Multifunction Copier/Print Request for Proposal

Batavia Public School District 101 (the “District”) is seeking proposals from qualified vendors to provide and maintain a fleet of document processing equipment. This will be a single phase project to replace/maintain all of the District’s copier/printer fleet. The selected vendor will provide the District with a replacement plan of industry recognized multifunction copy/scan/print devices capable of reliably performing all common functions.

Overview

Batavia Public School District 101 is located in Batavia, IL. The District is composed of 1 high school, 1 middle school, 6 elementary schools, 1 maintenance facility, and 1 administrative center. There are approximately 6,000 students and 800 staff members throughout 350 classrooms. Every student has a school-issued device.

The District currently leases Ricoh copiers. There are currently 26 machines in the district. Batavia High School has three 8100’s, one 6002SP, and one 5503. Rotolo Middle School has three 8100s and one 6002SP. Each of the six elementary buildings has one 8100 and one 6002SP. These copiers are also used as low cost print stations. Additionally there are approximately 110 single use function printers run from a centralized print server.

The District currently provides all a minimum of 1 Gbps of bandwidth to every location. All District buildings are connected by leased fiber at a speed of 40 Gbps.

Proposal Requirements

Vendors must submit a proposal for a solution that replaces the entire copy/print fleet. The proposal must clearly include separate pricing for the following:

1. Quantity, description, and total cost of the equipment
2. Per unit costs of solution with options to increase/decrease to meet needs at the District’s discretion
3. Monthly service cost on a per copy/print basis
4. Provide “follow me” printing environment with RFID two factor
5. Secure Google integration
6. Print management software
7. Document archiving system (optional)
Proposal options the District will consider:

A. Buyout of the current Ricoh leased copier equipment (see overview above).
B. Removal and responsible disposal/recycle of all of the single function laser printers (approximately 110).
C. A three or five-year lease/purchase of the equipment including the assumed interest rate [Prices shall be based on a 36 or 60-month Fair Market Value (FMV) lease.]

SPECIFICATIONS

General

1. This document is a Request for Proposal (RFP), not an Invitation to Bid. Illinois School Code law 5/10-20.21 exempts the purchase of duplicating machines and their supplies to be awarded as a sealed Invitation to Bid.
2. The RFP will be awarded by the District to the vendor whose proposal is determined to be the most advantageous to the District, taking into consideration the evaluation factors set forth in this RFP. The award of this RFP will be based on the following criteria:
   a. Equipment
   b. Prior experience with vendor
   c. References
   d. Lease price of equipment
   e. Financial standing of company
3. There will be an optional meeting to field questions regarding this project at 335 W. Wilson Street, Batavia, IL on Tuesday, September 19, 2017 from 10:00 a.m. to 11:00 a.m.
4. All other questions must be submitted via email to the address below. Answers will be by email only, responding to all vendors. Questions must be submitted by September 22, 2017.
5. RFP shall be submitted on or before 10 a.m. on October 6, 2017 to Don Seawall, Director of Information Services, 335 W. Wilson Street, Batavia, IL 60510.

Guidelines and Mandatory Requirements

1. Incomplete or late proposals will not be considered. Oral, telephone, or fax transmitted proposals will not be accepted.
2. The District is a tax-exempt organization; proposals should not include sales or excise taxes.
3. Prices quoted shall include all charges for packing, transportation, delivery, setup and training to the locations designated on the proposal.

4. All proposals will be considered firm for a period of ninety (90) days from the date the proposal is due.

5. The District reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is considered to be in its best interests. Any such decision shall be considered final.

6. The District anticipates awarding this project in its entirety to one vendor. However, the District reserves the right to split the award of this project.

7. Proposals may not be withdrawn or modified in any way by the Vendor without the written approval of the District. All vendors will be bound by math calculations, misquotes, or mistakes of any kind once the proposal has been opened.

8. A minimum of five references must be included, but the District will accept and consider as many references as each vendor provides. References must be current customers of similar size using similar type of machines that include maintenance contracts.

Service, Maintenance, and Supply Requirements

Service
1. Four-hour response time to service calls placed during District hours (7:30am to 4:00pm) with one-hour response if all copiers are out of service in a single location
2. One-hour confirmation of service call receipt
3. One-business day maximum downtime for equipment
4. No cost equipment moves and relocations (5-day advance notice)

Service Management
1. Centralized equipment monitoring and management system
2. Ability to initiate service via web and phone
3. Email confirmation acknowledging receipt of service requests
4. Detailed logs of service within 1 week of service
5. Escalation path provided by vendor when service is not satisfactory

Service Conduct
1. Vendor personnel must comply with all District policies regarding employee conduct while on District property
2. Vendor personnel must be factory trained, uniformed, and clearly identified with an ID badge
3. Vendor personnel must fully cooperate with District personnel in the timely resolution of requests.

4. The District is not responsible for any tools, computers, equipment, or personal items brought onto campus by vendor personnel.

5. All copies or “clicks” made by the Vendor in the performance of their maintenance duties must be exempt from the District’s overall cost.

Supply Capabilities

1. Monitoring and management system should, at a minimum, allow for remote monitoring and possible automatic reordering of consumables.

2. Technicians must carry ample parts inventory to return all MFD equipment to service within one business day after commonly occurring failures or malfunctions.

3. Parts supply/warehouse must be in close proximity with the ability to overnight parts at no cost to the District.

4. Parts and consumables such as staples, will be supplied upon request by District personnel within one business day and the Vendor will supply all contact information and instruction necessary to place such orders.

Printing Accounting System

1. Allow the District to monitor printing/copying across the District.

2. Allow for user quota management.

3. Full integration with Microsoft Active Directory and Google Cloud Identity and Access Management (IAM) for authentication on each device.

4. Each device shall have an HID card reader for user authentication. The District uses 1 3.56 MHz iCLASS Card with "contactless" Smart Chip and Antenna for the prox card. This is HID’s part number #2000PGGMN and the standard configuration is 26bit.

5. Secure “follow me” printing that allows users to print to a shared print queue, roam and release their print job from any enabled output device.

6. Full integration of Google Cloud Print services.

Device Specifications

All MFPs shall be newly manufactured with no used or refurbished parts. The District would like to reduce single use printers, create a centralized printing environment using a combination of color, high, and lower capacity multifunction copy and print devices. Each District building should have a minimum of one color unit, one high capacity unit, and one lower capacity unit. Device recommendations as well as quantity shall be based on a recommended monthly volume that meets the information provided in Exhibit A. Vendors must provide ‘optimum volume range’, and ‘recommended
average monthly volume’ with the number of service calls expected per year at the specified volume. This information must be included for each proposed model and come directly from the equipment manufacturer. Please refer to Exhibit A: Locations and Average Copy/Print Volumes for current location devices and volumes.

The proposed equipment shall, at a minimum, meet the following requirements:

1. All MFPs shall be newly manufactured with no used or refurbished parts.
2. All MFPs shall produce a minimum of 55 pages per minute for standard letter-sized paper. The design should consider device capacity and volume (higher/lower device usage stations) at each location.
3. All MFPs shall have the ability to cue a job requiring resources while allowing subsequent jobs to process around it. (Also known as a print around capability).
4. All MFPs shall have the ability of reducing and enlarging documents in preset increments.
5. All MFPs are to include a high capacity paper deck and high capacity document feeder.
6. All MFPs must have scan-to-email capability.
7. All MFPs must have Google single sign on.
8. All MFPs must have LDAP support.
9. All MFPs must have a minimum 250GB hard drive.
10. All MFPs must have 11x17 copy/print size.
11. High capacity/color MFPs must have a minimum of 3,500 sheet paper feed capacity.
12. High capacity/color MFPs must have a minimum of scan speeds of 240ipm.
13. High capacity MFPs are to include finishing for collating, stapling, and 3-hole punch.
14. At least one duplicating machine at each location shall have dual head/single pass scanners capable of scanning at speeds of 200ipm (duplex), and be capable of color scanning.
15. All MFPs shall have the capability of restricting user access by the use of security codes, and shall provide a secure print option.
16. All MFPs must provide toner level alerts.
17. At least one duplicating machine in each location shall have the ability to load while running.
18. At least one duplicating machine in each location shall have the capability of handling up to 11” x 17” size paper, as specified in Exhibit A. In addition, MFPs shall have the capability of handling copy paper of standard weight (20 lb.) through cover paper (65 lb.) and easily handle color paper.
19. At least one MFP per building must include fax capability.
Delivery & Training

1. Completed delivery is defined as the complete MFPs with all options ordered, in the location of final use as specified.
2. Primary staff training is to be completed no later than one week following delivery and installation.
3. Ongoing, additional training shall be available to the District throughout the duration of the agreement, at no additional cost to the District.
4. Final payment will not be made until all MFPs are in place and training has occurred at each of the District’s locations.
## Exhibit A: Locations and Average Copy/Print Volumes

<table>
<thead>
<tr>
<th>Location</th>
<th>Copiers</th>
<th>Single Use Printers</th>
<th>Estimated Average Monthly Copy/Print Pages</th>
<th>Estimated Average Single Use Print Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Gustafson Elementary School</td>
<td>4</td>
<td>8</td>
<td>123,400</td>
<td>44,233</td>
</tr>
<tr>
<td>Batavia High School (Color)</td>
<td>1</td>
<td>2</td>
<td>4,287</td>
<td>N/A</td>
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<tr>
<td>Batavia High School (Black &amp; White)</td>
<td>5</td>
<td>43</td>
<td>496,713</td>
<td>230,167</td>
</tr>
<tr>
<td>Grace McWayne Elementary School</td>
<td>2</td>
<td>6</td>
<td>85,455</td>
<td>31,288</td>
</tr>
<tr>
<td>H. C. Storm Elementary School</td>
<td>2</td>
<td>8</td>
<td>91,102</td>
<td>36,935</td>
</tr>
<tr>
<td>Hoover Wood Elementary School</td>
<td>2</td>
<td>5</td>
<td>107,879</td>
<td>44,129</td>
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<tr>
<td>J. B. Nelson Elementary School</td>
<td>2</td>
<td>6</td>
<td>109,393</td>
<td>40,226</td>
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<tr>
<td>Louise White Elementary School</td>
<td>2</td>
<td>9</td>
<td>106,024</td>
<td>41,024</td>
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<tr>
<td>Maintenance Facility</td>
<td>1</td>
<td>N/A</td>
<td>2,136</td>
<td>N/A</td>
</tr>
<tr>
<td>RJAC (Color)</td>
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<td>N/A</td>
<td>8,121</td>
<td>N/A</td>
</tr>
<tr>
<td>RJAC (Black &amp; White)</td>
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<td>N/A</td>
<td>16,577</td>
<td>N/A</td>
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<tr>
<td>Rotolo Middle School</td>
<td>4</td>
<td>22</td>
<td>359,267</td>
<td>161,767</td>
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