

JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT  
1414 WEST MAIN ST, JACKSONVILLE, AR 72076  
PH: 501-241-2080 FAX: 501-241-2092  
[www.jnpsd.org](http://www.jnpsd.org)

# INVITATION TO BID

## Networked Copiers / Multi-Function Printers

### March 16, 2017

1. The Jacksonville North Pulaski School District is soliciting sealed bids and/or secure email bids for networked copiers / multi-function printers. This is a lease-to-own bid. All bid specifications are posted on the “Request for Proposals” page of the school district website. The link is at the bottom of the main home page in the blue banner.
2. Bidders should have an Arkansas presence in order to provide prompt on-site technical support when needed by the district.
3. All bidders must complete the **BIDDER AFFIDAVIT** and include in bid packet. The form is posted on the “Request for Proposals” page on the school district website.
4. All sealed or emailed bids are due to the superintendent’s office no later than **NOON on April 7, 2017**.
5. The District reserves the right to reject any or all bids and waive any formalities in bids received. Price alone may not be the determining factor. Award will be based upon those considerations, which are in the best interest of the District and will be made to the responsive, responsible bidder whose bid is judged to be the most effective and economical for the requirements and specifications stated in the Invitation to Bid. Proposals which fail to comply fully with any provision of the bid documents will be considered invalid and will not receive consideration.
6. Contact Person: Bryan Duffie, ph 501-241-2080, email [bduffie@jnpsd.org](mailto:bduffie@jnpsd.org)
7. Sealed bid proposals by mail or email shall be addressed to the undersigned:

Dr. Bryan Duffie  
Assistant Superintendent  
Jacksonville North Pulaski School District  
1414 West Main St  
Jacksonville, AR 72076  
[bduffie@jnpsd.org](mailto:bduffie@jnpsd.org)

# **GENERAL OVERVIEW**

## **PURPOSE**

Jacksonville North Pulaski School District (JNPSD) is soliciting proposals for the provision of office equipment including copiers, multifunctional devices, and related services that include maintenance and service agreements. The school district is bidding this project as a lease-to-own bid. The school district desires to own all equipment by the end of the leasing period. Another lease-to-own option for additional equipment may be pursued with the vendor at the end of the initial leasing period.

The school district wishes to achieve the following goals as part of this bidding process:

- Match devices to user and business needs
- Increase end-user satisfaction and efficiency
- Obtain timely, responsive, consistent service
- Gain the highest value possible for its investment

## **GENERAL CONDITIONS**

This RFP is not an offer to contract. Acceptance of a proposal neither commits JNPSD to award a contract to any supplier, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. JNPSD reserves the right to contract with a supplier for reasons other than lowest price. JNPSD will thoroughly examine each proposal for best price, product quality, performance measures, flexibility, and customer support.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

The supplier will absorb all costs incurred in the preparation and presentation of the proposal. All suppliers who submit proposals will be notified of the results of the selection process.

JNPSD reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, JNPSD may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of JNPSD, bidder presentations may be requested before awarding the contract. JNPSD may also request the opportunity to conduct an on-site review of the supplier's facility and/or other locations where these services are provided, or a demonstration of the proposed technology.

## **CONTRACT TERM**

The contract will begin on July 1, 2017 with the intention of the lease-to-own period being 48 or 60 months in length.

## PROPOSAL EFFECTIVE PERIOD

Bidder proposals should state in writing that all furnished information, including pricing, will remain valid for 90 days from the date their proposal is received by JNPSD.

## PROPOSAL EVALUATION

Evaluation components may include, but are not limited to, the following:

1. Understanding of partnership objectives and demonstration of a short- and long-term plan to accomplish these goals
2. Proven ability to implement solutions in an educational environment
3. Depth of product offerings and support capabilities
4. Demonstration of proactive and consistent management of program
5. Staff training program
6. Maintenance program
7. Price in relation to value of solution offered

## BIDDER PRESENTATIONS

JNPSD will invite bidders to make a proposal presentation to a school district selection committee. Each bidder will be notified in writing of the date and time of the presentation. A strict time limit will be enforced, and this will be detailed in the letter to bidders.

## CURRENT EQUIPMENT

Our current fleet consists of (41) Ricoh Multi-Function Devices. Our average monthly volume is approximately 739,000 B&W and 38,500 Color. Recommended equipment should match or exceed current capabilities and desired functionality related to paper handling, finishing, and speed.

An itemized equipment list by JNPSD location is included as an attachment.

## SERVICE COMPONENTS

JNPSD seeks a supplier who can supply equipment and provide service in an efficient, consistent manner. We are interested in attaining the blend of multifunctional devices that will best serve our end-users while addressing the business needs of each school and department while minimizing cost.

JNPSD is interested in creative solutions that include the following:

- Equipment
- Proactive Service and Maintenance
- Supplies
- Technical Expertise
- Secure, Find-Me Printing

Simplified Billing Approach  
Reporting – Device and User Details  
Staff Training

## **PROPOSAL FRAMEWORK FOR SUBMISSION**

The proposal submitted for consideration will include the following sections in the order presented below.

1. Introductory Letter (include the bidder affidavit and Attachment 3)

2. Company Information

- a. Brief history of company
- b. Number of years of experience in the industry
- c. Manufacturer affiliation with the company
- d. Names and locations of the local representatives
- e. Guarantee and warranty information for the equipment
- f. Sample lease and maintenance contracts

Note: JNPSD would prefer to utilize existing municipal / cooperative agreement with already established terms and conditions.

3. References

Please provide a minimum of five references and include contact information. If the company currently works with school districts, please include as part of the references.

4. Confirmation that the equipment will meet the minimum technical specifications detailed as follows:

### Connectivity

Interfaces: Standard: 10/100/1000BaseTX, Hi-Speed USB 2.0, 4 USB Host Interfaces, 2 Expansion Slots, Wireless LAN

Network Print and Supported Protocols: TCP/IP, FTP, LPR, NetBEUI, IPv4, IPv6, IPsec, SSL, HTTP, LPD, IPP, RawPort, LLTD, SNTP, DHCP, SMTP, POP3, DNS, SNMPv1/v2, WSD Scan/Print

OS Compatibility: Windows: XP/Vista/7/8/8.1/10/Server 2003/ Server 2008/Server 2008 R2/Server 2012/Server 2012 R2; Novell NetWare 3.x/4.x/5.x/6.x; Mac OS 10.x; AirPrint Enabled; Sun OS 4.1.x; Solaris 2.x; AIX; HP-UX (LPR)

Local Authentication, Network Authentication (IPsec, HTTPS, LDAP over SSL, SNMPv3); Secure Print (IPP over SSL); Scan to Email (POP3/SMTP over SSL); Scan to FTP (FTP over SSL); Scan to SMB/PC/USB; FTP over SSL Optional: Data Security Kit (E); HDD Overwrite Mode, HDD Data Encryption

Scanning Functions: Scan to Folder (SMB), Scan to Email, Scan to FTP, Scan to FTP over SSL, Scan to and from USB, WSD Scan, TWAIN Scan

Fax Functions: Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast

Web-based monitoring of all MFP's in the District's fleet to manage supply levels

Equipment (variety similar to current configuration)

70 ppm black/white, print, copy, color scan  
Dual scan document processor  
External finisher/stapler, 2 & 3 hole punch  
4,150 sheets paper supply  
1200 dpi resolutions

40 ppm black/white, print, copy, color scan  
Dual scan document processor  
External finisher/stapler  
1,150 sheets paper supply  
1200 dpi resolution  
Console/stand

52 ppm black/white, print, copy, fax, color scan  
Dual scan document processor  
700 sheets paper supply  
1200 dpi resolution  
Console/stand

50 ppm color and black/white, print, copy, fax, color scan  
Dual scan document processor  
External finisher/stapler  
2,150 sheets paper supply  
1200 dpi resolution  
Console/stand

5. Identify the proposed manufacturer and equipment models and attach specifications for each model. Provide information concerning performance ratings and features for each model.
6. JNPSD desires to have a large production machine for high volume and special project production. Please include equipment specifications for this type of device.
7. Technical Support and Maintenance Support
  - a. Provide detail on the technical support options that will be available to JNPSD.
  - b. Describe the maintenance request process and response time to these requests.

c. Describe any equipment loaner program for repairs that may place a machine out of service for an extended period of time.

8. Confirmation that all toner, parts, maintenance kits, labor, and surge protectors will be included and billed monthly on a black/white and color cost per page program separate from the equipment lease. List any items that are not included.

9. Financial Considerations

a. The pricing structure is to be shown for a 48 or 60 month lease-to-own program. JNPSD is interested in using existing municipal / cooperative agreements with already established terms and conditions. The lease program must include an amortization schedule with the ownership of equipment transferring to JNPSD at the end of the lease period. No property tax is to be billed to JNPSD.

b. Assuming the total average volumes identified in Attachment 1, please provide pricing using the format shown in Attachment 2.

c. Please state any alternate pricing plan the company recommends and explain the benefits.

d. What are the payment terms?

e. Provide a sample monthly invoice.

f. Describe how this proposal will improve cost-effectiveness. Please be as specific as possible.

g. Describe any additional fees, beyond the monthly payment, assessed by the company (e.g., documentation fees, security deposits, UCC filing fees, PPT, Pick-Up Fees at end of term if no renewal, sales tax, etc.).

h. Do the lease and/or service agreements contain escalation charges. If so, describe them.

i. What payment options are available? (e.g., choose your own due date, combined billing for multiple lease agreements, credit card/ACH/EFT options)

j. Do the lease agreements automatically renew at lease end without notice? What is your notice period? JNPSD would prefer to own equipment at end of the lease term.

10. Closing Statements

a. What differentiates the company from the other companies in the industry?

b. Why is this proposal the best option for JNPSD?

## ATTACHMENT 1 – EQUIPMENT LIST BY LOCATION

Location	Expiration Date	Make	Model	B&W AMV	Color AMV	Required Functionality
Arnold Drive Elementary	04/01/2017	Ricoh	AF MP7001SP	11,095		Copy, Print, Scan, Staple, Punch
Arnold Drive Elementary	04/01/2017	Ricoh	AF MPC5502	7,280	1,196	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch
Bayou Meto Elementary	04/01/2017	Ricoh	AF MP6001SP	6,414		Copy, Print, Scan, Staple, Punch
Bayou Meto Elementary	04/01/2017	Ricoh	AF MP7001SP	38,053		Copy, Print, Scan, Staple, Punch
Bayou Meto Elementary	04/01/2017	Ricoh	AF MPC5502	7,162	2,160	Copy, Print, Scan, Fax, Staple, Paper Bank. Punch
Dupree Elementary	04/01/2017	Ricoh	AF MP7001SP	87,070		Copy, Print, Scan, Staple, Punch
Dupree Elementary	04/01/2017	Ricoh	AF MP8001SP	11,203		Copy, Print, Scan, Staple, Punch
Dupree Elementary	04/01/2017	Ricoh	AF MPC5502	6,636	4,488	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch
Jacksonville High School	04/01/2017	Ricoh	AF MP201SPF	1,842		Copy, Print, Scan, Fax
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	650		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	3,207		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	3,987		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	1,322		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	6,674		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	3,532		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	2,990		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	1,344		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP2852SP	3,091		Copy, Print, Scan, Cabinet
Jacksonville High School	07/01/2017	Ricoh	AF MP5002SP	556		Copy, Print, Scan, Staple, Paper Bank, Punch
Jacksonville High School	07/01/2017	Ricoh	AF MP5002SP	3,472		Copy, Print, Scan, Staple, Paper Bank, Punch
Jacksonville High School	04/01/2017	Ricoh	AF MP9001SP	86,055		Copy, Print, Scan, Staple, Punch
Jacksonville High School	07/01/2017	Ricoh	AF MP9001SP	51,856		Copy, Print, Scan, Staple, Punch
Jacksonville High School	04/01/2017	Ricoh	AF MPC5502	11,368	1,486	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch
Jacksonville High School	4/1/2020	Ricoh	RICOH MP 3054	1,501		Copy, Print, Scan, Staple Punch
Jacksonville Middle School	04/01/2017	Ricoh	AF MP8001SP	3,422		Copy, Print, Scan, Staple, Punch
Jacksonville Middle School	04/01/2017	Ricoh	AF MP9001SP	4,840		Copy, Print, Scan, Staple, Punch
Jacksonville Middle School	04/01/2017	Ricoh	AF MP9001SP	72,074		Copy, Print, Scan, Staple, Punch
Jacksonville Middle School	04/01/2017	Ricoh	AF MP9001SP	29,861		Copy, Print, Scan, Staple, Punch
Jacksonville Middle School	04/01/2017	Ricoh	AF MPC5502	16,501	4,530	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch

Jacksonville School Board	04/01/2017	Ricoh	AF MPC5502	9,392	2,817	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch
Jacksonville School Board	04/01/2017	Ricoh	AF MPC5502	10,599	7,846	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch
Jacksonville Transportation	06/01/2017	Ricoh	AF MP3352SP	5,396		Copy, Print, Scan, Fax, Staple, Cabinet, Punch
Pinewood Elementary	04/01/2017	Ricoh	AF MP6001SP	34,997		Copy, Print, Scan, Staple, Punch
Pinewood Elementary	04/01/2017	Ricoh	AF MP9001SP	29,059		Copy, Print, Scan, Staple, Punch
Pinewood Elementary	04/01/2017	Ricoh	AF MPC5502	13,294	6,347	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch
Taylor Elementary	04/01/2017	Ricoh	AF MP7001SP	21,540		Copy, Print, Scan, Staple, Punch
Taylor Elementary	04/01/2017	Ricoh	AF MP8001SP	48,237		Copy, Print, Scan, Staple, Punch
Taylor Elementary	04/01/2017	Ricoh	AF MPC5502	8,578	2,769	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch
Tolleson Elementary	04/01/2017	Ricoh	AF MP4001SP	13,912		Copy, Print, Scan, Staple, Paper Bank, Punch
Tolleson Elementary	04/01/2017	Ricoh	AF MP7001SP	43,622		Copy, Print, Scan, Staple, Punch
Tolleson Elementary	04/01/2017	Ricoh	AF MPC5502	12,671	4,873	Copy, Print, Scan, Fax, Staple, Paper Bank, Punch



## ATTACHMENT 2 – EQUIPMENT PRICING

Location	Current Speed	Average Monthly Volume	Proposed Make/Model	Proposed Model Speed	48-month Lease Payment	60-month Lease Payment	Monthly Service & Supply Minimum	Service & Supply Overage	Professional Services Fee (e.g., connection, scanning)
Arnold Drive Elementary	70-PPM	11,095							
Arnold Drive Elementary	55-PPM Color	BW/C 7,280/1,196							
Bayou Meto Elementary	60-PPM	6,414							
Bayou Meto Elementary	70-PPM	38,053							
Bayou Meto Elementary	55-PPM Color	BW/C 7,162/2,160							
Dupree Elementary	70-PPM	87,070							
Dupree Elementary	80-PPM	11,203							
Dupree Elementary	55-PPM Color	BW/C 6,636/4,488							
Jacksonville High School	20-PPM	1,842							
Jacksonville High School	28-PP	650							
Jacksonville High School	28-PPM	3,207							
Jacksonville High School	28-PPM	3,987							
Jacksonville High School	28-PPM	1,322							
Jacksonville High School	28-PPM	6,674							
Jacksonville High School	28-PPM	3,532							
Jacksonville High School	28-PP	2,990							
Jacksonville High School	28-PPM	1,344							
Jacksonville High School	28-PPM	3,091							
Jacksonville High School	50-PPM	556							
Jacksonville High School	50-PPM	3,472							
Jacksonville High School	90-PPM	86,055							
Jacksonville High School	90-PPM	51,856							
Jacksonville High School	55-PPM Color	BW/C 11,368/1,486							
Jacksonville High School	30-PPM	1,501							
Jacksonville Middle School	80-PPM	3,422							
Jacksonville Middle School	90-PPM	4,840							
Jacksonville Middle School	90-PPM	72,074							
Jacksonville Middle School	90-PPM	29,861							
Jacksonville Middle School	55-PPM Color	BW/C 16,501/4,530							

Jacksonville School Board	55-PPM Color	BW/C 9,392/2,817							
Jacksonville School Board	55-PPM	BW/C 10,599/7,849							
Jacksonville Transportation	33-PPM	5,396							
Pinewood Elementary	60-PPM	34,997							
Pinewood Elementary	90-PPM	29,059							
Pinewood Elementary	55-PPM Color	BW/C 13,294/6,347							
Taylor Elementary	70-PPM	21,540							
Taylor Elementary	80-PPM	48,237							
Taylor Elementary	55-PPM Color	BW/C 8,578/2,769							
Tolleson Elementary	40-PPM	13,912							
Tolleson Elementary	70-PPM	43,622							
Tolleson Elementary	55-PPM Color	BW/C 2,671/4,873							

Please summarize your total cost proposal options in a concise format.

Please identify other costs necessary to meet or exceed described goals and requirements. This should include your recommended solutions for output, user, and device management.

Provide costs on any solutions and/or services recommended for improving the user experience, administration, and support.

# ATTACHMENT 3 – DISCLOSURE

**This form must be completed, notarized, and submitted with bid or bid may be rejected.**

1. Does any school board member employee of the Jacksonville North Pulaski School District have a financial interest in your business or hold a position as officer, director, trustee, partner, or other top level management? \_\_\_\_\_ Yes \_\_\_\_\_No
  
2. Does any school board member or employee of the Jacksonville North Pulaski School District have a family relationship with anyone employed by your business?  
\_\_\_\_\_Yes \_\_\_\_\_No

*(If the answer is yes to either of the above questions, provide details in a separate attachment to this form.)*

3. Did you or your company assist the Jacksonville North Pulaski School District or any agent of the school district with the development of the bid specifications?  
\_\_\_\_\_Yes \_\_\_\_\_No

If yes:

- a. Were you or your company compensated? \_\_\_\_\_Yes \_\_\_\_\_No
  
- b. Is your company's name or identity included anywhere within the specifications?  
\_\_\_\_\_Yes \_\_\_\_\_No
  
- c. Were you offered any preferential treatment in the bid evaluation process?  
\_\_\_\_\_Yes \_\_\_\_\_No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public