



Request for Proposals (RFP) for Copy Center and High School Equipment, Software and Related Services

The Mankato Area Public Schools School District (MAPS) is soliciting proposals for “Copy Center and High School Equipment, Software, and Related Services” from qualified organizations.

Submission Deadline: 3:00 PM on January 12, 2024

All bids in response to this procurement must be received in electronic format no later than 3:00 PM on January 12, 2024. Responses must be sent to the following. Please submit any questions via email by December 21, 2023 to the following:

Angie Potts
Director of Technology
Franklin Elementary School
1000 N. Broad Street
Mankato, MN 56002
apotts1@isd77.org

Review of RFP submissions and negotiation with the selected organization(s) will occur by February 2, 2024.

Introduction

Mankato Area Public Schools ISD 77 serves a diverse population of approximately 8,000 students encompassing all or part of the following communities: Mankato, North Mankato, Madison Lake, and Eagle Lake. Mankato Area Public Schools currently operates 22 district facilities including ten elementary schools, two middle schools, three high schools, one community center, one early learning center, one district office, three student support and special education learning sites, and one nutrition services and warehouse site.

Purpose

The School District is seeking proposals for equipment and software for our in-house Copy Center as well as on-site copiers at two of our high schools (East and West High School). Our copy center provides district-wide printing and finishing services to our 22 buildings.

Scope of Services

Copy center equipment that is able to provide professional quality, high-volume printing and finishing services, including:

- black/white and full-color prints
- saddle stitch booklets
- Tri-fold
- 3 hole punch at least 50 sheets per booklet
- currently 2 but would like to have a 4 staple option
- NCR forms
- specialty items such as flyers, programs, brochures, etc.

Additional district-owned off-line finishing equipment:

- Equipment looking to potentially upgrade:
 - Stapler
 - Hole punch
- Equipment not needing to upgrade:
 - Cutter
 - Laminator
 - Spiral binding machine

[See Exhibit A for annual volume/type of orders and current district equipment.](#)

Copy Center software that is able to provide a web-based user interface for order or print submission, document storage, budget tracking, 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 on all copy center software
- 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.
- Ability to create proofs without having to print to verify accuracy
- Minimization and ideally removal for the need to utilize multiple software programs to complete a job
- Ability to sort print submissions based on due dates
- Ability to sort print submissions based on complexity of the job
- Ability to automatically save all submissions as PDFs
- Ability to automatically adjust Google Workspace applications (docs, sheets, slides) with order or print submission

High School Copier Equipment requirements:

- Multi-function black and white copier/printer
- Scanner: black and white, color
- Functions: copy, print, scan, send
- 4 copiers - 2 at each site
- 4,000,000 allowed copies per year for 4 copiers
- Secure print - badge access

Copy Center and High School Copier Equipment requirements:

- Routine maintenance
- Repair maintenance
- Training provided to end users
- Align Uniflow for our entire print environment
 - Provide setup, support, and training for areas currently not utilized (cost tracking and accounting, rules and routing).

Proposal Requirements

Proposals are to be based on a 48-month contract period beginning July 1, 2024.

Proposals must include an itemized breakdown of all costs associated with equipment, software, maintenance and training. Proposals must include firm, fixed prices and specify any annual inflationary cost increases. In addition, vendors must complete the attached Pricing Sheet ([Exhibit B](#)).

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

Proposals must indicate plan options to buy out current district owned/leased equipment and move district equipment to a new district location (15 Map Drive, Mankato). Clearly detail any equipment costs associated with the proposal.

Proposals must detail a plan for the transition from current copy center equipment and setup to new equipment and setup. The transition target date is July 1, 2024.

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

Proposals are due on or before 3:00 PM on January 12, 2024. Proposals not received by the deadline will be late and ineligible for consideration.

Submit proposals electronically to:

Business Services

ISD 77 Mankato Area Public Schools

10 Civic Center Plaza

Mankato, MN 56001

Fax: 507-207-4147

Email: apotts1@isd77.org and aheilm1@isd77.org

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.

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 apotts1@isd77.org by 3:00 p.m. on December 21, 2023.

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:

- Adherence to the requirements of the proposal

- Cost effective pricing
- Company's services reputation and reliability

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

Tentative Time Schedule

Announcement of RFP	December 12, 2023
Questions due to apotts1@isd77.org	December 21, 2023
Proposals due	January 12, 2024
Review and evaluation of proposals	January 12 to January 31, 2024
Selection of recommended vendor	February 2, 2024

Exhibit A

Mankato Area Public Schools ISD 77 Staffing, Volumes, Equipment

Copy Center Staffing	Total FTE	
1 employee	1.0	260 day work calendar 8 hours/day

Copy Center Copies	Avg./Year
B/W copies (2 Konicas)	6,500,000
Full color copies (since 2/4/23): Canon 7580	221,243

Copy Center Off-Line Jobs	Per Year
Booklets with covers	12 pallets of 11x17 worth of booklets

High School Copies	Avg./Year
East High School: 2 Canon 8595I	1,800,000
West High School: Canon 8595I	680,000
West High School: Canon 8786I	1,050,000

Mankato Area Public Schools ISD 77 Equipment

Leased Equipment	Lease Expiration Date
Copy Center: Konica A9JU011 Copier	June 2024
Copy Center: Konica A9JU011 Copier	June 2024
Copy Center: Canon 7580 (COLOR)	Not on lease
East High School Office: Canon iR-ADV 8595I	June 2024
East High School 2nd floor: Canon iR-ADV 8595I	June 2024
West High School Office: Canon iR-ADV 8595I	June 2024
West High School teacher lounge: Canon iR-ADV 8786I	June 2027 (potential move to replace another site copier)

District-owned off-line finishing equipment:

- Cutter
- Stapler
- 3 hole punch
- Laminator
- Spiral binding machine

Exhibit B

Mankato Area Public Schools ISD 77 Copy Center Pricing

Black & White Copies	Copy Costs	
White Paper	1-sided	2-sided
8.5 x 11 letter 20# paper		
8.5 x 11 letter cardstock		
8.5 x 14 legal 20# paper		
8.5 x 14 legal cardstock		
11 x 17 20# paper		
11 x 17 cardstock		
Pastel Paper: Blue, Green, Pink, Yellow, Ivory, Salmon, Gold, Lilac		
8.5 x 11 letter 20# paper		
8.5 x 11 letter cardstock		
8.5 x 14 legal 20# paper		
8.5 x 14 legal cardstock		
11 x 17 20# paper		
11 x 17 cardstock		
Bright Paper: Teal, Galactic Green, Red, Gold, Purple		
8.5 x 11 letter 20# paper		
8.5 x 11 letter cardstock		
Specialty Paper		
2-part carbonless (NCR)		
3-part carbonless (NCR)		

Full Color Copies	8.5 x 11		8.5 x 14		11 x 17	
	1-sided	2-sided	1-sided	2-sided	1-sided	2-sided
20# white paper						
Cardstock white paper						
Glossy white paper						
Glossy white cardstock						

Mankato Area Public Schools ISD 77 High School Copier Pricing

Black & White Copies	Copy Costs	
White Paper	1-sided	2-sided
8.5 x 11 letter 20# paper		
8.5 x 11 letter cardstock		
8.5 x 14 legal 20# paper		
11 x 17 20# paper		
Pastel Paper: Blue, Green, Pink, Yellow, Ivory, Salmon, Gold, Lilac		
8.5 x 11 letter 20# paper		
8.5 x 11 letter cardstock		
Bright Paper: Teal, Galactic Green, Red, Gold, Purple		
8.5 x 11 letter 20# paper		
8.5 x 11 letter cardstock		