

ATTACHMENT XI-H

ATTACHMENT XI-H:	Approval of Request for Proposal for Copiers
Recommended Action:	Move to approve the Request for Proposal for Copiers
Recommended Action:	Approve as presented.

We are requesting approval for the attached Request for Proposal (RFP). The purpose of this RFP is to obtain quotes for multi-function copier equipment and services. Currently North Boone is under contract with RK Dixon and Xerox that is set to expire on June 2021. The RFP is looking for new machines on a 60 month contract with similar functionality. We will be looking to add one small copier for the technology department.

Next Steps:

1. RFP opens on March 17th and closes on April 8th
2. Copier proposal will be brought to the April or May Board Meeting for approval
3. New copiers will be delivered in July
4. Training for staff will happen in August if necessary

Request for Proposals

Digital Multi-Function Devices

Background

North Boone Community Unit School District 200 (“the District”) seek proposals to replace new leased digital multi-function copiers.

Issue Date: March 17, 2021

Due Date: Thursday, April 8, 2021

Proposals received after the due date will not be considered.

Guidelines & Mandatory Requirements for Proposals

The purpose of this RFP is to obtain quotes for multi-function copier equipment and services.

The District reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The District reserves the right to request clarification of information from any vendor or to request supplemental material deemed necessary to assist in the evaluation of any proposal. The District reserves the right to effect any agreement deemed by the District to be in their best interests. This RFP does not obligate the District to accept or contract for any expressed or implied services.

At least 5 references should be submitted by each responder. Evaluation of responses will be conducted by the District and will include evaluation of references, pages per minute for equipment proposed, price, service and other criteria.

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 ($8\frac{1}{2} \times 11$), legal ($8\frac{1}{2} \times 14$) 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 and scan to email using pdf format. (only seven copiers will be receiving faxes, but all copiers need to have the capabilities)
12. One copier shall have a booklet finisher including magazine fold capability.
13. At least one copier shall print in color.
14. At least one copier shall be capable of a tri-fold option.
14. All digital copiers/printers shall have a high capacity paper tray.
15. All copiers/printers will have the ability to release prints through an HID “fob” reader.

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 separate. 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. Bandwidth speeds are capable of up to 1000 Mbps; depending upon location.
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 not a requirement but RFP's with this capability will get additional consideration. 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 device's browser management interface will be completely HTML5 compliant. Additional browser plugins/extensions (e.g. Java) will not be required to access the interface or to enable functionality. The remote management interface will grant access to all configuration settings and logs, as well as to maintenance tasks like shutdown/reboot and applying firmware updates to the device.
6. The responder shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, surge protection, etc.
7. Web based printer management software for centralized control of all devices will be provided to District by responder.
8. All proposed equipment will be guaranteed to not interfere with any networked device of any kind currently installed within the District.
9. 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.
10. Additional consideration will be given to bids that contain printers/copiers that are compatible with HID Prox card format H10302 and can communicate with an external source, either through a plugin or LDAP, for secure print validation. Details on how this integration would be established will be provided by responder.

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. The Responder shall maintain a minimum average rate of 97% uptime per copier/printer per calendar quarter with 6 hour response to service calls. The average uptime rate is based upon the number of business days per calendar quarter, excluding District's recognized holidays.
4. 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.
5. Initial training of the District's personnel shall be conducted upon equipment installation and at no cost to the District.
6. At any point during the contract the district can request a new copier if one is not performing to the district's needs. The replacement copier will not be refurbished.
7. 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).

Submission Information and Important Dates/Time

Contact Person & Questions

Bid documents and specifications for North Boone School District will be on file at the school district office or may be obtained by contacting the Business Manager.

Melissa Geyman, Director of Business Services, CSBO
North Boone Community Unit District # 200
6248 N. Boone School Rd.
Poplar Grove, IL 61065
E: mgeyman@nbcusd.org
P: 815-765-3322

Proposal Submission

The school district will receive a sealed bid for copy machine services for North Boone District # 200. Bids will be received by 1:00 p.m. local time, April 8th, 2021 at which time all bids will be publicly opened and read aloud. All bids shall be submitted at the district office of North Boone School District # 200, 6248 North Boone School Road, Poplar Grove IL 61065.

Deadline (Date and Time) Proposals are due on or before 1:00 p.m. on Thursday, April 8, 2021. *Submittals received after this time will be rejected. The submitting company assumes the risk of any delay in the mail or in the handling of the mail.*

Decision

The District shall be the judge of the acceptability of the proposed system and the system's conformance with the specifications provided in the attached RFP.

Exhibit #1

North Boone Recommendations	
Device	Quantity
45 PPM	1
55 PPM	15
75 PPM	1

North Boone CSD 200

Location/ Department	Device	Avg Mo Vol: May 2020		Avg Mo Vol: June 2019		Avg Mo Vol: June 2018		Avg Mo Vol: Jun 2017	
		Mono	Color	Mono	Color	Mono	Color	Mono	Color
District Office									
Wrk Area	Xerox 5955APT2 WorkCentre	6,212	n/a	5,611	n/a	6,592	n/a	8,307	n/a
North Boone High School [9-12]		478 students		503 students		503 students		528 students	
Main Office	Xerox 5875APT WorkCentre	28,863	n/a	31,591	n/a	31,503	n/a	25,825	n/a
Library	Xerox 5955APT2 WorkCentre	22,052	n/a	34,034	n/a	38,049	n/a	32,622	n/a
Guidance Office #117	Xerox 7845PT WorkCentre	4,816	2,768	7,838	4,702	6,534	4,079	7,692	2,420
Wrk Rm #227	Xerox 5955APT2 WorkCentre	40,240	n/a	48,818	n/a	40,064	n/a	50,654	n/a
Total Avg Mo Vol:		95,972	2,768	122,282	4,702	116,151	4,079	116,793	2,420
North Boone Middle School [7-8]		266 students		226 students		226 students		288 students	
Main Office	Xerox 5955APT2 WorkCentre	27,431	n/a	22,997	n/a	21,329	n/a	18,436	n/a
Wrk Rm #11	Xerox 5955APT2 WorkCentre	22,695	n/a	31,301	n/a	26,551	n/a	32,365	n/a
Total Avg Mo Vol:		50,126		54,298		47,880		50,801	
North Boone Upper Elementary School [5-6]		243 students		274 students		274 students		233 students	
Main Office	Xerox 5955APT2 WorkCentre	19,358	n/a	18,973	n/a	23,195	n/a	18,561	n/a
Wrk Rm	Xerox 5955APT2 WorkCentre	20,740	n/a	29,558	n/a	32,706	n/a	34,573	n/a
Total Avg Mo Vol:		40,098		48,531		55,901		53,134	
Manchester Elementary School [K-4]		161 students		164 students		164 students		167 students	
Main Office	Xerox 5955APT2 WorkCentre	10,064	n/a	12,024	n/a	10,434	n/a	11,066	n/a
2nd Flr Wrk Rm	Xerox 5955APT2 WorkCentre	33,273	n/a	29,668	n/a	30,364	n/a	28,101	n/a
Total Avg Mo Vol:		43,337		41,693		40,798		39,167	
Poplar Grove Elementary School [K-4]		273 students		275 students		275 students		285 students	
Office Wkr Rm #101	Xerox 5955APT2 WorkCentre	29,036	n/a	29,460	n/a	38,374	n/a	37,644	n/a
Multipurpose Rm	Xerox 5955APT2 WorkCentre	13,270	n/a	20,014	n/a	17,136	n/a	14,937	n/a
2nd Flr Hallway	Xerox 5955APT2 WorkCentre	20,931	n/a	22,731	n/a	19,855	n/a	26,175	n/a
Total Avg Mo Vol:		63,238		72,204		75,365		78,756	
Capron Elementary School [Pre-K - 4]		185 students		189 students		189 students		209 students	
Main Office	Xerox 5955APT2 WorkCentre	14,745	n/a	12,327	n/a	12,118	n/a	13,483	n/a
Work Rm #1	Xerox 5955APT2 WorkCentre	28,435	n/a	31,068	n/a	27,986	n/a	27,309	n/a
Total Avg Mo Vol:		43,180		43,396		40,104		40,791	
District Total Avg Mo Vol:		342,162	2,768	388,013	4,702	382,791	4,079	387,749	2,420
District Annual Mo Vol:		3,434,046	27,683	3,891,353	47,021	3,841,092	40,790	3,894,106	24,200

Student population gathered from IL State Report Card website