



Introduction

Summary and Background

The Neenah Joint School District has a total of 12 buildings and services about 6,800 students and around 750 staff members. NJSD provides public school education to students ranging from PreK to 12th grade. The District has completed a four year lease cycle and is looking for vendors that present a cost effective lease agreement that meets the needs of our staff.

Instructions to Proposing Vendor

Project Overview

- Open Vendor Submissions: February 16, 2024
- Submissions Reviews, vendor meeting: February 16-May 1, 2024
- Request Due: March 15, 2024
- Vendor Selection: March 15, 2024-May 1, 2024
- Installation Completion: No later than August 9, 2024

Selection Criteria

- Strength/Capability of the Vendor's Company (Depth of Services, Installation in like Educational Facilities (size, total of services, Equipment Engineering, etc.)
- Strength of design to meet identified needs through RFP process to include implementation services provided as part of the proposal
- Price (design, implementation planning, equipment, labor, installation, maintenance, follow-up, etc.)
- Implementation Plan and Training Schedule (Viability, Timelines, Staff Availability, etc.)
- Reliable Service Structure, Equipment Maintenance, Training Services
- Ease of use by multiple users
- References (at least 3) from educational institutions of similar size, needs, and successful implementation of comparable design provided

Proposal Components

- Vendor Experience – Please describe the company's experience in working with educational districts of this size and the types of projects completed.
- Vendor Contact Information – Please list here the position, name, address, telephone number, and email address of the main company contact for this RFP response.

- Design Information
 - **Design of Proposed Copier Placement** - Provide an overview of what the company's plan is to facilitate the design of copiers to be placed in the district, network requirements, copier management, account management/setup, etc.
 - **Design of Proposed Product** - Provide a schematic showing the equipment and capacity of the copiers placed in the buildings. Narrative should describe the hardware features, software, warranty/maintenance, service options of the product. List model, brand, and useful life of the product(s).
 - **Cost summary** - Provide a capital lease price for a three year to five year term. Lease prices should be on a monthly per copier breakdown. Please indicate the interest rate charged on the lease. State whether or not costs are based upon a municipality rate.
 - **Warranty/Maintenance/Service** - Please provide a list with the costs of the options available for warranty and maintenance (labor, materials, miscellaneous, etc.) Describe timeframe of services (i.e. daily, hourly, etc.) Provide a fixed cost for each labor element in your plan for a 1-year period following accepted installation if applicable. If these costs are included in the price per copy, indicate as such.
 - **Power Requirements** - Provide all power requirements for each copier presented.
 - **Exceptions and Substitutions** - Please list here the company's ability to be creative with other options that may be in the best interest of the District as it relates to this plan in the area of pricing and configuration options. Provide detail regarding the options available to the base plan that you would like to include. Be sure to include detail for the cost of exceptions/substitutions.
 - **Implementation Plan** - Provide a timeline for implementation including the services provided by the vendor and any costs associated with the implementation.

Product and Services Defined

- Configuration/Features
 - The District is requesting a proposal for copiers/multifunction copiers with new (not refurbished) equipment.
 - District requested minimal copier functionality and requirements found in Appendix.
- Software Requirements
 - All software used in this installation should be the manufacturer's current and recommended version for the particular equipment used in the plan. Describe versions; upgrade paths, and costs for upgrades.
 - Describe copier software configuration back-up plan for proposed design.
 - Compatibility and availability of Papercut on prem or cloud
- Training
 - Onsite training for building personnel should be included in the system price, each as a line item. The District expects to be full partners in the specific design,

implementation processes, and installation. Training times and places will be determined as part of the implementation plan.

- Manuals and operational handbooks should be included.
- Warranty
 - Warranty options must be included as part of the plan, including all options available for extended coverage and full pricing details for each level of coverage on an annual basis. Please price each option as a separate line item if applicable.
- Service Maintenance
 - Describe the Maintenance Agreements offered by the company. Be sure to include all travel, mileage, and any other item that may impact overall maintenance cost.
 - Use this space to describe the procedure and escalation process used to report trouble in the event of a minor service issue or major outage. Describe the response times for any situations described.
 - Include a maintenance release after 60 days written notice if the vendor fails to fulfill maintenance expectations.
 - Maintenance costs should be listed separately from any lease or purchase agreements.
 - Please list cost of maintenance for years 1-5 or state in RFP an agreement not to exceed 5% per year.
 - Please list hourly rates of support/service not included with general maintenance.
 - Include cost of replacement staples per device, including quantity per package.
 - Include procedures for off boarding current and future copiers.

Implementation Plan Defined

Vendor submissions and vendor reviews will take place after February 16 and through March 15, 2024. Vendor selection will occur on or before March 15, 2024. The District may decide to allow pre-selected vendors to present information to the IT team after March 15, 2024. If this is done, the final decision will be after those presentations. Installation completion is expected no later than August 9, 2024.

Vendor Responsibilities

- Provide all supervision, labor, construction, tools, equipment, materials, transportation, erection, storage, unloading, inspection, inventory control, and return on unused material. Whenever the RFP uses the following terms: furnish, install, provide, etc. it shall be interpreted as requiring the vendor to both furnish and install materials, unless specific provisions and/or installation of materials by the District is defined.
- Be responsible for and promptly repair any damage to the building or other property due to the carelessness of workmen. Any damage to buildings or property must be reported immediately to the District.
- Install all hardware in accordance with the manufacturer's specifications or local codes and ordinances whichever is more stringent.

- Conduct operational tests and record the results for acceptance purposes.
- All responsibility for subcontractors of the vendor lies with the vendor. The vendor must furnish a list of all such subcontractors and all subcontractors must carry insurance.
- Delivery and installation should include networking time and training.
- The District relies upon the vendor as an expert, competent in all phases involved in producing, testing, developing, installing, modifying, altering, servicing, and integrating the equipment and or systems furnished.

District Responsibilities

- Allow the vendor's employees access to the premises and facilities at all reasonable hours during the installation with an agreed upon work schedule.
- Take necessary actions to ensure the premises are dry and free from dust. Site will be in a condition that is not hazardous to the installation personnel or the materials installed.
- Provide adequate temperatures and general lighting in rooms in which the work is to be performed or the materials stored. The District waives any responsibility for any materials, tools, or equipment left on the premises after the end of a normal workday.
- Provide power as required by the vendor to serve the standard power requirements set forth by the manufacturer as necessary for proper installation.
- Make inspections when notified by the vendor of any equipment or part of the project that is ready for acceptance.

Cutover/Implementation

- The final cutover schedule is to be determined by mutual agreement between the vendor and District IT staff.
- Vendor will be required to have personnel available following the cutover to assist the IT Team with issues they may have operating their equipment.

System Acceptance

- Vendor will provide testing and documentation of all equipment and including addressing/numbering scheme of installed equipment. Testing period will begin after completed installation and continue for the next 30 days before acceptance.
- Demonstrate full functionality of the copiers.
- Complete training with the IT team.
- Acceptance of each phase of the installation will require approval by the District authorized individual(s) as defined in the final contract.

Current Equipment Trade In/Disposal/Recycle

- Vendor will provide any trade-in value of current copiers, if any. Credit will be applied to the final contract price.
- Vendor will dispose of current equipment at their own cost if no trade-in value is offered.

Submission and Contact Instructions

Submissions must be submitted either through email or physical mail on or before March 15, 2024 at 10:00 a.m. central time.

Emailed proposals must be emailed to:

rmarchionda@neenah.k12.wi.us

Physical Mail proposals must be addressed to:

Neenah Joint School District

Multi Function Copier Bid Proposal

Attn: Rocco Marchionda

410 South Commercial Street

Neenah, WI 54956

Office Phone: 920-751-6800; 10135

Mobile Phone: 920-215-0101

Appendix

District Configuration (current) for Vendor Planning:

- 12 Locations Neenah Joint School District
- Systems that need to be supported: Windows 10+, Mac OS 12 +, Chrome OS Recent

Ongoing Maintenance Includes (unless otherwise indicated by vendor)

- OEM Genuine Toner, parts, supplies
- Preventative maintenance (including drums)
- Service Response times (please provide average response time of the company)
- Onsite repair
- labor, mileage, shipping and handling, fuel surcharge
- SSL, email, software updates annually (minimum)
- Initial and ongoing training as needed
- Annual service review

Current Models

Make	Model	Number
Canon	iP Lite C165	25
Canon	iR ADV DX 8705i/8795i/8786i	3
Canon	iR ADV DX C3730I	20
Canon	Pro 8320S	1
Canon	Pro C5310s	1

BASIS FOR PROPOSAL AWARD

Contract award will be based upon, but not necessarily limited to, the factors of:

- Quality of copiers
- History of outstanding customer service
- Bid Price
- Ability of contractor to fulfill contract and specification requirements
- Prior experience with or knowledge of contractor or products
- Quality and type of services and products to be furnished
- Convenience to the students/clubs/athletic teams

- Sponsorship- Bids will be more attractive if there is a form of “corporate sponsorship” included. Please explain how your company could offer a donation, contribution, etc... to support our curricular and co-curricular programs.

A contract will be executed and awarded for four (4) years with an option to extend at the district’s discretion for an additional one (1) year.

Neenah Joint School District reserves the right to:

- Award this contract in part or whole to a single contractor
- Reject any or all proposals
- Negotiate with contractors after proposals have been submitted
- Waive minor irregularities or discrepancies as defined