

Bellevue Public School
Copier/Printing Request for Proposal
January 2023

Date: January 17, 2023

Bellevue Public Schools (District) Request For Proposals (RFP) for:

**Bellevue Public Schools
Copier and Print Contract**

Vendor Meeting:

January 17, 2023

1:00 p.m

Welcome Center Board Room

2600 Arboretum Dr. Bellevue, NE

Proposals are to be made on the RFP Response forms (Pages 1-7) at the back of this RFP. One completed copy of the RFP Response form is to be returned to the District, signed by contractor's representative.

Any questions concerning clarification of this RFP should be directed to:

Greg Boettger-Director of Facilities and Technology

greg.boettger@bpsne.net

No clarifying questions will be allowed after Jan. 27, 2023.

The District reserves the right to accept or reject any or all responses or any part thereof and to waive any and all technicalities and irregularities.

RFP Responses are Due: Friday, February 3, 2023 by 2:00 pm, (central)
RFP Responses will be opened Friday, February 3, 2020 at 2:00 pm (central)
At the Welcome Center 2600 Arboretum Dr. Bellevue, NE 68005
Board Room

Submit responses (7 pages) in a Sealed Brown/Manila Envelope marked:

Bellevue Public Schools

Attn: Greg Boettger

RFP Response Enclosed

2023 Copier and Print Contract

Mail RFP responses to the following address:

Bellevue Public School
Attn: Greg Boettger - Copier RFP Response
2600 Arboretum Dr
Bellevue, NE 68005

Background

Bellevue Public Schools consist of 26 buildings, 9300 students and about 1200 staff members. We have our own Print Shop that is located in our main office at the Welcome Center and we are currently under a printing contract until July of 2023. Every student has an iPad and every teacher has an iPad and Mac Air laptop.

Some basic printing facts on the District

- The District made 94 million copies during this last five year contract. Of these, 9 million were color copies
- The District had 5200 faxes come in and about 4200 faxes out.
- The District has 27 fax lines. The faxes are all done through our black and white machines and one color (Toshiba 8508A)
- We use Papercut and Job Ticketing for our Print Shop.
- All staff badge in to get print jobs from the Toshiba's or to make copies
- All Brother's machines print directly with no badge needed

Summary/Number of devices with click counts (These are current copiers/printers in the District. These numbers will be lower when contract is finalized)

Make	Model	Number in Dist	Tot B/W Clicks	Total Color Clicks	Fax Cards
Toshiba	4505AC B/W	33	6,889,000.00	6,951,500.00	1 has fax
Toshiba	8508A	37	49,008,000.00		30 have fax
Brother	HL6400DW	46	1,340,540.00		
Brother	HL5100DN	28	437,192.00		
Xerox	D110	2	22,200,000.00		
Xerox	D95	2	4,900,000.00		
Xerox	C60	1	275,000.00	1,900,000.00	
Epson (service only, no supplies)	SureColor P6000	1			
Brother	MCF-L6900D W	1	102,000.00		

Vendor Requirements

Project Information: Bellevue Public Schools is requesting proposals from qualified individuals or entities for printing and copying services for a **5 year contract**. Project details and requirements are below:

Contract Term: The term of the contract will be for five (5) years. Contract will start July 1, 2023 and end June 30, 2028.

Vendor Inquiries: Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to the District. Vendor must submit all questions, inquiries, or requests for clarification in writing to:

Greg Boettger - Director of Facilities and Technology
Bellevue Public Schools
Email: greg.boettger@bpsne.net (Subject: 2023 Copier RFP)

The District's Central Office will be the sole point of contact in the District with regard to contractual matters relating to the products of the copy services program. The Director of Technology is the only authorized individual to change, modify, amend, alter, clarify, etc. any requirements of the request for proposal. It is the responsibility of the Vendor to obtain any additional information and clarification regarding this request for proposal. The District is not responsible for any erroneous or incomplete understandings or wrongful interpretations.

All contractor inquiries will be documented and posted for all contractors to review online at the following link: [Bellevue RFP Questions and Responses](#)

Costs and Taxes: Any costs associated with the Vendor's proposal shall be tax exempt in the name of the school District, and the Vendor shall exclude from their proposal all State of Nebraska, Property, and Local Option Sales and Use Tax for such materials. **All possible costs associated with acquisition, removal or disposal of materials, including contract termination, must be declared in the Vendor's proposal.** Proposal should contain the Vendor's best terms for the District obtainable through national, state, or local contracts. Further negotiation of terms should not be implied.

District Contact with Vendors: The District reserves the right to conduct discussions with any or all invited Vendors for the purpose of clarification and modification. Discussion and negotiation may include, but is not limited to, the scope of the work, delivery schedule, and pricing.

District Purchasing Guide: The procurement of goods and services for the District shall be secured in an efficient and economical manner. All legal requirements must be followed and each purchase shall be within the educational objectives and financial resources of the District. Wholesome competition between suppliers is considered to be desirable for the purpose of

securing maximum value at a minimum cost. The best interests of the District will be maintained at all times.

The board believes in patronizing local businesses. Consequently, when proposals are judged to be substantially equal in terms of quality, price, and / or service, the contract or purchase will be awarded to the firm that is located within the District. However, the board will not sacrifice either quality or economy to patronize local businesses.

Rejection of Proposals and Waiver of Informalities: The District reserves the right (a) to terminate the RFP process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in proposals received. The District further reserves the right to cancel or amend the RFP at any time and will notify all recipients accordingly.

References: Vendor will provide 3 references for projects of similar size, with similar products, and Papercut installation and support.

General Proposal Requirements

Hardware Guidelines: All materials shall be new, unused, not refurbished and of the same manufacturer (excluding the Print Shop and stand alone printers). Every brand mentioned in specifications is intended to represent quality and type of materials, which will be required. It is not the intent to limit materials, equipment or fixtures to any one manufacturer. Where a definite material, equipment or fixture has been shown or specified, it has been done to set a definite standard and a reference in comparison. If, for any reason, the contractor should desire to furnish and install substitute materials, equipment or fixtures, it may submit to the school District a list of the same which it proposes to furnish. The opinion of the District and/or the District's representative shall be the sole and final judge as to the suitability or equality of substituted items. The District shall be sole judge of the final decision as to whether the volume classification of a given machine is appropriate for its site placement.

Contract Costs: Vendor's pricing response shall include all costs associated with the administration of the service, including, but not limited to, all devices, delivery, installation, training, dedicated technician(s), supplies needed to operate the devices, delivery of supplies and removal of the equipment upon termination of this contract.

Service and Support: Contractor will provide an unconditional warranty and guarantee for all aspects of the program, including, but not limited to, all hardware, software, training, licenses, accessories, maintenance, and supplies. Pricing offered must include the cost of **new** equipment, maintenance and all operating supplies (i.e. all toner, developer, fuser agent, waste bottles, staples, etc. with the only exception being paper).

Print Shop Service and Support: Print Shop will be allowed to order toner, developer, fuser agent, waste bottles, staples, etc. at any time and in any reasonable amount to have stocked on shelves.

Support Ticketing System: Support tickets can and will be created by individuals at each school. This may be in the form of a phone call and or email.

Support Technicians: The Vendor must provide support information including quantity of factory trained and certified technicians located in the Bellevue/Omaha area.

Support Response Time: A general Business Day is Monday - Friday, 7:30 am - 4:30 pm. Standard response time should generally be within 6 hours, and fully repaired within 1 Business Day, of being reported. High Priority (Print Shop at the Welcome Center) response time should generally be repaired within 6 hours. **The expectation when a service call is placed will be that the person calling has already done troubleshooting and will not be expected to troubleshoot over the phone. A ticket will be opened and a tech will be sent out.**

Click Count: There is no minimum click/copy/print count on any device and no minimum click/copy/print count for the District.

Historical Quantities: The District is not estimating the actual number of copies which will be made since such volume will depend upon requirements which may develop during the contract period. The District is providing historical quantities for reference, the District is not guaranteeing any minimum quantities. The District shall be sole judge of the final decision as to whether the volume classification of a given machine is appropriate for its site placement.

Papercut MF Integration: The successful Vendor will integrate its solution with District's PaperCut MF print management and reporting system. Inability to provide PaperCut MF integration will eliminate the Vendor from being considered. Providing PaperCut MF integration is required.

Papercut MF Licensing: Any and all costs of PaperCut MF licensing, including updates and support, must be included and detailed out for the District to review. The PaperCut MF product must be licensed to the District and **not** the Vendor. The District's current Papercut MF license will expire May 18, 2023. Vendor's proposal must provide license coverage for the District from the District's current expiration date through June 30, 2028. The District's current Papercut MF license covers 74 devices, the Vendor's proposal must include devices up to 100 licenses as we expect to be adding additional printers and/or copiers to Papercut.

Papercut Job Ticketing: The District currently uses Job Ticketing. All format and setup job ticketing, that we currently use, should follow the new contract. We currently have 1 extra Job ticketing room.

Papercut MF Support: The successful Vendor will have at least 1 experienced in-house Papercut MF technician. Vendor's experienced in-house technicians will be The District's primary contact for Papercut MF support. The Vendor's experienced in-house technicians must

be able to escalate any case to Papercut Level II support for assistance (we will provide login/remote access to Papercut server for selected Vendor).

Card Reader Access: Card readers will be provided by the Vendor in all devices. Existing District staff ID badges will be used as authentication for print release and *follow-me* printing features. Coordination and integration with the District's existing Papercut MF system will be crucial for the successful Vendor. Card readers shall be installed on the devices, preferably in a built-in machine location. If readers are placed internally, a long-lasting identifying sticker should be placed on the device in the location where end users place their card for reading by the internal card reader. The District's readers are: Wave ID pcProx Plus, Model RDR-80081AKU, Manufacturer: RFIDeas.

Google G-Suite Integration and Active Directory Integration: Copiers will natively have the ability to integrate end user authentication to the user's G-Suite account or Active Directory account at the copier console for the following services:

- Users will be able to save scanned documents directly to their Google Drive
- Users will be able to scan directly to email with the message coming from the user's G-Suite account
- Users will be able to print directly from their G-Suite Google Drive

Upgrade/Downgrade/Replacements: The Vendor shall be required to provide upgrading, downgrading and replacement of equipment as necessary and/or the installation of additional equipment which may be required during the term of the agreement. It should be noted that agreements for additional units, or for units upgraded/downgraded and/or replaced, will co-terminate at the end of the contract period. Under no circumstances will the District consider an agreement which extends the original termination date of agreement.

Lemon Clause: In a situation where hardware is determined to be consistently failing, the District reserves the right to require a replacement device at no additional cost to the District.

Invoicing: The Vendor shall provide a monthly invoice containing total impressions per machine, totals per billing category (Color and Black/White), and year-to-date total impressions. This will be broken down by building.

Annual Review: The District and Vendor will review the account annually to reconcile over/under impression costs. Reconciliation billing due annually by the end of August each year.

Recycling: The Vendor will provide a method for recycling. This will include ordering of pre-paid boxes to put waste toners in. Each school should be allowed to order boxes for their building via phone call or through a website.

Hardware Requirements

General Copier Requirements For Building Copiers

- **Paper trays must handle sizes up to 11"x 17"**
- Consistent console user interface on all devices
- 10" Color console display
- Pull out keyboard
- Card reader integration for Papercut authentication
- Network printing
- Color scanning to Network, PDF, Memory Stick, Email
- Copy, print, network print, network scan, document filing
- Duplex single pass color scan doc feeder
- **All Machines must be A3 modules**
- Duplex single pass color scan doc feeder
- RJ-45 100/1000 Ethernet
- Scan Once Print Many
- Offset stacking
- Native G-Suite integration with access to Drive
- Native Papercut Integration
- Scan-to-email from user account, not copier account
- End of life data wipe
- No external paper tray (LCC) add-ons except for the D95
- All machines must be capable of Air Print
- Stapling

Replacement for Toshiba 4505AC Color and Black and White

- 45 ppm
- Fax capable

Replacement for Toshiba 8508A Black and White

- 85 ppm
- Fax capable

Replacement for Brother HL6400DW

- 50 ppm

Replacement for the Xerox D95

- High Capacity Output Tray
- Stapler
- Hole Punch
- Full color touch-screen user interface

Replacement for Brother HL5100 DN

Replacement for Brother MCF-L6900DW

- Fax capable

Copier Requirements for Print Shop Copiers

Xerox D110

- 110 ppm or better
- Booklet Making, Finisher, Folder, Stapler, Hole Punch, Stacker
- Duty Cycle 2,000,000 pages per month
- Full color touch-screen user interface

Xerox C60

- 60 ppm-Color or better
- 65 ppm-Black and white
- Booklet Making and High Capacity Output Tray, Finisher, Folder, Stapler, Hole Punch, Stacker
- Duty Cycle 300,000 pages per month
- Need Fiery and qualified in house technician
- Full color touch-screen user interface

Epson SureColor P6000

Maximum paper width: 24"

**Bellevue Public Schools
REQUEST FOR PROPOSAL (RFP) for:
Copier Lease Purchase**

RFP RESPONSE FORM – Page 1

Each Vendor response to the RFP must include a completed copy of this response form. Vendors are required to respond to all questions and statements and complete dollar figures requested. Vendors may note any exceptions in their response to a specific item.

Mark YES or NO to each item:

YES, you agree with/to the statement or can provide listed service.

NO, you do not agree with/to the statement or can NOT provide listed service.

_____ Vendor understands Bellevue Public Schools is seeking proposals for printing and copying services for a 5 year contract.

_____ Vendor understands the District is not responsible for any erroneous or incomplete understandings or wrongful interpretations.

_____ Vendor acknowledges any costs associated with Vendor's proposal shall be tax exempt in the name of the school District and the Vendor shall exclude from their proposal all **State of Nebraska, Property, and Local Option Sales and Use Tax** for such materials.

_____ Vendor acknowledges all possible costs associated with acquisition, removal or disposal of materials, including contract termination, must be declared in the Vendor's proposal.

_____ Vendor understands the District may conduct discussions with any Vendor for the purpose of clarification and modification.

_____ Vendor understands the best interest of the District will be maintained at all times.

_____ Vendor understands the District reserves the right to cancel or amend the RFP at any time and will notify all recipients accordingly.

_____ Vendor has provided 3 references for projects of similar size, with similar products, and Papercut installation and support.

_____ Vendor agrees they will provide only new, unused, not refurbished equipment.

_____ Vendor acknowledges their pricing response must include all possible costs associated with the contract. No additional costs will be added to the contract or invoiced to the District at any point during the 5 year term. This includes local taxes for leasing.

_____ Vendor agrees to multiple points of contact for submitting support tickets by email, online or phone.

_____ Vendor acknowledges they have factory trained and certified support technician(s) based in the Omaha or Bellevue area who will support the District's copier fleet.

Bellevue Public Schools
REQUEST FOR PROPOSAL (RFP) for:
Copier Lease Purchase

RFP RESPONSE FORM – Page 2

_____ Vendor agrees to a standard response time of less than 6 hours and fully repaired, in most cases, within 1 business day.

_____ Vendor agrees to a high priority response and repair time, for the Print Shop of less than 4 hours, in most cases.

_____ Vendor agrees that the District will have no minimum click/copy/print count for any device or for the District.

_____ Vendor understands Historical Quantities are provided for reference only. The District makes no guarantee of future quantities. Quantities are provided for the sole purpose of assisting Vendors in making informed decisions.

_____ PaperCut integration is mandatory. Vendor acknowledges they are capable and have experience integrating, using and supporting PaperCut.

_____ Vendor acknowledges PaperCut costs must include licensing, updates, and support and must be licensed to the District.

_____ Vendor acknowledges current PaperCut license must be renewed by May 18, 2023 with a new end date of June 30, 2028 and must initially include 100 devices.

_____ Vendor acknowledges they have in-house PaperCut MF technicians who will be the District's primary contact for PaperCut support.

_____ Vendor acknowledges ability to provide native both G-Suite and Active Directory integration at the copier console to include:

- Authentication to user's G-Suite account
- Scanning to Google Drive
- Scan-to-email
- Print from Google Drive

_____ Vendor is responsible for providing card readers at all devices that will work with District provided cards. This cost is included in the proposal.

_____ Vendor acknowledges any upgrades, downgrades or replacements will be completed as necessary and all contract adjustments will co-terminate with the original contract date. Under no circumstances will the District consider an agreement which extends the original termination date of agreement.

_____ Vendor agrees if there is a situation where hardware is consistently failing, the District reserves the right to require a replacement device at no additional cost to the District.

_____ Vendor shall provide a monthly invoice containing total impressions per machine, totals per billing category (Color and Black/White), and year-to-date total impressions.

Bellevue Public Schools
REQUEST FOR PROPOSAL (RFP) for:
Copier Lease Purchase

RFP RESPONSE FORM – Page 3

_____ Vendor understands that staff in the District use Mac, Windows and iPads. Students use iMacs and iPads. The District expectation is that all devices will be compatible with these and students and staff can print from any device specified above.

_____ Vendor understands that we should be able to use AirPrint from any Mac device.

_____ Vendor understands that the monthly lease cost includes the cost of **new** equipment, maintenance and all operating supplies (i.e. all toner, developer, fuser agent, waste bottles, staples, etc. with the only exception being paper). If any of these are excluded, please note pricing in the exceptions portion.

Other

_____ Please provide a quantity of factory trained and certified technician(s) located in the Omaha or Bellevue area.

**Bellevue Public Schools
REQUEST FOR PROPOSAL (RFP) for:
Copier Lease Purchase**

RFP RESPONSE FORM – Page 4

Current Device	Replacement Make	Replacement Model	Lease Cost/month	Click Cost 8 1/2 x 11 B&W	Click Cost 8 1/2 x 11 Color	Click Cost 8 1/2 x 14 B&W	Click Cost 8 1/2 x 14 Color	Click Cost 11x17 B&W	Click Cost 11x17 Color
Toshiba 4505AC Color and B/W									
Toshiba 8508A A/W					NA		NA		NA
Brother HL6400DW					NA		NA	NA	NA
Brother HL5100 DN					NA		NA	NA	NA
Xerox D95					NA		NA		NA
Xerox D110					NA		NA		NA
Xerox C60									
Epson SureColor P600 (Service, Parts and labor)				NA	NA	NA	NA	NA	NA
Fiery E300-07				NA	NA	NA	NA	NA	NA

**Bellevue Public Schools
REQUEST FOR PROPOSAL (RFP) for:
Copier Lease Purchase**

RFP RESPONSE FORM – Page 5

	Solution Name	Cost/yr
Provide a faxing solution based on 36000 incoming and 25000 outgoing per year		

	Cost/yr
Paper Cut with Job Ticketing	

Exceptions	Price

**Bellevue Public Schools
REQUEST FOR PROPOSAL (RFP) for:
Copier Lease Purchase**

RFP RESPONSE FORM – Page 6

Total 5 year (60 month) lease cost for proposed replacement of the Toshiba 4505 AC (Quantity 33)	
Cost for 6,889,000 mono copies for above machine	
Cost for 6,951,500 color copies for above machine	
Total 5 year (60 month) lease cost for proposed replacement of the Toshiba 8508A (Quantity 37)	
Cost for 49,008,000 mono copies with above machine	
Total 5 year (60 month) lease cost for proposed replacement of the Brother HL6400DW (Quantity 74)	
Cost for 1,777.732 mono copies with above machine	
Total 5 year (60 month) lease cost for proposed replacement of the Verox D95 (Quantity 2)	
Cost for 4,900,00 mono copies with above machine	
Total 5 year (60 month) lease cost for proposed replacement of the Xerox D110 (Quantity 2)	
Cost for 22,000,00 mono copies with above machine	
Total 5 year (60 month) lease cost for proposed replacement of the Xerox C60 (Quantity 1)	
Cost for 275 000 mono copies for above machine	
Cost for 1,900,00 color copies for above machine	
Total 5 year (60 month) lease cost for the fiery	
Total 5 year (60 month) lease for the proposed replacement of the Epson Sure Color P6000 (service, machine parts and labor)	
Total 5 year (60 month) for 31 machines fax cards installed	
Total 5 year (60 month) for the lease cost or proposed replacement of the Brother MCF-L6900DW	
Total 5 year (60 month) cost Papercut 100 licenses with Job Ticketing	

**Bellevue Public Schools
REQUEST FOR PROPOSAL (RFP) for:
Copier Lease Purchase**

RFP RESPONSE FORM – Page 7

Total 5 Year Cost from Page 6	
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Optional	
Total 5 year cost for fax solution using 180,000 faxes in and 125,000 out.	

_____ All pricing above also includes, setup, support, delivery, hookup and training of personnel on all devices.

Vendor: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____