

Rockingham County Schools
Request for Proposal
RFPCOPIER2019
Copier/Document Management Program

Request for proposal (RFP), subject to the conditions made a part hereof, will be received at Rockingham County Schools, attention: Annie Ellis or Kacey Sensenich, until **12:00 PM on April 23, 2019**. Proposals/bids can be emailed to ksensenich@rock.k12.nc.us. Indicate the “RFPCOPIER2019” in the subject line.

General: All proposals are subject to the provisions of the general contract terms. Terms and conditions included as a part of published price lists, catalogs and/or other documents as a part of the proposal responses, are waived and will have no effect either on the proposal or any contract, which may be awarded as a result of this invitation. The attachment of any other terms and conditions by the awarded vendor may be grounds for the rejection of that proposal.

Rockingham County Schools reserves the right to reject any or all proposals.

Facsimile (faxed) Proposals: Proposals and/or addendums are submitted via facsimile (fax) machine in response to this RFP will **NOT** be acceptable.

Description of RFP Process: Rockingham County Schools expects to undertake the selection process according to the following schedule:

Release of RFP	April 5, 2019
RFP Due	April 23, 2019
Anticipated award date	May 7, 2019
Installation completion date	July 1, 2019

EMAIL YOUR QUESTIONS OR COMMENTS TO KACEY SENSENICH: ksensenich@rock.k12.nc.us

Overall Scope: This program shall be for a 60-month term, beginning July 1, 2019. The selected vendor shall provide multi-functional copiers with print and fax devices throughout Rockingham County Schools. The vendor shall furnish, deliver, install, properly train, and maintain to the end user’s complete satisfaction, **NEW EQUIPMENT** (not used, reconditioned, refurbished, newly remanufactured, newly manufactured or remanufactured equipment). This program shall include **ALL** operating supplies (excluding paper) and **ALL** service requirements as necessary to meet the current and future volume demands generated by Rockingham County Schools.

Equipment Additions: New equipment may be added at any time during the program period. Rockingham County Schools will **NOT** be charged any additional installation costs. All equipment added will be coterminous to the original program. Rockingham County Schools will decide on equipment that meets or exceeds its’ present models and accessories. It will be up to each school and department to determine the quantity, type, model and how configured, for their respected locations.

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Document/Copier Management Solution: Included in this RFP, please provide your solution for document management. This solution should include, but not be limited to, the following.

- Document archive and retrieval solution
- Document scanning and indexing methods
- Other available components to this solution

Delivery Requirements: All equipment shall be delivered, installed and operating by July 1, 2019.

Payment Terms: Net 30. Payments will be invoiced in arrears throughout the contract term.

Taxes: Rockingham County Schools will **NOT** be charged for any property tax, usage tax or document handling fees. Only North Carolina sales tax is applicable.

Third-Party Financing: Third-party financing will **NOT** be part of this program. **All billing must come from the servicing vendor.**

Maintenance: All maintenance parts, supplies and labor will be included in the contract.

Service response: A qualified, factory trained service technician must respond to each service call. Frequent neglect or deviation from this response time will result in the termination of the program by Rockingham County Schools. Upon arrival to any school/department for service calls, service representatives must notify personnel of his/her arrival.

Training requirements: Training for the "key operator" and other departmental personnel shall be provided after installation. On-going training is to be provided as needed at **NO** additional cost to Rockingham County Schools.

Ownership of equipment: The awarded vendor shall maintain complete ownership of the equipment for the duration of the program. Upon completion of the program the vendor shall have no more than two (2) business weeks to remove all of the equipment. All equipment will be reformatted, removing all stored data. An assurance letter will be provided to Rockingham County Schools stating all data has been destroyed. There will be **NO** costs to Rockingham County Schools for any removal charges and/or freight expense. If vendor fails to comply, Rockingham County Schools shall forward the equipment to the vendor on a "collect" basis by common or contract carrier. Rockingham County Schools shall exercise reasonable and appropriate insurance guarding against fire, theft, vandalism, and other acts that a reasonable owner would normally maintain.

Cancellation: If either party shall fail to meet or fulfill the terms and provisions of this agreement, the party claiming such failure may, at its option, give written notice of the breach claimed to the other party. If within (15) days from receipt of such notice, such failure has not

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been corrected or arrangements made for settlement, the claiming party may then terminate this agreement fifteen (15) days after giving written notice of termination to the breaching party

Administrative requirements: Vendor shall provide one contact point accountable to Rockingham County Schools for the complete order entry to machine delivery process. It is imperative that he/she have easy access to this contact at all times during normal business hours (8:00 am to 5:00 pm).

Billing Procedures: Billing procedures shall provide at least the following:

1. One master invoice summarizing all billing for the total program population.
2. Detailed backup for master invoice that identifies, by machine number & location containing the following:
 - a. All models and accessories.
 - b. Beginning and ending meter readings. Total copies made. Total charges by location to include the taxed totals.

Attachments to proposal: Proposals submitted without the following information/attachment specified will be subject to rejection as non-responsive:

1. Complete descriptive literature for any/all proposed equipment.
2. Sample of proposed billing process.
3. **Reference list of at least three (3) current County-Wide copy management programs under a similar program.**

GENERAL PROPOSAL INFORMATION

With the constant change in technology, Rockingham County Schools recognizes that the primary objective for this invitation for proposal is to help increase the quality of production to all of our employees. This is a time when there are cutbacks on many state and federal programs and budget constraints are an issue in most areas. It is in this type of ambiance that Rockingham County Schools must seek out and partner with businesses that can offer us the specialization that we need in preparing for our future. Recognizing that the management of copier programs requires a level of expertise that is unique to the copier industry, Rockingham County Schools is requesting aggressive proposals that would continue to provide an efficient copying method while reducing our current costs.

Rockingham County Schools will also use the "State of North Carolina Department of Information Technology (DIT) Statewide IT Procurement Office" contract *204D – Printer / Multifunctional Device Equipment for Purchase or Lease with Support*.

As noted in **Attachment 'A'**, Rockingham County Schools request equipment that meet or exceed our present models and accessories. Each department will ultimately determine what

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type, quantity and how each unit will be configured for their respective locations. It is also important to note that Rockingham County Schools must have the flexibility of adding additional equipment, and/or accessories, at anytime at **NO** additional installation costs to the school system. This additional equipment will be coterminous to the original program terms.

Rockingham County Schools reserves the right to accept or reject any or all proposals presented, and the right to waive any informalities or irregularities deems in the best interest of the school system.

If you have any questions please email Kacey Sensenich: ksensenich@rock.k12.nc.us

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Attachment A

Copier/MFD Technical Specifications: The technical specifications for the copier/multifunction device (MFD) items are a combination of the items listed in this section. Vendor shall only propose Copier/MFD equipment that meet the following technical specifications:

1. Has obtained Energy Star certification
2. Supports IP printing and integrate with Microsoft Active Directory for device and user authentication
3. Supports SNMPv3 discovery and management for non-Active Directory devices
4. Provides network connectivity via Integrated Ethernet 100 or higher
5. Provides minimum print quality of 600 DPI
6. Includes drivers available via website
7. Includes drivers that support Internet Printing Protocol (IPP)
8. Supports network printing without use of drivers loaded on the Agencies' PCs
9. Supports Secure Printing
10. Supports following Printer Languages at a minimum: PCL 6 Emulation, PCL 5
 - o Emulation, PostScript 3 Emulation
11. Support the following data streams:
 - o IPDS
 - o TIFF
 - o JPG
 - o PPML
12. Supports direct PDF printing and PDF conversion of native documents for the purpose of printing
13. Supports current and n-2 versions at a minimum of the following:
 - o Microsoft Office Applications
 - o Acrobat Professional
 - o InDesign CS
 - o Corel Draw
 - o Visio
14. Supports following web browsers:
 - o Internet Explorer 11
 - o Edge current and n-2 versions
 - o Safari current and n-2 versions
 - o Mozilla Firefox current and n-2 versions
 - o Google Chrome current and n-2 versions
15. Is able to read files in following formats:
 - o Xerox Digipath 3.0 or later
 - o Microsoft Office Applications 2003 or later
 - o Acrobat 6.0 or later
 - o InDesign CS3 or later
 - o Visio 2003 or later

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16. Maintains integrity of print order
17. Provides login integration with NCID for applicable Agencies
18. Includes surge protection (can be separate device, but shall be included in pricing provided in Attachment E)
19. Includes a meter, copy control, or copy monitor
20. Vendor shall provide, apply, and keep current software security patches and firmware upgrades for all Vendor supported Document Output Devices at no additional cost to the district.
21. Vendor shall only propose MFDs that meet the following technical specifications:
 - Provides automatic tray-less duplex printing
 - Provides automatic document feeder
 - Contains data encryption feature to encode the data stored on the hard drive
 - Includes overwriting feature to clean out the MFD memory
 - Contains digital scanner to digitize an image in color, store the image in memory in color, and produce copies from the memory
 - Provides “scan once, print many” technology
 - Provides minimum scan resolution of 600 DPI
 - Provides scan to email (standard and searchable PDFs)
 - Provides scan to network connected computer
 - Provides scan to folders
 - Supports printing from mobile (e.g., tablet and smartphone) devices including Android, Apple, and Windows operating systems
 - Supports analog and digital fax technology
 - Supports E-fax
 - Provides Microsoft Certified drivers (current and n – 2 (e.g., Win10))
 - Provide Apple iOS drivers (current and n – 2)
 - Provide Android drivers (current and n – 2)
 - Supports batch configurations based on custom groups or fleet-wide distributions
 - Supports following network server environment: Windows Server 2016