



REQUEST FOR PROPOSALS

NETWORKED PRINTER FLEET

CENTRAL POINT SCHOOL DISTRICT #6
300 ASH STREET
CENTRAL POINT, OR 97502
Telephone: 541-494-6213
Facsimile: 541-664-1637

Due Date & Time
Friday, April 15th, 2022 10:00 am

**CENTRAL POINT SCHOOL DISTRICT #6
CENTRAL POINT, OR
REQUEST FOR PROPOSALS (RFP)
NETWORKED PRINTER FLEET**

Proposals Due by 10:00 am, Friday, April 15, 2022

Notice is hereby given that Central Point School District #6 (District) is requesting proposals for networked printer fleet services/lease. The agreement will commence in August, 2022 at the conclusion of our current contract. This agreement will be for a term of thirty-six (36) months with an option of up to three (3) one-year renewals.

Please read the following RFP carefully and provide all requested information.

The request for proposals can be downloaded from <https://www.district6.org/>. It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent.

When submitting your response to this RFP the attached Equipment Requirements worksheet **MUST BE USED**. Please enter information into the highlighted cells.

The District's Controller must receive a pdf containing a complete proposal by email to matt.price@district6.org no later than 10:00 am April 15, 2022. Proposals received after the designated time and date will not be considered.

Matt Price
District Controller

I. BACKGROUND

The Central Point School District #6 (District) is located in Southern Oregon. It has a total enrollment of approximately 5,000 students.

The District currently consists of Crater High School (Crater Renaissance Academy, Crater Academy of Health & Public Services, Crater School of Business, Innovation & Science), Scenic Middle School, Hanby Middle School, Sams Valley Elementary, Patrick Elementary, Mae Richardson Elementary, Jewett Elementary, Central Point Elementary, and Rogue Primary School (opening Fall 2022).

II. GENERAL INFORMATION

Proposals should be electronically submitted and prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on the completeness and clarity of the content. Failure to respond to any or all requested information may result in disqualification by the District.

The award of this contract will be made by the District on the basis of the proposal, which is in the District's sole and absolute judgment and will best serve the interests and needs of the District.

Questions, interpretations, or clarifications of the RFP must be requested in writing at least 3 days prior to the closing date. Direct all questions to Matt Price, District Controller, at matt.price@district6.org. Unauthorized contact regarding the RFP with other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding.

The District will not be liable for any errors in the Proposers proposals. Proposers will not be allowed to alter proposal documents after the deadline for proposal submission.

The release of this RFP does not obligate the District. The District reserves the right to refrain from contracting with any and all Proposers.

III. SCHEDULE OF EVENTS / DATES

ACTION	DATE
Issue Proposal	April 1, 2022
Proposals Due	April 15, 2022
RFP Committee to Review Proposals	The week of April 18, 2022
Finalist Interviews (if necessary)	The week of April 25, 2021
Selection and Intent to Award	Completed by April 29, 2022

IV. PROPOSAL SUBMISSION REQUIREMENTS

1. Agency Information and Experience
 - a. Describe your agency. Share a brief profile of your experience and services.
 - b. Provide a list of current school district customers where you have equipment installed and provide contact information for at least three as we may check references.
 - c. Identify the primary point of contact for the District.
 - d. All contractors must be factory authorized dealers, please provide proof from manufacturer.
2. Equipment
 - a. Complete "Equipment Requirements" spreadsheet.
 - b. Manufacturer's specifications must accompany bid for each model printer being considered.
 - c. This proposal covers the lease of NEW laser printers only. No used or refurbished printers will be considered. Accordingly, all supplies and replacement parts must be original manufacturer equipment.
 - d. All equipment must be equipped with single unit surge suppression and supplied as part of the base monthly charges (if required by manufacturer).
 - e. Contractor shall remove equipment at the end of placement term and within 30 days at no additional charge.
 - f. Contractor shall provide loaner printers in like for like basis for any printer that cannot be put back in operation within three (3) business days from original service call. Contractor shall respond on site to all maintenance calls within four (4) business hours, respond by phone or e-mail within one (1) hour, and a repair time of twenty-four (24) hours from response.
3. Maintenance/Service
 - a. Contractor shall provide all required services such as repairs and replacement of parts and consumable supplies (paper is responsibility of the District).
 - b. Contractor shall provide operator training on equipment and associated software at each installation at no additional cost at the time of delivery and periodically during term of placement.
 - c. Contractor shall guarantee uptime of 95% for each installed piece of equipment.
 - d. Contractor should be able to supply the district with an on-line portal to manage all aspects of the machines including service history, service requests, and other features.
 - e. Contractor shall provide system for automatic toner and supply ordering.
4. Pricing/Billing
 - a. Lease amounts and per print charge should be listed in the "Equipment Requirements" spreadsheet.
 - b. Maintenance (including supplies) will be billed on a cost per print basis and billed monthly with no minimum.
 - c. Billing detail will be provided that shows usage per machine, per location.
 - d. In the event of a need for either an increase or decrease in printers during the course of the agreement, the cost will be based upon the similar bid printer monthly lease cost.

V. INSURANCE

The contractor shall maintain at all times during the life of the contract, adequate General Liability insurance with minimum limits of \$1,000,000 each occurrence/\$2,000,000 general aggregate; \$1,000,000 products and completed operations and \$1,000,000 automobile liability. In addition, contractor shall maintain at all times during the life of the contract, adequate Workers Compensation insurance with minimum limits of \$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit (or as required by law).

Insurance Certificates must be kept current and forwarded to the District throughout the terms on the agreement and when any changes are made. The District shall be listed as an additional insured for General Liability and Commercial Auto. A copy of the Additional Insured Endorsement(s) is to be included with the certificate.

VI. SELECTION PROCESS

Each proposal received will be evaluated to determine if it meets the stated requirements. Failure to meet these requirements will be cause for eliminating the proposal from further consideration. The District reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all parts of the proposal, and to be the sole judge of suitability of the proposals offered.

This is a qualified bid process so while overall costs are a major factor, the District will also consider experience, customer service, and available services.

All submittals in response to this RFP are of public record and available for inspection and copying upon request. Any portions of the RFP submittal marked as confidential will not be made public without consent of the consultant prior to the award of the contract.

A review committee of qualified professionals will be appointed by the Superintendent or their designee. The proposals received will be evaluated by the Review Committee. The Review Committee will submit a recommendation to the Superintendent or their designee.

SIGNATURE PAGE

Signature Page: The signature page must be completed and included in the proposal.

Thank you for responding to this RFP. We realize that preparing a comprehensive reply to this RFP is a time consuming and costly matter. We assure you that we will diligently and fairly review your response.

Proposer Signature

Company Name (Printed)

Proposer Name (Printed)

Title

Proposer Address

Federal Tax ID Number

Proposer Telephone Number

Proposer E-mail Address

Central Point School District No. 6
Networked Printer Fleet - Request for Proposal

Location	Description	# of Units	21-22 Print Volume*	Min PPM	Unit Proposed	Paper Sources	Paper Drawer Capacity = 1 Ream	Duplex	Network Capable	Monthly Lease	Annual Lease	Per Print Charge	Per Print Total (Estimated)	Total
Crater High School	Black & White - laser	53	230,920	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Crater High School	Color - laser	10	55,113	35		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Scenic Middle School	Black & White - laser	21	76,978	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Hanby Middle School	Black & White - laser	9	63,256	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Hanby Middle School	Color - laser	1	9,854	35		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Central Point Elementary	Black & White - laser	5	45,005	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Jewett Elementary	Black & White - laser	3	9,412	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Jewett Elementary	Color - laser	1	10,373	35		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Mae Richardson Elementary	Black & White - laser	4	20,202	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Patrick Elementary	Black & White - laser	5	24,807	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Sams Valley Elementary	Black & White - laser	5	22,683	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Rogue Primary School	Black & White - laser	2	10,000	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
District Wide Contingency	Black & White - laser	5	0	45		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
District Wide Contingency	Color - laser	3	0	35		1 minimum	yes	yes	yes	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		127	578,603							\$ -	\$ -		\$ -	\$ -

*Volume from March 2021 - March 2022 used for best representation due to COVID closures in 20-21. Numbers may vary more than usual.

Total volume listed for color machines, view cell comment for breakdown of color vs. mono.

The undersigned vendor certifies proposal is valid for 120 days.

Legal Name of Business	
Business Address	
City	
State/zip	
Phone	
Person Authorized to Sign for Company	
Signature of Authorized Person	
Date	