

REQUEST FOR PROPOSAL
FOR
Copy, Print, and Multi-function products

#001-17

PROPOSALS DUE:
February 27, 2017 at 3:00 p.m.

North Kitsap School District #400
18360 Caldart Ave. NE
Poulsbo, WA 98370

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OVERVIEW

The North Kitsap School District #400 (the "District") is requesting proposals to provide copy, print, and multi-function products/services to the sites listed.

Vendor proposals must provide service to all sites listed in the Preparation of Proposal section. Proposals without pricing for all sites will not be considered. (Any optional pricing is clearly indicated below.)

This RFP is being posted and advertised in compliance with Washington State RCW 39.04.270.

INSTRUCTIONS TO SERVICE PROVIDERS

1. INTERPRETATION OF PLANS AND DOCUMENTS:

If any person contemplating submitting a response for the proposed contract is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, or find discrepancies in, or omissions from, the plans or specifications, the person may submit to the authorized representative a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Such request must be submitted not less than five (5) days prior to the response due date. Any interpretation or correction of the contract documents will be made only by written addendum duly issued and a copy of such addendum will be posted on the district web site next to the original RFP document. North Kitsap School District will not be responsible for any other explanations or interpretations of the contract documents. No oral interpretation of any provision in the contract documents will be made to any service provider or binding on North Kitsap School District.

2. PREPARATION OF PROPOSAL:

Each proposal shall include the following items:

- Service Provider's Name, Address, Contact Information (including Agent's Name and Telephone Number)
- Pricing for items requested, signed by a person authorized to provide pricing and enter contracts, with the signature in full. (Failure to sign the response shall be deemed non-responsive.)
- Service Level Agreement
- References of at least three (3) customers of similar size and scope, with at least one (1) of those being a school district in the State of Washington
- Any additional documents that would be required by your organization to enter into this contract (including sample terms and conditions)

Any omission of prices on required items shown in the proposal form may render the proposal as being incomplete and may become cause for rejection of the proposal, at the sole discretion of the District. When not responding on an item, specify by a N/A in the appropriate space.

No service provider may withdraw a proposal after the date and hour set for the delivery of responses thereof and before the award of the contract, unless said award is delayed for a period exceeding forty-five (45) days.

3. DELIVERY OF PROPOSAL:

A. Each proposal shall be completely sealed in a separate envelope, properly addressed to the North Kitsap School District at the address indicated on the proposal form, with the name and address of the service provider and the name of the project for which the response was submitted, plainly written on the outside of the envelope. "Request

for Proposal of Copy, Print and Multi-function products". Please include one (1) original and two (2) copies of your proposal.

B. Sealed proposals will be received at the time and place stated in this Request for Proposal. It is the sole responsibility of the service provider to see that the proposal is delivered on time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the service provider unopened.

C. Proposals shall be submitted intact, including all proposal documents and acknowledgment of all addenda posted on the North Kitsap School District web site.

D. Upon delivery, proposals become the property of the North Kitsap School District.

PROPOSALS ARE DUE February 27, 2017 at 3:00 p.m., and MUST BE MAILED/DELIVERED TO:
North Kitsap School District #400 – Business Office
18360 Caldart Ave. NE
Poulsbo, WA 98370

ENVELOPE MUST BE CLEARLY MARKED:
Request for Proposal for Copy, Print, and Multi-function products
RFP #001-17
Due: February 27, 2017 at 3:00 p.m.,
Attn: Susan Ray, Purchasing Agent

NOTE: Faxed, e-mailed or electronic copies will NOT be accepted. Any bids received after the scheduled closing time for the receipt of bids will be returned unopened.

4. TIME SCHEDULE:

The District will attempt to use the following time schedule which will result in selection of a proposal.

February 27	Proposals due no later than 3:00 pm
March 9	Recommend proposer to the Board of Directors of North Kitsap School District

5. TAXES:

Proposals shall include any applicable taxes. North Kitsap School District is exempt from certain Federal Taxes, and exemption certificates will be furnished. Service Provider is responsible for any taxes that are applicable to the services and products provided.

6. CONTRACT DEFAULT:

Your proposal is subject to all terms and conditions as herein established in this request and includes price, quality, and delivery. Failure to provide services by the agreed project timeline and at the prices proposed will be considered contract default and the Purchasing Department reserves the right to declare the contract terminated and to purchase the merchandise on the open market. If a greater price than the contract price has been paid by the North Kitsap School District Purchasing Department, such increase shall be the service provider's responsibility.

7. SERVICE PROVIDER/NORTH KITSAP SCHOOL DISTRICT RELATIONSHIP:

Service Provider's relationship to North Kitsap School District in the performance of services that may be required for certain items shall be that of an independent contractor. The personnel performing services under this contract shall at all times be under Service Provider's exclusive direction and control and shall be employees of service

provider and not employees of North Kitsap School District. Service provider shall cover or insure all of its employees performing services under this contract in compliance with the applicable laws relating to workman's compensation and employers' liability insurance.

8. NON-DISCRIMINATION AGREEMENT:

Service Provider agrees not to discriminate against any client, employee or applicant for employment because of race, creed, color, national origin, sex, or age. The service provider must also comply with any applicable affirmative action programs. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of North Kitsap School District.

9. BILLING:

Payment will be mailed to the vendor within thirty days of receipt of invoice(s).

10. REJECTION OF PROPOSALS:

North Kitsap School District reserves the right to reject any or all proposals and to not make an award. The award of the contract, if made by North Kitsap School District, will be made to the qualified service provider submitting the most satisfactory proposal based on the criteria in section 12, if it is to North Kitsap School District's best interest to accept such proposal. The right is reserved by North Kitsap School District to waive any informalities or errors in the proposal that, in the sole opinion of North Kitsap School District, do not materially affect the proposal (RCW 43.19).

11. BINDING CONTRACT:

A formal contract will be issued by North Kitsap School District. The issuance of a purchase order by North Kitsap School District to the successful service provider does not form a binding contract. This RFP and response shall become part of any contract between the Service Provider and North Kitsap School District.

12. CONTRACT AWARDING BASIS:

The District will award the contract on the following basis:

- Price (including amortized construction cost) 40 %
- Technical Specifications, Design and Service Level Agreement 40 %
- Customer References 20 %

13. CONFLICTS OF INTEREST:

No director, employee or agent of the Service Provider shall give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with the work, or enter into any non-consumer business arrangement with any director, employee representative of the District, other than as a representative of the District, without prior written notification thereof to the District. Any representative(s) authorized by the District's Superintendent may audit all records of the Service Provider, that pertain to the District, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially.

14. PRICE GUARANTEE:

Prices must remain firm for the duration of the contract as specified in Section 15.

15. DURATION OF CONTRACT: April 1, 2017 TO March 31, 2022:

The initial contract shall be for a term of five (5) years.

16. ASSIGNMENT OF CONTRACT:

The Service Provider shall not assign this contract, any part thereof, nor any monies owing thereunder, without the prior written approval of the District.

The Service Provider shall have total responsibility for meeting the terms and conditions of this contract.

17. ADVERTISING:

Award of this contract does not grant the right to the vendor to utilize the award in any advertising media without written consent of the District.

18. TERMINATION:

A. In the event that any of the provisions of this contract are violated by the Contractor, the District may serve written notice upon the Contractor of their intention to terminate such contract, such notice to contain the reason for such intention to terminate the contract, and unless within ten (10) days after the serving of such notice upon the Contractor such violation shall cease and satisfactory arrangement for correction be made, the contract shall upon expiration of said (10) days, cease and terminate. In the event of any such termination, the District shall immediately serve notice thereof upon the Contractor in default, and procure all materials or services involved in the contract from other sources. The Contractor shall be liable to the District for any excess cost occasioned the District thereby.

B. If at any time a District owned machine becomes nonoperational and cannot be restored as per the guidelines set forth in the Service Level Agreement, the District, at no penalty, may terminate the service of said machine prior to the contract termination date. The District shall be obligated to pay for goods or services for which have been received and accepted.

C. In the event that the District financial outlook is such that it can no longer support this contract, all or part of this contract may be terminated, with the understanding that such cancellation will be due to facility closure or district consolidation and not the result of replacing equipment with a competitive model.

19. CONTACT INFORMATION:

For information about this RFP, please contact in writing/email/fax:

Susan Ray, Purchasing Agent
North Kitsap School District #400
18360 Caldart Ave
Poulsbo, WA 98370
Email: sray@nkschools.org
Phone (360) 396-3009

Service Providers are reminded that questions must be submitted in writing or e-mail, and the response will be e-mailed.

PROJECT REQUIREMENTS

North Kitsap School District is seeking proposals to provide a Copy, Print, and Multi-function products to several district-owned properties. **The District is seeking an experienced, knowledgeable vendor who can provide the District with efficient and user-friendly service, as well as cost-effective and well-maintained equipment, in the following areas:**

District Copy Center: This facility provides copy jobs that require production quality, centralized copy machines, in both Black/White (BW) and Color that can produce significant volume in the service of all District needs.

Administration and Staff Multifunctional Devices (MFDs): These networked copy, print, fax and scan devices are for staff and internal District usage, located at the North Kitsap Administration, Maintenance, Transportation, Food Services and Pool facilities.

School-Based Multifunctional Devices (MFDs): These networked copy, print, fax, and scan devices are located in schools. These devices are currently supplemented by stand-alone faxes, scanners, and small and medium printers. The added true scan and fax functionality of the new MFDs should replace the need for many of the stand-alone devices. **Stand-alone devices are not part of this RFP.**

1. District Copy Center:

The District Copy Center requires time-sensitive bulk copying and professional image-quality documents. Both BW and Color equipment must include centralized, high speed unit(s) capable of meeting existing and expanding print requirements throughout the life of the contract, as well as meet the customer turnaround times and maintain uptime requirements. The annual BW production was 3 million, with a monthly average of 250,000 for the 2015-16 school year. Over the term of the agreement, the Vendor will guarantee to the North Kitsap School District that said unit(s) will be capable of producing at least 15 million deliverable images to users over the course of 5 years.

The annual Color production was 240,000 imprints, with a peak month of 30,000, making a monthly average of 19,000 over the 2015-2016 school year. Over the term of the agreement, the Vendor will guarantee to North Kitsap Schools that said units will be capable of producing at least 3 million deliverable images to users over the course of 5 years. Please refer to the "Required Locations" chart on page 8 of this document for the quantity of machine types required at each location.

The successful Vendor will be required to provide, deliver and install the machines, as well as maintain them for the duration of the contract. The successful Vendor will be responsible for delivery, installation and testing, using a staged approach to ensure staff have fully functioning print devices within their general area without interruption. The successful vendor will be required to have all machines completely installed, functioning and on the network on or before 4:00 p.m. on Friday, March 31st, 2017. Additionally, the successful vendor must coordinate with each facility's designated administrative staff to provide in-depth, onsite training for the Copy Center staff that must be completed on or before April 14, 2017.

2. Administration and Staff Convenience Multifunctional Devices (MFDs)

Copy Services are for the District's Administration, Maintenance, Transportation, Food Services and Pool facilities are required. These facilities house the District's administrative and executive offices, as well as its central services, maintenance, and transportation facilities. The successful vendor will be required to provide equipment stationed at various locations throughout each facility, for convenience copying. Please refer to the "Required Locations" chart on page 8 of this document for the quantity of machine types required at each location.

The successful Vendor will be required to provide, deliver and install the machines, as well as maintain them for the duration of the contract. The successful Vendor will be responsible for delivery, installation and testing, using a

staged approach to ensure staff have fully functioning print devices within their general area without interruption. The successful vendor will be required to have all machines completely installed, functioning and on the network on or before 4:00 p.m. on Friday, March 31st, 2017. Additionally, the successful vendor must coordinate with each facility's designated administrative staff to provide an onsite MFD training that must be completed on or before April 14, 2017. The Vendor shall also provide laminated signage at each MFD location that indicates the primary functions for scanning, faxing, copier, and print functions, including duplex, single-sided printing, stapling and collating.

3. School-Based Convenience Multifunctional Devices (MFDs)

Copy services for each of the District's Schools are required. This currently encompasses 44 devices. The schools require MFDs to be stationed in main offices, work rooms, and other locations. Please refer to the "Required Locations" chart on page 8 of this document for the quantity of machine types required at each location.

The successful vendor will be required to commence with the delivery, installation and testing at each school, on or before 4:00 p.m., March 31 2017. Additionally, the successful vendor must coordinate with each school's designated administrative staff to provide an onsite MFD training that must be completed on or before April 14, 2017. The Vendor shall provide laminated signage at each MFD location that indicates the primary functions for scanning, faxing, copier, and print functions, including duplex, single-sided printing, stapling, and collating.

Required Locations	Machine Spec "A"	Machine Spec "B"	Machine Spec "C"	Machine Spec "D"	Machine Spec "E"
<i>District Office / Copy Center 18360 Caldart Ave NE, Poulsbo</i>	3	1	3		1
<i>North Kitsap High School 1780 NE Hostmark St, Poulsbo</i>			2		2
<i>Kingston Middle School 9000 NE West Kingston Rd, Kingston</i>			1		2
<i>David Wolfle Elementary School 27089 Highland Rd SE, Kingston</i>			1		1
<i>NKSD Transportation facility 26000 Siyaya Ave NE, Kingston</i>			1		1
<i>NKSD Maintenance/Operations 1365 Finn Hill Rd, Poulsbo</i>			1		
<i>Hilder Pearson Elementary School 15650 Central Valley Rd NW, Poulsbo</i>			1		1
<i>Vinland Elementary School 22104 Rhododendron Lane NW, Poulsbo</i>			1		1
<i>Suquamish Elementary School 18950 Park Ave NE, Suquamish</i>			1		1
<i>Richard Gordon Elementary School 26331 Barber Cutoff Rd, Kingston</i>			1		1
<i>Poulsbo Elementary School 18531 Noll Rd NE, Poulsbo</i>			1		2
<i>Poulsbo Middle School 2003 NE Hostmark St, Poulsbo</i>			1		4
<i>Kingston High School 26201 Siyaya Ave NE, Kingston</i>			1		4
<i>NKSD Food Services 2003 NE Hostmark, Poulsbo</i>					1
<i>NKSD Pool 2003 NE Hostmark, Poulsbo</i>					1
<i>PAL School 25800 Siyaya Ave NE, Kingston</i>				1	

PRICING CONSIDERATIONS:

Vendor proposals must provide service to all sites listed in the REQUIRED Locations section of this proposal. Proposals without pricing for all sites will not be considered.

Pricing must include total lease/rental amount, cost per Copy/Print, and cost per scan, per machine. CPC must include all supplies (toner, staples, and any other necessary supplies), AND shipping for said supplies. Service and support must be included with lease/rental costs, and any additional costs for service (including parts, labor, mileage) must be included. Pricing must indicate whether costs for all of the aforementioned categories change or increase over the term of the contract.

SPECIFICATIONS AND FEATURES COMMON TO ALL MACHINES

Please indicate if each machine includes the following features. Indicate if each feature is standard or an additional cost item.

- Hard drive erase kit
- True Adobe post script driver support
- Secure Print
- Fax capability with secured port
- Scan to file
- Scan to e-mail
- Scan to OCR
- Data compression
- Network based accounting software to track print and copy volume per user
- 3 hole punch
- Print around errored documents
- Finisher with automatic stapler
- 11x17 printing billed at single or double page rate

MACHINE TYPE SPECIFICATIONS

Specification A 110 ppm B/W production copier
4 Paper trays
High capacity paper deck
Sheet size up to 13x19
250 sheet bypass tray
In-line GBC punch
Booklet Finisher
2/3 hole punch
Single pass document feeder
C/Z folding option

Specification B Same specifications as “A” *except* 80 ppm Color production copier

Specification C Same specifications as “D” *except* 55 ppm color MFD

Specification D 35 ppm color MFD
Office finisher
High capacity paper trays, 3,000 sheet capacity minimum
100 sheet bypass tray
Automatic document feeder

Specification E 35 ppm tabletop color MFD

Option for second paper tray

PHYSICAL NETWORK REQUIREMENTS:

Network handoff is 1000BaseT Ethernet CAT6 connection.

SERVICE LEVEL AGREEMENT:

Service Provider is encouraged to provide recent metrics of service level performance. Service Provider, as part of this proposal, shall attach a current Service Level Agreement (SLA) to include the following components:

- Normal customer service hours (staffed at least 7:00am – 5:00pm Pacific Time)
- Committed response time to normal customer inquiries
- Process for reporting after-hours outages/emergencies
- Committed response time, escalation and update procedures for after-hours emergencies
- Procedure for SLA review if terms are not being met
- Provisions for service credit and/or contract termination if SLA terms are not consistently met

DELIVERY, INSTALLATION AND PICKUP:

All bids must include complete costs of delivery, installation, and configuration services for all units supplied. Also include any costs for relocation of a unit, as well as any costs related to pick up and removal services for all units at the end of the contract term.