

**Ballard Community School  
Copier Replacement  
July 2021**

**REQUEST FOR PROPOSAL**



## Section 1

### 1.1 Introduction

The purpose of this Request for Proposal (RFP) is to solicit quotes from experienced firms in order to establish a contract for Multifunction Units (MU) for the Ballard Community School District.

The MU contract has the following goals and objectives:

- a. Provide a one Vendor solution for all copy needs of the Ballard Community School District.
- b. Uniformity of copying equipment throughout the entire Ballard Community School District.
- c. Achieve a greater level of staff training for more efficient utilization of equipment.
- d. Provide Ballard Community School District with the ability to manage the cost of copying with the option of a central management software.
- f. The Copier solution shall have the ability to work with the Ballard Community School District server to incorporate existing network USER accounts.

#### RFP Timeline

Event	Date
1. RFP Distribution to Vendors	2/1/2021
2. Proposal Due Date	3/1/2021
3. Anticipated decision and selection of Vendor(s)	3/23/2021
4. Finalize equipment placement/order	4/1/2021
5. Target equipment installation	7/1/2021

Ballard Community School District reserves the right to revise the above timeline.

#### Technical Contact

Any questions concerning technical specification should be directed to:

Name	Dave McGill
Address	509 N Main Ave. Huxley, IA 50124
Phone	515.597.2811
Email	dmcgill@ballard.k12.ia.us

#### Contractual Contact

Any questions regarding contractual terms and conditions or proposal format should be directed to:

Name	Dave McGill
Address	509 N Main Ave. Huxley, IA 50124
Phone	515.597.2811
Email	dmcgill@ballard.k12.ia.us

## **Section 2**

### **2.1 Vendor Questions**

Vendor questions will be allowed up until 3:00pm on 2/19/2021. Vendor questions must be submitted, in writing (e-mail). An official written Ballard Community School District response will be provided to all known participating Vendors for questions received by this deadline. Questions must reference the section number and page number of this document.

Unreferenced questions or clarifications will not be addressed. Verbal responses to questions will be considered unofficial and non-binding.

### **2.2 Delivery of Responses**

Vendors must submit a virtual copy of their responses by 3:00pm on or before 3/1/2021 to:

Dave McGill: [dmcgill@ballard.k12.ia.us](mailto:dmcgill@ballard.k12.ia.us)

Responses arriving after the deadline will be returned to their senders. A postmark by that time is not acceptable. Vendors assume all responsibility for the mode of dispatch selected.

### **2.3 Cost of Response Preparation**

Ballard Community School District will not reimburse Vendors for any costs associated with preparing or presenting a Response to this RFP.

### **2.4 Response is Property of Ballard Community School District**

All materials submitted in response to this RFP become the property of Ballard Community School District. Ballard Community School District reserves the right to use any of the ideas presented in any material offered. Selection or rejection of a response does not affect this right.

### **2.5 Proprietary or Confidential Information**

Any Information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire response or entire sections of the response as proprietary or confidential will neither be accepted nor honored. Ballard Community School District will not accept responses where pricing is marked proprietary or confidential.

### **2.6 Waive Minor Administrative Irregularities**

Ballard Community School District reserves the right to waive minor administrative irregularities contained in any Vendor Response. Additionally, Ballard Community School District reserves the right, at its sole option, to make corrections to Vendors' Responses when an obvious arithmetic error has been made in the price quotation. Vendors will not be allowed to make changes to their quoted price after the Response submission deadline.

## **2.7 Errors in Response**

Vendors are liable for all errors or omissions contained in their Responses. Vendors will not be allowed to alter Response documents after the deadline for Response submission. Ballard Community School District is not liable for any errors in Vendor Responses. Ballard Community School District reserves the right to contact Vendor for clarification of Response contents.

In those cases, where it is unclear to what extent a requirement or price has been addressed, Ballard Community School District may, at its discretion and acting through the Technical Contact, contact a responding Vendor to clarify specific points in the Response submitted. However, under no circumstances will the responding Vendor be allowed to make changes to the proposed items after the deadline stated for receipt of Responses.

## **2.8 Amendments/Addenda**

Ballard Community School District reserves the right to change the RFP Timeline or other portions of this RFP at any time. Ballard Community School District may correct errors in the solicitation document identified by Ballard Community School District or a Vendor. Any changes or corrections will be by one or more written amendments(s), dated, and attached to and made a part of this solicitation document. All changes must be authorized and issued in writing by the Contractual Contact.

## **2.9 Right to Cancel**

Ballard Community School District reserves the right to cancel or reissue this RFP at any time without obligation or liability.

## **2.10 No Best and Final Offer**

Ballard Community School District reserves the right to make an award without further discussion of the Response submitted; i.e., there will be no best and final offer procedure associated with selection of a MU solution and Vendor relationship. Therefore, Vendor's Response should be submitted on the most favorable terms that Vendor can offer.

## **2.11 No Costs Chargeable**

No costs chargeable to the proposed contract resulting from the RFP may be incurred before receipt of its fully executed contract.

## **2.12 No Obligation to Buy**

Ballard Community School District reserves the right to refrain from contracting with any and all Vendors. Neither the release of this solicitation document nor the execution of a resulting Contract obligates Ballard Community School District to make any purchases or enter into any contracts.

## **2.13 Withdrawal of Response**

Vendors may withdraw a Response that has been submitted at any time up to the Response due date and time (see RFP Timeline). To accomplish Response withdrawal, a written request signed by an authorized representative of Vendor must be submitted to

the Contractual Contact. After withdrawing a previously submitted Response, Vendor may submit another Response at any time up to the Response submission deadline.

## **Section 3**

### **3.1 Proposal Submission**

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to Ballard Community School District in terms of cost, functionality, cost containment and other factors as specified elsewhere in this RFP.

Ballard Community School District reserves the right to:

- Reject any and all offers and discontinue this RFP process without obligations or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for Ballard Community School District evaluation of the Vendor's proposal.

In order to address the needs of this procurement, Ballard Community School District encourages Vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for copying and printing solutions being provided under this RFP. Ballard Community School District will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, and
- A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between Ballard Community School District and the selected Vendor(s).

## **Section 4**

### **4.1 Terms/End of the Contract**

Ballard Community School District is looking for a Copier lease and service contract. Upon conclusion of the contract, it shall be the Vendor's responsibility to package and ship the equipment back to the leasing company at the Vendor's expense. The Vendor agrees to hold Ballard Community School District harmless from any liability associated with packaging and shipment of equipment either at the commencement of a MU contract or upon conclusion of a contract.

### **4.2 Cost**

Ballard Community School District desires that the proposed costs associated with a Copier contract be broken down by cost of equipment (expressed as a total monthly lease payment for equipment and software. Any and all costs (including toner shipping, current device return shipping, handling, fuel surcharges, applicable taxes and other fees) must be included in this pricing. No response that has an alternative pricing scheme will be accepted. All pricing shall be held constant during the term of the contract.

### **4.3 Delivery, Setup and On-going Training**

The Vendor will be responsible for the delivery, unpacking and setup of the equipment. The Vendor will also dispose of any and all packing materials. The Vendor will also aid the Ballard Community School District technology staff in the network integration of the equipment into the network. The Vendor will coordinate with the Ballard Community School District technology department for access to buildings and placement of the equipment. The Vendor shall also provide initial training for successful equipment usage, and ongoing training to Ballard Community School District Staff annually at the discretion of the Ballard Community School District.

### **4.4 Equipment Specifications**

Minimum equipment specifications and quantities of each are noted below. The page per minute (PPM) is the minimum page per min requirement. Exceeding the minimum PPM is acceptable. All devices must be set up with PaperCut. See equipment specifications below.

**Device A: 5 devices**

- 55ppm B/W
- Scan 280 ipm Auto Duplex
- (2) 500 Sheet Paper Trays
- (1) 2,500 Sheet Large Capacity Paper Tray
- 150 Sheet Manual Bypass
- 50 Sheet Staple + Saddle Stitch Finisher
- 2/3 Hole Punch Kit
- HID Card Reader

**Device B: 4 Devices**

- 55ppm B/W
- Scan 280 ipm Auto Duplex
- (2) 500 Sheet Paper Trays
- (1) 2,500 Sheet Large Capacity Paper Tray
- 150 Sheet Manual Bypass
- 50 Sheet Staple + Saddle Stitch Finisher
- 2/3 Hole Punch Kit
- Analog Fax Kit
- HID Card Reader

**Device C: 1 Device**

- 45ppm B/W
- 45ppm Color
- Scan 280 ipm Auto Duplex
- (2) 500 Sheet Paper Trays
- (1) 2,500 Sheet Large Capacity Paper Tray
- 150 Sheet Manual Bypass
- 50 Sheet Staple + Saddle Stitch Finisher
- 2/3 Hole Punch Kit
- Analog Fax Kit
- HID Card Reader

**PaperCut:**

Ballard Community School District has implemented PaperCut MF software to comply with this district's goals and objectives for cost management. All bid equipment must be able to setup, connect, and work within PaperCut parameters including secure print release; mobile printing; the ability for HID card authentication as well as PaperCut Integrated Scanning.

**Brief Description of Integrated Scanning for PaperCut:**

PaperCut Integrated Scanning provides a secure, consistent, and easy way for users to scan documents to: their own email address; their home folders; as well as cloud storage destinations including: Google Drive; OneDrive for Business; OneDrive; Dropbox for Business; Dropbox Personal; and Box. This feature also can provide scan actions that can be pushed to a copier by group policy to allow scan to searchable PDF as well as Scan to Word.

Because this District uses HID Cards for authentication at the copiers, all bids must include card readers.

All proposals must also include PaperCut support for the 48 month term of the contract.



## **4.5 Condition of Equipment**

All equipment proposed for this RFP shall consist of new current model equipment only. Final negotiation with selected Vendor may incorporate refurbished equipment at Ballard Community School District's discretion.

## **Section 5 - Vendor Response Requirements**

### **5.1 Detailed Hardware**

The Vendor will provide the exact make, model and specifications of each proposed device including retail purchase price. It will be the responsibility of the Vendor to make all documentation of the device's serial number (or other identification) available to Ballard Community School District Staff.

### **5.2 Price**

The Vendor shall provide pricing details as follows:

- Total Monthly Equipment Payment (All Equipment/Software only) for a 48-month term.

### **5.3 Compliance Requirements**

The Vendor shall provide an acknowledgement of all requirements in the RFP and their responses.

### **5.4 Company Overview**

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.) Dun & Bradstreet Number, address, main telephone number, toll-free numbers, and facsimile numbers.
- Key service contact name, title, address, direct phone numbers and email address.
- Person authorized to contractually bind the organization for any proposal in response to this RFP.
- Brief history, including year established.
- Products that the company is trained to service.

### **5.5 References**

Please provide three (3) references of customers where you have similar contracts. Provide company name, contact name, email address and phone number.

## **Section 6**

### **6. Award of the RFP**

The award of the RFP will be based on the following criteria:

- Ability to print from IOS and Chrome/Chromebooks

- Monthly lease price
- Vendor's reputation and service history
- Equipment and quality of equipment proposed
- References
- Security and functionality of the proposal
- Meeting of requirements
- Overall solution's ability to comply with Ballard Community School District goals and objectives for cost management.