

GLENBROOK HIGH SCHOOLS

**TO: Dr. Riggle
Hillarie Siena**

**FROM: Kimberly Ptak
Marcus Thimm**

DATE: May 13, 2013

**RE: APPROVAL OF MULTIFUNCTIONAL COPIER AND PRINTER
PURCHASE AND LEASE**

Recommendation

It is recommended that the Board of Education

1. Approve the purchase of multifunctional copiers and production equipment from Xerox in the amount of \$397,851.
2. Approve the purchase of HP printers from Genesis in the amount of \$69,668.
3. Award a 5-year \$1 buyout lease to American Capital to finance the above purchases in the amount of \$96,831 per year.
4. Approve a per-click cost of \$.0047 to Xerox for multifunctional and production equipment black and white copies/prints and \$.0449 for color copies/prints. The per click cost covers maintenance, service, repair and supplies.
5. Approve a per-click cost of \$.011 to Genesis for printer equipment black and white copies. The per click cost covers maintenance, service, repair and supplies.

Financial Summary

Annual cost of lease	\$96,831
Annual estimated "click*" cost for copiers & production equipment (\$.0047/click @ 19M clicks)	\$89,300
Annual estimated "click*" cost for printers (\$.011/click @ 1M clicks)	\$11,000
Annual estimated color cost (\$.0449/click @ 275K clicks)	\$12,350
TOTAL ANNUAL COST	\$209,481
CURRENT ANNUAL COST	\$355,816
ANNUAL SAVINGS	\$146,335
SAVINGS OVER 5-YEAR CONTRACT	\$731,675

“* A “click” is essentially one copy or print. The cost per click is \$.0047 for multifunctional copiers and \$.011 for printers and is intended to cover the 5-year warranty, machine service and repairs and supply cost.

Background

In 2005, the district conducted an RFP to remove all departmental copy machines and printers and replace them with multifunctional machines (i.e. machines that copy, print and scan.) At the time, the district was buying copy machines from 8 different vendors and each machine had its own terms. The RFP sought to consolidate to one vendor and put all “clicks” and other terms on one agreement. Xerox was awarded the RFP.

In 2008, the district expanded this initiative to include all lab and classroom printers and entered into a new 5-year contract with Xerox. The lease ends June 30, 2013 as such, an RFP was conducted.

RFP Process

The RFP grouped devices into three categories; production/print shop equipment, multifunctional devices and printers. Seven vendors participated in the RFP.

Production/Print Shop Equipment

The RFP specified two production machines (an 85ppm color/b&w and a 110ppm b&w) in the GBN and GBS print shops. In this area, Xerox offered significantly lower priced equipment than any of the other participants. The district has been using Xerox production equipment for the last eight years and is happy with the quality and reliability of the equipment.

Multifunctional Copy Machines

The RFP specified 71 multifunctional copy machines which will be placed in departments, the IMCs and other office areas. Three finalists were selected (Xerox, Canon (distributed through the Gordon Flesch Company) and Konica Minolta (distributed through Impact Networking)). A machine for each finalist was placed at Glenbrook North and Glenbrook South for two weeks. Training on the machines was conducted and vendors had an opportunity to demonstrate advanced features. Based on technical feedback, references and user experience, Xerox was the strong preference.

Printers

The RFP specified 92 printers, primarily for classrooms and labs. Four finalists were selected; Genesis (HP printers), Xerox, Canon and Kyocera. A printer from each finalist was placed in labs at GBN and GBS and was tested over a two week period. The HP printer was the preference in terms of the ease of connecting to the network and overall robustness and reliability.

Savings is significant (estimated at \$146,000 per year or \$732,000 over the life of the five year contract) and is derived from the following –

1. 15% machine consolidation Prior to distributing the RFP, a consolidation study was conducted. Meetings were held with each department to look at machine placement and printing/copy volumes. The 15% reduction still allows for proper redundancy within the

departments and areas and will continue to meet all printing and copying needs. In addition, certain large multifunctional machines will be replaced with smaller machines where appropriate.

2. Reduced cost per click Through the RFP process, the district was able to negotiate lower “click” costs - \$.0047 vs. \$.0067 for black and white and \$.047 vs. \$.09 for color.
3. Reduced equipment cost Xerox now holds the state contract which offers pricing approximately 20% less than current pricing.
4. Use of a third party leasing company Buying direct from the vendor and financing with a third party leasing company offers savings when compared to leasing directly from the copy vendor.
5. “Pay as you go” click cost Typical agreements require a minimum annual copy volume. Our new agreement is structured as a “pay as you go” model so the district will not be required to meet any minimum volumes.
6. Consolidation of color capability All of our current machines offer color capability. To reduce costs, only the print shop, main office and district office equipment will have color capabilities. Any color that is printed gets charged to the department.
7. 5-year lease Some of the printers have been on three year leases, now all equipment will be on a 5-year lease which will result in lower annual payments. Life expectancy of the printers is 5+ years.

Future Savings

The projected savings of \$145,000 per year, assumes copy volume remains the same. The contract will be structured so the district will only pay for the number of copies/prints it makes. As we continue to move toward decreased printing and copying, the district will see additional savings.

Value Add Features

Technology has changed and new features will be available with the new copy machines including the ability to print Google documents directly from the machine as well as the ability to scan to Word or Excel.

Timeline

May 6, 2013	Board of Education discussion
May 13, 2013	Board of Education approval
June 24, 2013	Machines are deployed

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

1.1 General District Information

Glenbrook High School District 225 is a high school district that serves the Northbrook and Glenview communities. There are two high schools in the district with a combined enrollment of approximately 4,700 students and a combined teacher/staff population of approximately 600. In addition, there is an off campus facility that has student enrollment of approximately 75 and a district office administration building with approximately 35 employees. Each high school has a central print shop with a total of three print shop operators. Total monthly black and white image average volume is 1,650,000 and total monthly color image average volume is 17,600.

1.2 Purpose/Scope of RFP

The purpose of this RFP is to replace the district's current multi-functional copy machines, network printers and print shop with new equipment to be either purchased or financed through a FMV lease.

1.3 Proposal Due Date

The due date of this RFP is April 5, 2013 at 10:00 a.m., CST at the District Office located at 3801 W. Lake Ave, Glenview, IL 60026. RFPs should be addressed to Kimberly Ptak, Director of Purchasing & Operations. Three copies shall be provided.

1.4 Timeline

April 5, 2013	RFP due date – 10am
April 8, 2013	Finalists Selected
Week of April 8, 2013	Testing & Trial Period – Finalists will be required to deliver a multifunctional unit and a network printer to Glenbrook North High School and/or Glenbrook South High School for trial and testing.
April 29, 2013	Recommendation to Board of Education
May 13, 2013	Award of RFP
Weeks of June 17 & June 24, 2013	Implementation

1.5 Instructions to Vendors

Each bidder shall acquaint him/herself with the conditions, as they exist so that he may be completely familiar with the conditions pertinent to the fulfillment of the work required under this proposal.

RFP will be considered firm for 60 days from April 5, 2013.

District 225 reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration be afforded to all concerned. District 225 further reserves

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

the right to reject any and all proposals, award separate items, and to seek new proposals, or modify proposal when such an action would be deemed in the best interest of District 225.

Questions can be directed to Kimberly L. Ptak, Director of Purchasing and Operations, at 847-486-4722 or kptak@glenbrook225.org or Marcus Thimm, Chief Technology Officer, at 847-486-4710 or mthimm@glenbrook225.org.

After review of the RFPs, you may be asked to attend a meeting with building, technology and business office personnel to further discuss your proposal.

The district is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, the district will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, the district's Tax Exemption Certificate will be furnished.

The vendor shall protect, indemnify and hold District 225 harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the proposal.

Vendor shall complete certifications in **Exhibit C**.

Vendor must have a replacement guarantee where, at District 225's request, equipment will be replaced at no charge.

Vendor must guarantee a 4-hour response time on maintenance calls. A minimum of 98% uptime is required over a 90 day period. Monthly reporting is required.

Vendor must provide a breakdown of volume by machine on a monthly basis. In addition, total volume must be broken down by location (GBN, GBS, Off Campus and District Office) as well as by category (print shop equipment, multi-functional devices and network printers). As applicable, vendor must provide reporting on a per user basis.

Equipment proposed must be new equipment, not refurbished.

All equipment must be delivered, installed and configured at the final destination within the building. Network configurations will be provided by District technology staff.

All equipment must be picked up by the vendor and returned at the end of a lease.

Clicks for 11x17 sheets of paper, must be counted as one click.

Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment

Vendor Name _____

Equipment must be covered by a full warranty during the lease duration or for a 3-year term in the event of a purchase.

1.6 Evaluation

In evaluating the proposals submitted, District 225 will apply the "Best Value" standard in selecting the vendor to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, and "best value" to District 225, in the sole judgment of District 225. The selection process will include, but not be limited to, the following considerations:

1. The provider's ability to assist District 225 in meeting the overall goals of RFP.
2. Minimize copy/print costs, maintain excellent copy quality, maintain excellent service, support, and response time.
3. Provide easy user interface common across all machines and client platforms.
4. The firm's overall experience, reputation, expertise, stability and financial responsibility.
5. The vendor's past relationship with District 225, if any.
6. The experience and qualifications of the staff that will be assigned to service District 225's account.
7. Vendor's financial terms offered to District 225.
8. Ability to seamlessly integrate with network.
9. Machine functionality.
10. Any other relevant factor that District 225 feels should be considered.
11. Training ability will be demonstrated during equipment evaluation phase for finalists.

2.0 Scope of Work

District 225 is requesting proposals to replace walk-up copiers, contract for associated maintenance and supplies, replace network printers and replace print shop equipment. The district is requesting proposals for the following equipment.

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

Multi-Functional Devices

45 ppm digital B&W copiers	(19)
55 ppm digital B&W copiers	(18)
65 ppm digital B&W copiers	(2)
35 ppm digital B&W/Color copiers	(7)
45 ppm digital B&W/Color copiers	(2)
55 ppm digital B&W/Color copiers	(1)
65 ppm digital B&W/Color copiers	(2)
45 ppm digital Desktop MFD	(20)

Network B&W Printers

45 ppm network printer	(92)
------------------------	------

Print Shop Equipment

85 ppm production B&W/Color copier	(2)
100 ppm production B&W/Color copier	(2)

2.1 Equipment Specifications

Minimum equipment specifications are outlined in **Exhibit A**.

2.2 Maintenance

All maintenance work for repair, preventative maintenance, parts, labor is to be included in the maintenance cost. A minimum of four-hour response time on maintenance calls is required. Acknowledgement of a service call shall be made within two hours to verify the request, offer telephone assistance and provide an estimated time of arrival. Comparable loaner equipment will be required if equipment is inoperable for more than forty-eight (48) hours from placement of the service call. The vendor shall be required to replace machines, at the vendor's expense, which in the opinion of the District fail to operate at an acceptable level. Unacceptable service is defined as poor copy quality, excessive jamming, excessive maintenance/service calls, etc. This replacement guarantee shall apply for the three-year lease period. A service history report for each machine shall be provided upon request to the District on a monthly basis. Information such as service call, service date, nature of the problem, number of copies, parts replaced are to be included.

Support Requirements

- Vendors must directly employ full time product specific service technicians and/ or teams for the product you are proposing
- Vendors must directly employ full time product specific analysts and/ or teams
- Vendors must directly employ full time product specific trainers and/ or teams
- Vendor must offer a replacement guarantee solely at the district's discretion. Vendor must offer a replacement guarantee for a leased or purchased product.

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

2.3 Supplies

Original manufacturer supplies such as toner, developer, fuser oil, and staples are to be included in the click cost of the master service agreement. These products must be supplied on a just in time basis. Paper will remain the responsibility of the District.

2.4 Invoicing

The district is requiring a consolidated monthly or quarterly invoice. The invoice must show activity broken out by location, department and machine.

2.5 Product Guarantee

The vendor shall be required to replace machines, at the vendor's expense, which in the opinion of the District fail to operate at an acceptable level. Unacceptable service is defined as poor copy quality, excessive jamming, excessive maintenance/service calls, etc. This replacement guarantee shall apply for the term of the agreement.

3.0 Price

Using **Exhibit B**, please provide pricing for the various scenarios.

4.0 References

Provide three references where you have a walk-up machine base similar to above in quantity and specification and two references where you have a production center equipment similar to above in quantity and specification in **Exhibit D**.

5.0 Questions and Answers

Please use **Exhibit E** to answer all questions listed.

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

EXHIBIT A – Equipment Specifications

(Please note any deviations to the following equipment specifications, if none are noted it will be assumed all specifications are met.)

All Multifunctional Devices should have the ability to add faxing capabilities (via an analog port or IP network.)

Following are specifications for the production shop equipment. All other equipment specifications are included in an excel worksheet labeled “Exhibit A.”

Production Equipment

(2) 110 ppm B&W and (2) 75 ppm B&W with Color Capability

Note: Any product your recommend must be able to fit within the current footprint of the print shops.

Throughput	Printer must print onto sizes 8 x 10 to 11 x 17 in 16-110# weights including tabs, cover stock, carbonless paper, transparencies, labels, and certain glossy/enameled stocks.
Paper Supply	Feed stock from 1 paper tray directly into finisher without traveling through imaging operation for on line collation of preprinted covers, inserts, Mylar printed tabs, photographic inserts, and digital color inserts.
On-Line Binder	From 15 to 125 sheets at 20 lb. per bind. Binding: thermal adhesive tape. Right and left side binding. Tape must come in different colors. If not on-line binding, state how you would meet this requirement. Include such equipment in the physical layout.
Stitcher	System to feature at least 2 proportional stitching heads with capacity from 2 to 100 sheets per stapled set, sizes 8 x 10 to 8 1/2 to 14. Selectable head position, landscape or portrait in multiple positions.
Concurrent Printing	Equipment must be capable of printing one document receiving jobs directly from network while operator is scanning/editing /programming/assembling another document at hard copy scanner.
Printer Management	Operator must be able to manage printer via iconic-based pull down windows. Operator must be able to prioritize jobs at printer controller and select on-line or off-line operation.

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

Signature Booklet

Maker

Fully automatic booklet making system.
Up to 22 sheets at 20 lb. Or 26 sheets at 16 lb.
Paper size 8.4" to 11.8" width; 11" to 17.3" length
Cover insertion module.

Scan to print shop software solution

Vendor must provide a system that allows for scanning documents from a multi-functional device into an electronic job ticket that is created and sent to the print shop.

Electronic submission

All print shop equipment must be network connected and vendor must provide the capability for end users to electronically submit documents for printing.

Volume

Print shop equipment must be able to handle a combined monthly print shop volume of 850,000 consistently.

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

EXHIBIT C - CERTIFICATIONS

1. **CERTIFICATION** - The undersigned vendor or contractor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the **bid-rigging or bid-rotation** provision of Article 33E of the Criminal Code of 1961 as amended. The bidder also certifies that he/she has read, understands and agrees that acceptance by Glenbrook School District 225 of the bidder's offer by issuance of a purchase order and/or contract will create a binding contract. District 225 may declare the contract void if the certification is false.

2. **NON-COLLUSION AFFIDAVIT** - The undersigned vendor or agent states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Vendor further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

3. **PREVAILING WAGE** - The undersigned vendor or contractor hereby certifies to be in compliance with Public Act 94-0515, which amends the Illinois Prevailing Wage Act effective August 10, 2005. This Act requires the contractor or subcontractor to certify the wages paid to all laborers, mechanics, and other workers, will not be less than a general hourly rate of pay required by law. Details at <http://www.state.il.us/agency/idol/rates/rates.HTM>.

4. **FAIR EMPLOYEE PRACTICES** - It is mandatory that the contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further that he will comply with all provision of the Illinois Fair Employee Practices Commission as required but the Rules and Regulations for Public Contract.

5. **TOXIC SUBSTANCE** The successful vendor must comply with the Toxic Substance Act (PA83-240a). This Act requires that a Material Safety Data Sheet be provided for any product containing one or more toxic substances covered in this Act. The MSDS shall accompany delivery or have been submitted prior to delivery. Payment to vendor will not be made until MSDS is provided.

6. **SEXUAL HARRASSMENT CLAUSE** - Each vendor must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 225 is in compliance with this law.

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

- 7. **NO SMOKING CLAUSE** - Vendor agrees that he, his employees and sub-contractors, will abide by the District 225 no smoking policy on all District 225 sites.

- 8. **DRUG-FREE WORKPLACE** - Each vendor must certify compliance with the Drug-Free Workplace Requirement, which stipulates the prohibition of the unlawful manufacture and distribution, dispensing, possession, or use of a controlled substance while on District 225's premises or while performing work for the district.

By signing this document, I state and declare that the Vendor/Contractor listed below and I are in compliance, and comply with all of the Certifications listed herein.

Signature

Vendor/Contractor

Firm

Phone/Fax

Address

E-mail

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

EXHIBIT D - REFERENCE LISTING

In order to determine the ability of the vendor to fulfill proposal requirements, all vendors must furnish reference information as requested. Please provide name and address information for three references where you have a walk-up machine similar to our proposed model in quantity and specification.

1. _____

2. _____

3. _____

Please provide name and address information for two references where you have production equipment similar to our proposed model in quantity and specification.

1. _____

2. _____

**Glenbrook High School District 225
Request for Proposal
Multifunctional Copiers, Printers and Print Shop Equipment**

Vendor Name _____

EXHIBIT E – Q&A

Please provide answers to the following questions in your RFP response.

1. Please provide an overview of your company including years in business and a financial statement.
2. What type of management software program do you use? What data can it generate? Will technology staff be allowed access?
3. Explain your fax solution including cost of equipment and inbound/outbound fax usage as applicable.
4. Explain your solution for secure and/or follow me printing. How can employees authenticate themselves? Explain any options to integrate with staff ID/bar codes.
5. What is our ability to downsize equipment during the lease if printing habits significantly change? Is there an annual option to right-size?
6. Explain your invoicing. Do you offer consolidated billing?
7. Explain your ability to support Apple/Mac, Windows 7/8, IOS and Android devices and platforms.
8. Do you have a global driver available?
9. What environmental benefits does your product offer? What is your average, per device, power consumption when idle and active?
10. Document any other value-add services and/or cost savings ideas the district should consider.
11. Provide an organizational chart identifying all key personnel who will be part of the team and detail their experience.
12. Describe the equipment maintenance process, including hours of operation, call back and response time, a documented service call escalation process, unlimited maintenance and repair, service history reports, after hours service availability, product replacement in the event of equipment breakdown. How are service calls placed and tracked? Via web, phone, email?
13. All equipment must arrive no later than June 17, 2013. Please document your implementation and training plan. How many hours of training are included in your proposal?