

REQUEST FOR PROPOSALS

NUMBER
RFP # MASD 19-01

February 8, 2019

MINERSVILLE AREA SCHOOL DISTRICT

Minersville Area School District
Copier and Printer Request for Proposals

SUPERINTENDENT'S OFFICE
1 Battlin Miners Drive
P.O. Box 787
Minersville, PA 17954

Carl G. McBreen
Superintendent

Jennifer C. Laudeman
Business Manager

REQUEST FOR PROPOSAL (RFP)

**Minersville Area School District
Copiers and Printers
RFP # MASD 19-01**

MINERSVILLE AREA SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR MINERSVILLE AREA SCHOOL
DISTRICT COPIER AND PRINTERS

RFP NO. MASD 19-01

ISSUE DATE: February 8, 2019

ISSUING DEPARTMENT: Superintendent's Office

PROPOSALS WILL BE RECEIVED UNTIL 3:00 P.M. EASTERN STANDARD TIME ON:
February 28, 2019.

PROPOSALS WILL BE REVIEWED AND AWARDED IN MARCH 2019.

One original and two (2) copies for a total of three (3) proposals must be returned in a SEALED ENVELOPE clearly marked RFP NO. MASD 19-01.

Direct all inquiries / questions in writing to:

Jennifer C. Laudeman
Business Manager
jlaudeman@battlinminers.com

Michael Hoptak
Technology Coordinator
mikehoptak@battlinminers.com

Proposal should be mailed or hand delivered by time and date to:

Superintendent's Office
1 Battlin Miners Drive
P.O. Box 787
Minersville, PA 17954

Any alterations to the document made by the Proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Minersville Area School District.

REQUEST FOR PROPOSAL (RFP)

Minersville Area School District Copiers and Printers RFP # MASD 19-01

1.1 Purpose and Objective

The Minersville Area School District (MASD) is soliciting written proposals to meet the copier and printing needs of our staff and students from qualified vendors. MASD welcomes recommendations to help us achieve efficiency in our daily work environments.

This proposal outlines our current copiers and printers and therefore will act as a minimum acceptable specifications and requirements. It is our expectation for a vendor to bid on our current fleet as listed as well as offer suggestions for our consideration to improve our work efficiency.

In addition, MASD seeks the following as options to include with your proposal:

- Authorize via LDAP user credentials
- Personalized FAX folders
- Scan and Fax
- Hard drive storage
- USB key interface
- Automated supply updates
- Print to folder, email, one drive, and other mediums.

1.2 Background

Minersville Area School District currently has ten (10) copiers and twenty (20) printers throughout the three (3) buildings. See exhibit A for detail list.

MASD leases the copiers but owns one copier and includes the printers for supplies and maintenance, however, MASD owns the printers.

1.3 Scope of Services

- A. General:
1. Proposal is sought to receive copier and printer competitive bids.

1.4 Instructions for Proposal

- A. Compliance with the RFP
1. Proposals must be in strict compliance with this Request for Proposals and in the proposal response format contained herein. Failure to comply with all provisions of the RFP may result in disqualifications. All information requested must be submitted, or a statement giving the rationale of the proposer for not submitting requested information.

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B. Delivery of Proposals

1. All proposals are to be delivered before 3:00 P.M. Eastern Standard Time on: February 28, 2019 to:
Superintendent's Office
1 Battlin Miners Drive
P.O. Box 787
Minersville, PA 17954

MASD will not accept any proposals received after 3:00 P.M. EST or delivered to a location other than what is listed above. Late or incorrectly delivered proposals will be returned to the Proposer at their expense or destroyed after 30 days.

Proposers must submit one (1) original, and (2) exact duplicate, numbered copies of the proposal response.

List the Proposal Number on the outside of the box or envelope and note, "Request for Proposal enclosed".

C. Proposal Response Format

1. All proposals shall simply provide a complete, accurate, and reliable strategy to fulfill the Minersville Area School District's request.
 - a. Specific items must be included in the proposal but not limited to: Monthly lease payments, overage charges per black and white and color prints, brochures/literature of all equipment, and request for proposal response sheet.
 - b. Proposers must bid on current fleet as listed as well as submit a bid with suggestions for more efficiency.
 - c. See 2.1 for further details.
2. More than one response sheet may be submitted for review.
3. There shall be no hidden fees. The proposal should encompass every detail.

D. Evaluation of Proposals

1. MASD will evaluate the proposals as deemed fit.

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- E. Acceptance of Proposals
 - 1. The MASD Agent shall accept all proposals that are submitted properly. However, MASD, or designee, reserves the right to request clarifications or corrections to proposals. **MASD Board of Education reserves the right to reject any or all proposals for any reason.**

- F. Validity of Proposals
 - 1. All proposals shall be valid for a period of thirty (30) days from the opening date of the request for Proposal.

2.1 Copier Requirements/Specifications

- A. Copiers and printers should meet the current machine types.

- B. Copiers should be brand new. Re-manufactured or refurbished equipment is not acceptable.

- C. Vendor will guarantee adequate training to MASD's staff.

- D. Manufacturer's brochures and descriptions must be included in proposal for all listed equipment.

- E. Vendor must currently be an authorized supplier and maintainer of all proposed equipment.


- F. Vendor must specify their response time for service calls.


- G. MASD requires a yearly review summarized by machine for black and white and color prints.

- H. MASD requests all-inclusive monthly fee for copiers, copier and printer print counts, and copier and printer supplies and maintenance.

- I. MASD seeking a five (5) year lease. List details if not five year lease.

Copiers	Model	Location
District Office		
Admin Copier	SHARP MX-5001N	Copier Room
Danelle District Office	HP CP 2025	District Office
Gail District Office	HP CP 2025	District Office
Admin Printer	HP 2820	Admin Print Room
Nancy Frantz	CP 3525	District Office
Mary Kay	CP 3525	District Office
Barb Conville	CP 4525	District Office

 Looking to merge these 2 into a decent printer/scanner/copier.

 Delete. No longer needed.

HIGH SCHOOL		
HS Copier	SHARP MX-4101N	HS OFFICE
Xerox WorkCentre 5875		HS Faculty Lounge
Spec Ed Copier	SHARP MX-3100N	HS Spec Ed
Guidance Copier	SHARP MX-2600N	HS Career Center
Sharp Printer	MX-M850 PCL5e	2ND Floor Faculty
Stephen Bressi	CP 2025	Principal's Office
HS Office	HP CP 2025	HS Office Desk
Discipline	Xerox Phaser 6360	HS Office
HS Nurse	HP 2055dn	HS Nurse Office
Career Printer	HP 4100	HS Career Center
Mikes office	HP CP 2025	HS Tech Room
Maintenance	HP 4100	HS Maintaince Office
Karen Lawal	HP P2055dn	Room 150
Colna	HP P2055dn	Room 141
Café Office	HP CP 2025	Café

Elementary School		
EC Faculty Copier	MX-M904	EC Workroom1
EC Faculty Copier	MX-M904	EC Workroom2
Ec Copier	SHARP MX-3100N	EC Office
HP printer	HP 4100	EC Break Room
HP Printer	HP CP2025n	Dawns Office
HP Printer	HP CP2025n	Karas Office

Llewellyn		
Llewellyn Copier	MX-5141	Llewellyn Workroom
Llewellyn Cherie/Nurse	HP CP4525	Tammy/Nurse Office

** NOTE - Unless specified, District will keep printer in use.

Current Copier Contracts 2019

Placement	Model	3-hole punch	network print	network scan	scan	color	BW	Memory Amount	Hard Drive	Staple	Licenses	Network mangae ment	user control	Thumb Drive Print	PPM	Sadle Stitch	Training-HIGHLY TRAINED PROFESSIONAL ARE INCLUDED IN PRICE	Fax Board	Extra Trays	Average yearly prints		
																				B&W	COLOR	
High School Faculty 2	SHARP MX M850	OPTIONAL	X	X	X		X	1.28 GB	80 GB	X	X	X	X	X	85	OPTIONAL	X			389,000		
Elementary Center	SHARP MX M904																			680,000	-	
Elementary Center	SHARP MX M904																			725,000	-	
Special Ed	SHARP MX 3100N	X	X	X	X	X	X	1GB + 512 MB	80 GB	X	X	X	X	X	31 FC, 31 BW	OPTIONAL	X	OPTIONAL		55,100	23,500	
Elementary Office	SHARP MX 3100N	X	X	X	X	X	X	1 GB + 512 MB	80 GB	X	X	X	X	X	31 FC, 31 BW	OPTIONAL	X	OPTIONAL		65,000	70,000	
High School Office	SHARP MX 4101N	X	X	X	X	X	X	1 GB + 512 MB	80 GB	X	X	X	X	X	41FC, 41 BW	OPTIONAL	X	OPTIONAL		34,000	18,000	
Admin	SHARP MX 5001N	X	X	X	X	X	X	1GB + 512 MB	80 GB	X	X	X	X	X	50 FC, 50 BW	X	X	X	1 -4,000 sheet	84,000	24,000	
Llewellyn Workroom	SHARP MX 5141N	OPTIONAL	X	X	X	X	X	1 GB + 512 MB	80 GB	X	X	X	X	X	50FC, 50 BW	OPTIONAL	X	OPTIONAL		141,200	86,100	
8	HP CP2025Ns																					
2	HP CP4525Ns																				1 extra	
2	HP CP3525Ns																					
1	HP 2820																					
2	HP 4100																					
3	HP 2055																					
1	Xerox Phaser 6360																					
1	HP CP4525Ns																					
CAN U/G MEMORY											10 SHARPDESK LICENSES ARE INCLUDED WITH EACH SHARP DEVICE						24/7 WEBSITE TRAINING AVAILABLE WITH MY SHARP					
Guidance Office	SHARP MX 2600	N/A	X	X	X	Optional	X			X		X	X	X		N/A				20,000	30,000	

High School Faculty	Xerox W5675PT	OPTIONAL	X	X	X		X	1.28 GB	80 GB	X	X	X	X	X	85	OPTIONAL	X				
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Minersville Area School District
Copier/Printer Response Sheet

Location	
Copier or Printer	
Monthly Lease Payment	
Overage Cost	
Model	
3 Hole Punch	
Network Print	
Network Scan	
Scan	
Color	
Black & White	
Memory Amount	
Hard Drive	
Staple	
Licenses	
Network Management	
User Control	
Thumb Drive Print	
Pages Per Minute	
Sadle Stitch	
Training	
Highly Trained Professionals Included in Price	
Fax Board	
Machine Paper Capacity	
Extra Trays	