 55 PPM
    - Print
    - Copy
    - Color Scan to Email supporting PDF, TIFF, JPG
    - FAX capability
    - Network attached printing functionality
    - 11 x 17 (Tabloid) page size capability
    - Network attached printing functionality
    - 2000 sheet capacity plus a manual feed tray
    - Basic Finisher with Staple, Hole punch capability
    - Full duplexing capability
  
3. Faculty Work Area – Quantity 2 copiers  
Current Monthly Duty Cycle: Unit 1: 30000 pages  
Unit 2: 35000 pages
  - a. B/W Copier:
    - 75 PPM
    - Print
    - Copy
    - Color Scan to Email supporting PDF, TIFF, JPG
    - Network attached printing functionality
    - 11 x 17 (Tabloid) page size capability
    - Network attached printing functionality
    - 4000 sheet capacity plus a manual feed tray
    - Basic Finisher with Staple, Hole punch capability
    - Full duplexing capability
  
2. Food Services Current Monthly Duty Cycle: 2000 pages
  - a. Copier
    - 35 PPM
    - B/W Copy
    - FAX
    - Color Scan to Email supporting PDF, TIFF, JPG
    - Network attached printing functionality
    - 8.5 x 14 (Legal) page size capability
    - 1000 sheet capacity plus a manual feed tray
    - Basic Finisher with Staple, Hole punch capability
    - Full duplexing capability

3. TRC Lab                      Current Monthly Duty Cycle: 2000 pages
  - a. Color Printer  
40 PPM B/W   40 PPM Color  
Network attached printing functionality  
8.5 x 14 (Legal) page size capability  
1000 sheet capacity plus a manual feed tray  
Full Duplex Capability
  
4. Facility Services            Current Monthly Duty Cycle: 2000 pages
  - a. Copier  
35 PPM  
B/W Copy  
FAX  
Color Scan to Email supporting PDF, TIFF, JPG  
Network attached printing functionality  
8.5 x 14 (Legal) page size capability  
1000 sheet capacity plus a manual feed tray  
Basic Finisher with Staple, Hole punch capability  
Full duplexing capability

### **Bus Garage**

1. Supervisor Office Area      Current Monthly Duty Cycle: 2000 pages
  - a. Copier  
35 PPM  
B/W Copy  
FAX  
Color Scan to Email supporting PDF, TIFF, JPG  
Network attached printing functionality  
8.5 x 14 (Legal) page size capability  
1000 sheet capacity plus a manual feed tray  
Basic Finisher with Staple, Hole punch capability  
Full duplexing capability

## 2.2 Maintenance

Maintenance for the equipment listed in previous section will include a minimum 8 hours x 5 days per week (M-F) services with a maximum 4 hour response time. Selected vendor will provide toner and sufficient toner stock to allow daily use of equipment.

Maintenance will also include support for classroom and lab printers currently installed at Big Rapids Public Schools. It is the vendor's choice to maintain existing printers, or replace our existing printers with up to date equivalent printers that may require less maintenance. Below is a list of printers currently at Big Rapids Public Schools in need of maintenance services.

High School:	Monthly Duty Cycle (MDC)
Guidance Office – Lexmark X466	Page count less than 1000 MDC < 100 pages
Guidance Office – Xerox Phaser 3600	Page count 27000 MDC < 1000 pages
Room 233 – HP 3015	Page count 8640 MDC < 400 pages
Room 318 – HP 3015	Page count 152,721 MDC 5000 pages
Room 333 – HP 3015	Page count 10,609 MDC < 300 pages
Media Center – Xerox 3600	Page Count 69,000 MDC 2000 pages
New Directions High School:	
Lab 1 – HP 4100	Page Count 300,000 MDC < 1000 pages
Lab 2 – HP 4014	Page Count 163,057 MDC 2500 pages
Central Office	
Payroll Office – HP 4250	Page Count 108,688 MDC < 1000 pages
Curriculum Director – Xerox 3250	Page Count 10,263 MDC < 200 pages
Accounts Payable – HP 1606	Page Count 8,463 MDC < 2000 pages



Brookside Elementary School  
Office – Lexmark X466

Computer Lab – HP 3005P

Page Count less than 1000  
MDC < 100 pages  
Page Count 55,497  
MDC 1200 pages

Riverview Elementary School  
Office – Lexmark X466

Computer Lab – HP 3015P

Page Count less than 1000  
MDC < 100 pages  
Page Count 9,444  
MDC < 1000 pages

Big Rapids Middle School  
TRC Lab – Lexmark X466

Room 25 – HP 3005DN

Room 6 – HP 3005DN

Page Count less than 1000  
MDC < 100 pages  
Page Count 125,571  
MDC < 200 pages  
Page Count 25,113  
MDC < 200 pages

## **2.3 Software**

Printer management software shall also be included as part of the overall cost proposal. Included software will provide the following capabilities for all printing and copying:

1. Secure Printing – An optional setting, allowing the person submitting the print job the ability to release the print job to the specified printer.
2. Accounting – Ability to integrate with Microsoft Active Directory user accounts (via native, ldap, or other means), allowing the ability to set printing and copying limits, audit printing use, and provide reports as needed to efficiently use printing and copying resources.
3. Mobile Printing capabilities – Vendor Printer management software or features within the new equipment specified must provide the capability to allow mobile devices (Apple-IOS, Android, and Chrome books) the ability to print to the new devices.

### **3.0 General Provisions**

These specifications set forth conditions, and include the equipment to be provided, and certain methods to be employed to provide a level of service to maintain equipment.

#### 3.01 Submittals

- 3.01.1 Consideration of alternate responses shall be solely at the discretion of BRPS.
- 3.01.2 After review of the submittals, BRPS will determine acceptability of alternate proposals.
- 3.01.3 Please provide 3 references, preferably K12 districts with a similar configuration as BRPS in the state of Michigan.
- 3.01.4 Please include any additional information you feel appropriate that would assist us in making our decision.

#### 4.0 Evaluation of Bids

- 4.01 BRPS will evaluate bids, and make a decision as quickly as possible based upon the following criteria:

- Vendor reputation
- References
- Pricing
- Accuracy of bid submittal
- Quality of Equipment