



Roseville Area Schools

1251 County Road B2 West • Roseville, MN 55113  
PHONE 651-635-1600 • FAX 651-635-1659 • [www.isd623.org](http://www.isd623.org)

# REQUEST FOR PROPOSAL

## for

# PRINTING SERVICES

**Release Date:** Monday, March 2, 2020

**Proposals Due:** Monday, March 30, 2020 by 4:00 p.m. (CST)

RFP documents available at [www.isd623.org/rfp](http://www.isd623.org/rfp)

Phone calls and in-person inquiries will not be accepted. Email questions to [rfp@isd623.org](mailto:rfp@isd623.org) no later than 4:00 p.m. on Monday, March 16, 2020.

## **INTRODUCTION**

Roseville Area Schools ISD 623 serves a diverse population of approximately 7,500 students encompassing all or part of the following communities: Roseville, Falcon Heights, Little Canada, Maplewood, Lauderdale, Arden Hills, and Shoreview. Roseville Area Schools currently operates twelve district facilities including seven elementary schools, one K-8 school, one middle school, one high school, one community center, and one district center.

## **PURPOSE**

The School District is seeking proposals for district-wide printing and finishing services to replace the in-house Copy Center that currently provides the following services to our buildings.

## **SCOPE OF SERVICES**

Professional quality, high-volume printing and finishing services, including:

- black/white and full-color prints
- saddle stitch booklets
- spiral binding
- large format posters
- laminating
- folding, stuffing, cutting, padding, stacking
- NCR forms
- specialty items such as postcards, business cards, note cards, flyers, programs, brochures, etc.

See Exhibit A for annual volume/type of orders.

Web-based user interface for order submission, document storage, and data reporting. Specifications include:

- Administrative level access for district to manage users, security levels, budget tracking and job management features
- Instructions/training and troubleshooting support
- Order confirmation and tracking i.e. user email notifications of job received and job completion
- Customizable ad-hoc reporting with the ability to print to PDF or CSV formats.

Exceptional customer service to users via phone and online support, including assistance with web-based interface, draft proofs and quotes.

Services are provided year-round with peak periods from August through October, and end of school trimesters.

Materials printed on 20# bond/92 bright white paper (or better) for standard black/white printing. All other papers as requested. See Exhibit B for a list of paper selections required.

Daily delivery/pick-up of printed materials to all sites between 6:00 - 8:00 a.m.

Guaranteed turnaround times as follows:

- next day delivery for printing jobs submitted by 4:00 p.m.
- 2 day turnaround for off-line finishing jobs
- 3 day turnaround for laminating requests

Materials packaged for ease of handling (e.g. paper clip, rubber band, shrink-wrap) and clearly labeled with job ID and user name for ease of distribution on-site.

### **PROPOSAL REQUIREMENTS**

Proposals are to be based on a 36-month contract period.

Proposals must include an **itemized** breakdown of all costs associated with off-site printing and finishing services. Proposals must include firm, fixed prices and specify any annual inflationary cost increases. In addition, vendors must complete the attached Pricing Sheet (Exhibit B) to indicate cost per copy and paper supply pricing.

Proposals must detail terms and methods used for billing, and illustrate the District's ability to allocate costs across programs.

Proposals must indicate plans to utilize vendor owned/leased equipment, options to buy out current district owned/leased equipment, and/or vendor use of district leased equipment (see Exhibit C). Clearly detail any equipment costs associated with the proposal.

Vendor will maintain paper and finishing supplies and inventory, and provide a process for the District to order paper supplies at state contract pricing.

Proposals must describe the staffing structure which will ensure quality and timely delivery of services. See Exhibit A for current staffing.

Vendor is responsible for furnishing all materials, labor, facilities, equipment, software and supplies necessary to perform the services.

Vendor must provide a guarantee to meet the required turnaround times at a rate of 99.99%. Proposals must include cost based on the current 4:00 p.m. next-day delivery deadline, however vendors may provide additional cost options which outline alternative daily deadlines for next-day delivery.

Proposals must detail a delivery system for completed work to be delivered to the school district locations which is comparable to the current district delivery schedule (see Exhibit D).

Proposals must detail a plan for the transition from in-house copy center to off-site printing services. The transition target date is December 2020 and is subject to change dependent upon the options presented in the proposals and current school district construction project timelines.

Proposals must include a minimum of 2 references of clients with similar workflow processes in place. At least 1 of the references must be a school district (Minnesota school district preferred).

### **SUBMISSION OF PROPOSALS**

Sealed proposals are due on or before 4:00 p.m. on **Monday, March 30, 2020**. Proposals not received by the deadline will be late and ineligible for consideration.

Submit proposals to:

Business Services  
ISD 623 Roseville Area Schools  
1251 County Road B2 West  
Roseville, MN 55113

Two (2) copies of the proposal must be submitted in a sealed envelope clearly marked "*Proposal for Printing Services*" with the name of your firm and address clearly identified.

All proposals must be signed and submitted by an authorized representative of the firm.

The District reserves the right to reject any and all proposals if the information is incomplete and does not address all the required items.

A proposal, once delivered in the formal custody of the District, may not be withdrawn. Once documents have been received by the District, all documents become the property of the District. When documents are opened, they become public information and any restrictions put upon the District regarding the sharing of information or duplicating copies after the opening may be grounds to reject the proposal.

The District is not responsible for any costs associated with the preparation or submission of this RFP.

**PROCESS**

*Phone calls and in-person inquiries are not allowed.* All questions must be emailed to [rfp@isd623.org](mailto:rfp@isd623.org) by 4:00 p.m. on **Monday, March 16, 2020**. Questions will be compiled, and responses will be emailed to all participating vendors on **Friday, March 20, 2020**.

At the discretion of the District, firms submitting proposals may be interviewed or requested to provide additional information and/or site visits, as part of the evaluation process. The District reserves the right to reject any and all proposals or to enter negotiations with any or all firms. In addition, the District reserves the right to negotiate modifications to the proposal with a single respondent without obligation to negotiate similar modifications with other respondents.

The District shall be held harmless for any failure to solicit responses from potential firms.

The selection committee will consider the following criteria in selecting a proposal to recommend to the Board of Education:

- Adherence to the requirements of the proposal
- Experience with providing off-site print and finishing services for school districts
- Cost effective pricing
- Company’s printing services reputation, reliability, and quality

Letters will be sent to all other respondents after the successful firm has been notified.

**TENTATIVE TIME SCHEDULE**

Announcement of RFP .....	March 2, 2020
Questions due to <a href="mailto:rfp@isd623.org">rfp@isd623.org</a> .....	by 4:00 p.m. on March 16, 2020
Responses to questions .....	March 20, 2020
Proposals due .....	by 4:00 p.m. on March 30, 2020
Review & evaluation of proposals .....	March 31 - April 20, 2020
Selection of recommended vendor .....	April 21, 2020
Recommendation to Board of Education for approval .....	May 12, 2020
Transition to off-site printing services .....	December, 2020

## **EEO STATEMENT**

The School District is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation.

## **CONFIDENTIALITY**

All documents, materials and information supplied by and to the School District are subject to the Minnesota government data practices act. That act provides that all data collected, created, received, maintained or disseminated by the School District shall be public unless otherwise classified and protected from disclosure by law. By delivering information to the School District, the respondent represents that it has reviewed, to the extent it deems appropriate, and understands the provisions of the act. The respondent further acknowledges that the School District has no right to withhold disclosure of public data. All data provided by the respondent deemed, "CONFIDENTIAL" shall be so marked. If a request for disclosure of such a document is made, the School District will notify the respondent of such request. The School District does not undertake to defend any action to require the disclosure of such information.

## Roseville Area Schools ISD #623 Copy Center Staffing & Volumes

STAFFING	Total FTE			
2 employees @ .875 FTE each	1.75	199 day work calendar Aug-June 7 hrs/day per employee w/staggered shifts plus additional reduced summer hours		
COPIES	Average Orders per Year	Total Clicks 2017 - 2018	Total Clicks 2018 - 2019	Total Clicks 2019-20 through Jan
B/W copies on white paper	47,944	10,994,195	10,795,037	6,218,322
B/W copies on color paper	13,740			
Full Color Copies	<u>5,599</u>	<u>185,757</u>	<u>165,020</u>	<u>94,244</u>
	67,283	11,179,952	10,960,057	6,312,566
OFF-LINE JOBS	per Year	<i>may be duplicated in numbers above</i>		
Booklets w/covers	954			
Spiral Binding	423	6,500 books		
Posters	117			
Laminating	3,024	12,000 feet		
Padding	241			
Cutting	1,774			
NCR forms	110			
Folding/stuffing envelopes	20	large jobs		
Folding - documents only	300			
Business Cards	100			
Paper Orders	<u>1,157</u>	895 cs white paper, 501 reams color paper		
	8,220			

**Roseville Area Schools ISD #623 Copy Center  
Pricing**

*Please complete proposed pricing for each yellow-shaded box.*

Black & White Copies	Copy Cost		Paper Costs	
	1-sided	2-sided	Cost/ream	Cost/case
<b>White Paper</b>				
8.5 x 11 - letter 20# paper				
8.5 x 11 - letter coverstock				
8.5 x 14 - legal 20# paper				
8.5 x 14 - legal coverstock				
11 x 17 - tabloid 20# paper				
11 x 17 - tabloid coverstock				
<b>Pastel Paper:</b> <i>Blue, Green, Pink, Yellow, Ivory, Gray, Salmon, Gold, Lilac</i>				
8.5 x 11 - letter 20# paper				
8.5 x 11 - letter coverstock				
8.5 x 14 - legal 20# paper				
8.5 x 14 - legal coverstock				
11 x 17 - tabloid 20# paper				
11 x 17 - tabloid coverstock				
<b>Brite Paper:</b> <i>Blue, Dark Green, Galactic Green, Pink, Yellow, Orange, Red, Tan (coverstock)</i>				
8.5 x 11 - letter 20# paper				
8.5 x 11 - letter coverstock				
<b>Specialty Paper</b>				
8.5 x 11 - parchment paper				
8.5 x 11 - parchment coverstock				
2-part carbonless (NCR)				
3-part carbonless (NCR)				

Full Color Copies	8.5 x 11		8.5 x 14		11x17	
	1-sided	2-sided	1-sided	2-sided	1-sided	2-sided
20# white paper						
Coverstock white paper						
Glossy white paper						
Glossy white coverstock						

Additional Services	Cost
Full Color Posters 18" x 24"	
Full Color Posters 24" x 36"	
Laminating per foot	
Spiral Binding per comb	
Chipboard (8.5 x 1)	
Business Cards per sheet of 12	



## Roseville Area Schools ISD #623 Copy Center Equipment

<b>Leased equipment</b>	<b>Lease expiration date</b>
KM 1250 w/GBC punch	7/2022
KM 1250 w/saddle stitch	7/2022
Canon 8595 booklet	10/2023
Canon 8595	10/2023
Canon C60	12/2020
Neopost DS-75 folder/stuffer	8/2021

### **District-owned off-line finishing equipment:**

- Formaxa folder
- GBC Laminator
- GBC ProCut
- Dayton drill press
- Scale
- Rotatrim paper trimmer
- HP Designjet Z5400 poster printer
- Fellowes Orione 500 and GBC 16-DB spiral binding machine

**Roseville Area Schools ISD #623 Copy Center  
Delivery Schedule**

Fairview Community Center, 1910 County Rd B W, Roseville	6:00 a.m.
Brimhall Elementary, 1744 County Rd B W, Roseville	6:10 a.m.
Falcon Heights Elementary, 1393 Garden Ave, Falcon Heights	6:20 a.m.
Roseville Area High School, 1240 County Rd B2, Roseville	6:30 a.m.
District Center, 1251 County Rd B2, Roseville	6:40 a.m.
Parkview Center School, 701 County Rd B W, Roseville	6:50 a.m.
Central Park Elementary, 535 County Rd B2 W, Roseville	7:00 a.m.
Roseville Area Middle School, 15 County Rd B2 E, Little Canada	7:15 a.m.
Harambee Elementary, 30 County Rd B E, Maplewood	7:25 a.m.
Edgerton Elementary, 1929 Edgerton St, Maplewood	7:35 a.m.
Little Canada Elementary, 400 Eli Rd, Little Canada	7:44 a.m.
E.D. Williams Elementary, 955 County Rd D, Shoreview	8:00 a.m.