



**REQUEST FOR PROPOSALS (RFP)  
LEXINGTON PUBLIC SCHOOLS  
PRINT MANAGEMENT SOLUTION  
COPIER AND PRINTER SERVICES**

**1. INTRODUCTION AND BACKGROUND.** Dawson County School District 24-001, commonly known as Lexington Public Schools (School District), is a rural Nebraska school district with approximately 3050 students and 520 full-time staff. The School District is comprised of one high school, one middle school, four elementary buildings, one pre-school, and one administration building. Currently, a total of twenty-seven multi-function copiers and sixty printers are utilized throughout the district.

**2. PROJECT INFORMATION.** The purpose and intent of this RFP is to solicit responses from qualified individuals and/or agencies (Contractor) interested in providing the School District with a cost-effective controlled print management solution including multi-function copiers, printers, service, supplies, accountability, scan to e-mail functionality, online web-based fax services, and low-cost prints per page across the district.

**3. SCHEDULE.** The District reserves the right to modify the following timetable at its absolute sole discretion.

Issue the Request for Proposal (RFP)	November 9, 2020
Due Date for questions regarding RFP	November 13, 2020
Responses to written questions provided	November 20, 2020
Proposals due to Lexington Public Schools	December 1, 2020
Interviews completed if clarifications needed	December 4, 2020
Completion of decision making and reference checking	December 11, 2020
Announcement of final selection of company	December 14, 2020
Contract begins	December 20, 2020

**4. SCOPE OF THE WORK.** The School District intends to establish a contract with Contractor(s) to provide multi-function copiers and printers, routine equipment maintenance, print management software, technical support services, online web-based fax services, OCR scanning, Cloud Connectivity, 12" x 18" print ability, True Adobe Postscript, and supplies.

Proposer(s) awarded a contract shall perform covered services under the terms of this agreement.

The selected Contractor shall provide digital multi-function copiers, printers, installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies (except paper) and proper training to key personnel.

Copiers shall be kept in proper and good working condition so that work delays and copy problems will be minimized. Contractor guarantees to follow manufacturer's suggested replacement schedule on all consumable parts. All improvements made available by the manufacturer will be installed at no additional charge. Updates must have ability to be automatic.

In the event a copier exhibits continuing breakdowns or poor copy quality for one month or five service calls, the School District reserves the right to reject the copier. Contractor must provide written guarantee that service response time within four hours of initial contact for service and an overall average uptime of at least 95% on each individual copier. Contractor will, at the District's option, replace the copier with an acceptable copier for the duration of the contract.

Contractor agrees to provide unlimited training at no cost to the District for the lifetime of the digital systems while under a Print Management Agreement.

Contractor shall be responsible for the distribution of supplies to a centralized location within the District to ensure adequate amounts of supplies are readily accessible. Supplies shall be delivered in sufficient quantities to operate all equipment for a minimum of thirty days. All supplies shall be from the original equipment manufacturer.

**5. SERVICE AND WARRANTY.** If a digital copier/printer does not perform to manufacturer's specifications, the Contractor shall replace the unit(s) with a new digital copier/printer of the same model.

Contractor will remedy any defect in software or equipment within forty-eight hours, excluding School District recognized holidays, of initial service request. If the reported defect remains unresolved for a period of forty-eight hours or more, the vendor will provide the School District with a comparable permanent replacement at no charge.

Vendor guarantees maximum of a two-hour response time and four-hour onsite response. All service and support must be provided by vendor's certified technical support representatives.

**6. SITE AND EQUIPMENT DETAILS.** The following equipment is requested for each individual building within the district.

<b>Device Requirements</b>	<b>Quantity</b>
Multi-function Copier Black & White Minimum output 51-60 PPM	9
Multi-function Copier Black & White Minimum Output 75 PPM	8
Multi-function Copier Color Minimum Output 60 PPM	3
Multi-function Copier Color Minimum Output 75 PPM	4
Multi-function Copier Color Production with full bleed capability Minimum Output 70 PPM	3
Hewlett Packard Printer Black & White Model M507DN or equivalent model	58
Hewlett Packard Printer Color Model HPM553DN or equivalent model	5

The following cost per page price is requested for each type of equipment listed below.

Cost per page Black & White (Copier)
Cost per page Color (Copier)
Cost per page Black & White (Printer)
Cost per page Color (Printer)

All digital copiers/printers shall be newly manufactured with no used or refurbished parts and include the capability to scan including OCR and fax.

All digital copiers are to be plain, card stock and multiple size paper copiers. Digital copiers are required to run recycled paper. Models and makes specified are preferred.

All digital copiers/printers shall have the ability for network connection using Ethernet TCP/IP protocol.

All features of the copiers should include but not be limited to: automatic document feeders, paper supply, sorter, stapling and finisher.

Equipment must be capable of integrating with current network operating systems.

Vendor is responsible for all software, including updates and new releases and connectivity costs.

**7. FACILITY AND EQUIPMENT INSPECTION.** All interested parties should contact Kristi Jergensen, Director of Technology, at 308-324-1212 or [kristi.jergensen@lexschools.org](mailto:kristi.jergensen@lexschools.org) to schedule a time to view and inspect the current equipment and facility.

**8. PROPOSAL SUBMISSION.** (4) copies of the proposal shall be addressed and delivered in a sealed envelope to Lexington Public Schools, Attn: Kristi Jergensen, 300 S. Washington Street, P.O. Box 890, Lexington, NE 68850. Proposals will be received until 2:00 p.m. Central Daylight Time on December 1, 2020. Any bid received after that time and date will not be opened or considered, and will be returned to the bidder. At a minimum, Proposals shall include the following:

- A.** A description of the firm's qualifications, including general information, a brief history of its incorporation, prior experience in print management solutions, an indication of the Contractor's experience in similar or equivalent projects and ability/qualifications to complete this project. Include a statement about the firm's ability to perform as related to current workload, availability, of qualified personnel, and the availability of equipment and supplies. Provide documentation supporting key personnel in the firm as related to technical training education and experience.
- B.** A list of at least five (5) completed projects of similar size and magnitude and with similar products and services;
- C.** Qualifications for the personnel who will be assigned to work on this project.
- D.** References (including contact person, address, and telephone number) for previous project AND a financial reference (bank or surety).
- E.** Any exceptions to the proposal requirements.
- F.** A complete fee schedule/Price of Contractor's proposal.
- G.** At least one copy of the proposal must bear an original signature of an authorized representative of the Contractor.

**9. IDENTIFICATION OF PROPOSAL.** Proposals shall be submitted in a sealed envelope with the Contractor's name, address, and telephone number

clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "COPIER AND PRINTER PROPOSAL."

**10. WITHDRAWAL OF PROPOSAL.** A request to withdraw a proposal must be made in writing and filed with the Director of Technology prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.

**11. OPENING OF PROPOSALS.** Proposals will be opened publicly and simultaneously in the presence of Contractors and/or their representatives beginning at 2 p.m. on December 1, 2020, or as soon as possible thereafter, in the Office of the Superintendent.

**12. CONTACT WITH CONTRACTORS.** The School District reserves the right to conduct discussions with any or all Contractors 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.

**13. DISQUALIFICATION OF CONTRACTORS.** Contractors may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:

- A. The School District has reason to believe that Contractors have engaged in collusion.
- B. The Contractor being interested in any litigation against the School District.
- C. The Contractor is in arrears on any existing contract or has defaulted on a previous contract.
- D. The Contractor has uncompleted work which, in the judgment of the School District, will prevent or hinder its ability to complete this project, if it were awarded to the Contractor.
- E. The Contractor has not been in business for at least five (5) years.

**14. SELECTION PROCEDURE.** The School District may select a proposal that offers the best value and award a contract to a Contractor based upon its ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors, including but not necessarily limited to, the following:

#### **Hardware Specifications**

- Copy Speed - Pages Per Minute
- Paper Tray Capacity

**Cost of Copies and Prints**

Cost per black and white page on copier  
Cost per color page on copier  
Cost per black and white page on printer  
Cost per color page on printer

**Key Personnel Qualifications/Certifications**

Vendor Experience  
Vendor Qualifications  
Vendor Certifications

**Customer References**

Vendor Client References

**Service and Support Accountability Guarantee**

Vendor Written Service and Uptime Guarantee

**Supplies**

Vendor's plan to organize, stock, and maintain all necessary supplies

**Training**

Qualified Vendor Trainers

**Print Management Software****Online Fax Service**

Vendor's ability to provide online fax service  
Additional costs or savings to LPS for online fax service

**Mobile Print Capability**

Vendor provides the ability for mobile printing to all copiers and printers in district  
Additional costs or savings to LPS for mobile print services.

The School District will consider the proposals and may award a contract at its meeting on December 14, 2020 and/or at such other times and meetings as determined by the board.

**15. CONTRACT.** The School District will negotiate the terms of a contract with any selected Contractor. If an agreement is reached, the Contractor will enter into a written contract and will perform all work pursuant to that

contract. The proposal does not constitute an agreement or contract with the School District, and the School District reserves the right to not enter into any agreement with any Contractor.

**16. NON-RESPONSIVE PROPOSALS.** A Contractor that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

**17. NOTICE.** By submitting a proposal, the Contractor agrees to waive any claim it has, or may have, against the School District and its employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

**18. DEBARMENT.** Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Nebraska.

**19. REJECTION OF PROPOSALS.** The School District reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The School District further reserves the right to conduct a pre-award survey of any Contractor under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by The School District to be necessary for the successful performance of the contract. The School District further reserves the right to cancel or amend this RFP at any time and will notify all recipients accordingly.

**20. INQUIRIES.** Submit all questions, inquiries, or requests for clarification in writing to Kristi Jergensen, Director of Technology, 300 S. Washington Street, P.O. Box 890, Lexington, NE 68850, (308) 324-1212, e-mail: [kristi.jergensen@lexschools.org](mailto:kristi.jergensen@lexschools.org).