

# Request for Proposals

## Multi-Functional Devices

### Tecumseh Public Schools (TPS)

**Date of publication: January 16, 2020**

**Deadline for responses: 12:00 PM, EST, February 14, 2020**

#### 1. Purpose and Intent of the RFP

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Tecumseh Public Schools (TPS) seeks proposals from qualified vendors for the provision of multi-functional devices to support the printing, copying, scanning, and other related needs of the District. The District has developed a preliminary replacement plan, which consists of the provision of 20 units with varying functionality and capability. The District seeks proposals that include both purchase and lease options, with maintenance service plans for both.

The selected vendor or vendors will provide TPS with new, multi-functional devices which minimally meet the specifications and requirements of TPS as set forth at TPS. Additionally, the selected vendor or vendors will provide TPS with maintenance services for the provided multi-functional devices with the intended purpose of keeping the devices functional for their intended purpose.

#### 2. About Tecumseh Public Schools

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Tecumseh Public Schools (TPS) is located in southeastern Michigan's Lenawee County. TPS supports approximately 2,700 K-12 students across seven campuses, with varying facilities on each campus. TPS campuses and their related facilities/programs are as follows:

<b>Campus</b>	<b>Facility/Program</b>	<b>Facility/Program General Description</b>
North Early Learning Center 600 Adrian St. Tecumseh, MI 49286	North Early Learning Center – Currently services students in grades K-1.	Campus includes classrooms for general and special education students in K-1 grades and offices for building administration.

South Early Learning Center 2780 Sutton Rd. Adrian, MI 49221	South Early Learning Center – Currently services students in grades PreK-1.	Campus includes classrooms for general and special education students in PreK-1 grades and offices for building administration.
Compass Learning Center 307 N. Maumee St. Tecumseh, MI 49286	Compass Learning Center – Currently services students in grades 2-5.	Campus includes classrooms for general and special education students in 2-5 grades and office for building administration. Building also houses District-run Pool and offices for Pool administration.
East STEAM Center 600 Herrick Park Dr. Tecumseh, MI 49286	East STEAM Center – Currently services students in 8 <sup>th</sup> grade.	Campus includes classrooms for general and special education students in 8 <sup>th</sup> grade and offices for building administration.
West STEAM Center 401 N. Van Buren St. Tecumseh, MI 49286	West STEAM Center – Currently services students in 7 <sup>th</sup> grade.	Campus includes classrooms for general and special education students in 7 <sup>th</sup> grade and offices for building administration.
Tecumseh High School 760 Brown St. Tecumseh, MI 49286	Tecumseh High School – Currently services students in grades 9-12.	Campus includes classrooms for general and special education students in grades 9-12 and offices for building administration. Campus also includes athletic fields, courts, and complex. Campus supports and houses the District’s Virtual Academy, IT department, and School Resource Officer.
Central Administration/Board Building 212 N. Ottawa St. Tecumseh, MI 49286	Central Administration & Board Building	Campus includes facilities, human resources, business office, communication, pupil accounting, and superintendent office staff. Campus also serves as location for majority of the community-wide Board of Education buildings, and makes space available to a number of community and non-profit groups.

### **3. Multi-Functional Device Requirements**

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TPS seeks multi-functional devices of varying sizes, capabilities, and functionality, which will, in the professional opinion of the respondent, best serve the needs of the District's intended and frequency of use for each location. TPS generally desires to identify two or three different units based on functionality and use, which will be used by the District for life of the unit and/or the contract term. This will ensure consistency across the District with respect to capability and operational costs, minimize maintenance requirements/costs, and allow the District to easily add new units should such become necessary.

The District seeks quotes and detailed information for multiple multi-functional devices that are capable of performing printing jobs in both black and white and color, support multiple paper sizes, perform copying and scanning to electronic file functions, serve as replacement for current facsimile devices, and provide various output options (i.e. stapling, collating, etc.). TPS is requesting that respondents provide multi-functional device options that meet the minimum page per minute ratings provided while identifying the capabilities of each machine and intended volume usage per month. TPS will use that information to identify and select units for each location within the District.

All multi-functional devices specified should be compatible with one or more management software applications that minimally meet the following specifications:

- A. Be compatible with PaperCut MF (or equivalent) software for management of printing, copying, scanning, and faxing activities, and allow for PaperCut Mobile and Bring Your Own Device (or equivalent) web printing, iOS printing, Google Cloud printing and email to print functionality.
- B. Be compatible with Windows Server 2016 and later (32 bit and 64 bit), Windows 10 (32 bit and 64 bit), and Apple OSX 10.5 and later. Must furnish the most up to date 32 bit and 64 bit drivers for each device.
- B. Allow for code authentication to identify printing party and release of individual's print jobs. Allow for tracking of each individual's activity; allow for copy and print meter read reports accessible through either code entry or proximity card recognition. Must setup and integrate with Active Directory.
- C. Allow for controlled access to accounts using group setup. Must allow administrator ability to perform adds, moves, and changes to copier user(s) and user groups both individually and in bulk.
- D. Allow administrator the ability to configure security settings; must provide access to copier graphical user interface for administrator duties.

- E. Provide diagnostic tools for administrator to perform maintenance and troubleshooting.
- D. Allow for the use of a proximity card reader for job authentication; equipment must use HID card scanner.
- E. Provide “follow me” or “pull printing” printing options allowing users to print to a single virtual global queue and then collect their print job from the closest multi-functional device.

Respondents should detail the proposed software solution and provide, as an optional alternate, costs to TPS for the provision of software licensing for the proposed software including all required licensing and maintenance services.

For additional information about average monthly usage per location, please see appendix A.

#### **4. Existing Units**

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TPS currently leases all of its existing multi-functional devices. TPS requests that respondents complete all requirements of the existing lease in regards to the return of the leased property as determined by the current leasing organization.

#### **5. Implementation Schedule**

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It is the intent of TPS to make a decision regarding how to proceed within 30 days of the bid due date, however, TPS anticipates that replacement/implementation may occur over an extended period of time (i.e. the District may elect to immediately replace some units, but delay replacement of others until a later time). The District anticipates selecting one or more vendors with whom the District can enter into a multi-year contract (likely three or five years) for the provision of multi-functional devices and maintenance service. Respondents should provide multi-year pricing for each unit quoted as well as for maintenance services, including purchase and lease rates should such occur at any time during the contract period.

TPS expects that all multi-functional devices will be delivered to and installed in the TPS-designated location within 10 business days’ notice from TPS that a particular unit is being requested. All requests for new units will be made by the TPS Director of Business Services.

#### **6. Multi-functional Device Warranty and Maintenance Services**

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The selected vendor(s) must warrant the following for all goods and services to be provided under a contract with TPS, and these, minimum warranties should be included in respondent’s contract template provided with their proposal:

- A. The selected vendor(s) represents and warrants that (i) it has the full authority to perform its obligations, (ii) Selected vendor(s)’ execution or performance will not violate

or be considered a breach of any obligation to any third party, and (iii) the selected vendor(s) execution or performance will not violate any applicable law or regulation.

- B. The selected vendor(s) represents and warrants that it will perform the services in a good, professional, and workmanlike manner, using only qualified personnel, and that the goods and services will function in all material respects in accordance with the applicable specifications, and will be free from material defects in design, materials, workmanship, and disruption, and that the goods and services will be merchantable and fit for the purpose intended.
- C. The selected vendor(s) will obtain and maintain at all times during the term of the contract all applicable business and professional licenses necessary to provide goods and services.
- D. The selected vendor(s) warrants and affirms that it has good title to all goods and services to be provided free and clear from any encumbrances and that such title will be transferred to the District, unless otherwise agreed (i.e. lease agreement).

Respondents must provide TPS with a comprehensive maintenance service plan, which ensures the continual usage of the provided multi-functional devices for their intended purpose throughout the contract term. Maintenance services must be available and onsite within 24-hours of the complaint/need for service to diagnose and repair the device. Should immediate repair not be possible (i.e. an unavailable part is required) the selected vendor(s) shall work to repair the device as quickly as is reasonably possible. Should repair expect to take more than 72 hours, the selected vendor must provide an alternate device with similar capabilities to the damaged/unavailable device. The maintenance service contract shall include, for no additional cost, all service and parts necessary to ensure the multi-functional device functions as it was intended and that such is fit for its intended purpose. The plan shall include, for no additional cost, complete replacement of the device with a similar or better device should repair become impossible or impractical as determined by the selected vendor(s).

## **7. General Requirements/Conditions of Bidders**

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- A. Proposals submitted in response to this RFP represent an offer to contract on the part of respondent, and proposals must remain open and in effect for a period of 90 days from the due date for receipt of proposals by TPS in response to this RFP, but may remain open for a longer period of time where stated by the respondent.
- B. No bidder may withdraw a proposal after submission of the proposal to TPS except in a case where a bidder demonstrates to TPS's satisfaction that a material and substantial mistake was made in preparing the proposal, in which event the bidder has 24 hours after receipt of the bid to deliver to TPS, a notice in writing that he/she desires to withdraw his/her proposal and stating the reasons therefore. Once a proposal is withdrawn, it may not be re-submitted.

- C. TPS will not pay any costs associated with the preparation of a submission of any bids in response to this RFP.
- D. The selected vendor(s) must not be currently debarred, suspended, or proposed for debarment by any federal entity. Submission of a bid in response to this request for bids represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.
- E. The selected vendor(s) shall be responsible for all design, information gathering, and required programming to ensure a successful implementation of the goods and services proposed. No additional charges (besides those which are included on the selected bidder's response sheets) shall be made or accepted by TPS unless such is mutually agreed upon in writing. Proposals must include all costs associated with providing, installing, and configuring the multi-functional devices and the provision of maintenance services as described herein. Proposals should also include information about system training costs, if any.
- F. TPS is a public school district organized and operating under Michigan's Revised School Code. As such, the district is typically exempt from taxation. TPS will not pay any taxes unless the selected vendor(s) can demonstrate to the satisfaction of TPS that the District is not exempt from the payment of that tax.
- G. TPS will require the selected vendor(s) to enter into a written contract for the provision of the goods and/or services. Respondents must provide a written copy of the contract template that you would propose for use with TPS, including contracts for both the provision and maintenance of any provided multi-functional device. Separate contracts shall be provided for purchase vs. lease options. The provided contract will be reviewed by legal counsel and requests for modifications may be made. Respondent's openness to modifications and willingness to negotiate a mutually beneficial contractual arrangement will be a point of consideration in the review and selection process. This RFP and the selected vendor(s) proposal will be incorporated into the contract by reference as will any written clarifications between the parties, which are mutually agreed upon by the parties. Should there be a conflict between the various documents, the order of precedence shall be as follows: (1) the Contract, (2) the bid bulletins and clarifications between the TPS/district and the Contractor, (3) the TPS's Request for Proposals, and (4) the Contractor's response to TPS's Request for Proposals.
- H. The selected vendor(s) agrees that no person shall, on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, disability, age, marital status, military status, genetic information, or any other statutorily protected category be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any contract between the District and the vendor.
- I. The selected vendor(s) understand and acknowledge that all vendor employees, subcontractors, agents, and representatives may, at the District's discretion, be subject to a criminal history information record check prior to being allowed on district property.

The district reserves the right to deny the selected vendor, selected vendor's employees, subcontractors, agents, and/or representatives access to any district school/property if the results of the criminal history information record check are not satisfactory to the district.

- J. The selected vendor(s) understands and agrees that it will: (i) not use any of the district's confidential information or for its own use or for any purpose other than the specific purpose of providing the goods and services described in this RFP; (ii) not disclose any of the district's confidential information to any other person or entity, unless such is required by court order; and (iii) take all reasonable measures to protect the confidentiality of, and avoid disclosure or use of, the district's confidential information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized to have such information.

## **8. Proposal Content and Directions for How to Respond**

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As part of a proposal package, respondents must submit the following:

1. Cover letter signed by an individual authorized to bind the respondent in legal contract. The cover letter should minimally include the proposer's name, business type (i.e. corporation, LLC, etc.), principal place of business address, and contact information for the point of contact regarding the proposal.
2. Detailed responses to the following questions:
  - A. Describe and detail, including full specifications, size, capabilities, etc. all multi-functional devices which are proposed for TPS, including the proposed TPS location.
  - B. Describe and detail respondent's maintenance service plan.
  - C. Describe how respondent's multi-functional devices meet the required minimal specifications of TPS as described in this RFP.
  - D. Describe and detail any and all multi-functional device features/capabilities beyond those required by the minimum specifications set forth above.
  - E. Please provide acknowledgment of responsibility to return leased machines as outlined in the current lease agreement.
  - F. Describe and detail all multi-functional device warranty details.
3. Implementation schedule – a detailed implementation schedule for all goods/services bid.
  - A. Please include a detailed explanation of the anticipated training procedures and schedule. All machines must be installed and in operation by 11:59 PM EST on April 12, 2020.
4. Bidder response forms w/proposed fees (Identified as "Appendix B") – Respondents must use the bidder response forms that are included with this RFP. Responses must be complete pursuant to the directions on each form. Please use as many forms as necessary detailing all device features. Please include additional pages/information as necessary. Respondents should return the forms electronically as Microsoft Excel documents. Thus,

even if submitting a hard copy proposal, respondents must also include an electronic version of the document in Microsoft Excel format.

5. A copy of respondent's proposed contract(s) for use in any contract with TPS. Contracts should include both purchase and lease options and should also include the maintenance service contract, if separate. Contractor shall also detail a point of contact with authorization to negotiate contractual terms on contractor's behalf.
6. Proposal forms – Respondents must use proposal forms included with this RFP. Bidder response forms include the following:
  - A. Michigan-based Business - Consistent with Michigan law, TPS has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or \$10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFP, as well as any additional consent necessary to permit TPS to verify the firms' status as a Michigan-based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder with 24 hours of request by TPS. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit TPS to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (*This form applies to Michigan-based businesses only.*)

- B. Iran Economic Sanctions Act Compliance - Respondents must include a completed copy of the attached Iran Economic Sanctions Act compliance form.
- C. Suspended or Debarred Vendor Form - Respondents must include a completed copy of the attached suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.
- D. Conflict of Interest Form - Respondents must include a completed copy of the attached conflict of interest form certifying that the respondent does not have a conflict of interest with any TPS Board member, staff member, or agent.

- E. Familial Disclosure Form – Respondents must include a completed and notarized copy of the attached familial disclosure form disclosing any familial relationship that exists between an owner or any employee of the bidder and any member of the TPS Board of Education or the TPS Superintendent.

Proposals must be submitted and identified as follows: **“Multi-Functional Device Bid.”** Proposals must be submitted to the TPS Director of Business Services at 212 N. Ottawa St, Tecumseh, MI 49286, on or before 12:00 PM, EST on Friday, February 14, 2020. Proposals may also be submitted via email to [Nikki.reinhardt@lisd.us](mailto:Nikki.reinhardt@lisd.us), please include “Multi-Functional Device Bid” in the subject line of the email. If submitting a hard copy, please also include an electronic (PDF or Microsoft Word) version either via email or on a flashdrive, CD, etc. Please provide the bid forms (identified as “Appendix B”) in Microsoft Excel format.

## **9. Questions and Requests for Addenda**

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Questions about this RFP should be directed to Nikki Reinhardt at [Nikki.reinhardt@lisd.us](mailto:Nikki.reinhardt@lisd.us) with subject line “Multi-Functional Device Bid.” Only those questions which are emailed will be answered. Questions will be answered in the form of addenda to this RFP, which will be issued in writing to interested parties. Parties wishing to receive addenda and any other updates/communications regarding this RFP should also contact Nikki Reinhardt using the same subject line and provide your name, company name, and the email address to which all addenda, communications, and other information shall be sent.

Unless a deadline extension occurs, the District will issue any final addenda three business days before the deadline. Thus, all questions regarding this RFP must be emailed by 5:00 PM, EST five business days before the deadline for responses, or the question may go unanswered.









