



# SHAWNEE MISSION SCHOOL DISTRICT

Return sealed envelope/package to:

Shawnee Mission School District  
Purchasing Department  
8200 W. 71<sup>st</sup> Street  
Shawnee Mission, Kansas 66204

**ATTN: Reed Beebe**

DATE: January 17, 2024 RFP NO. 24-001

RFP TITLE: **Print Fleet, Print Shop, and Print Management Services**

Proposals will be accepted until:

Date: **February 13, 2024**

Day: **Tuesday**

Time: **3:00 p.m. (local time)**

**Terms, conditions, and specifications under which proposals are requested are included. Please review thoroughly.**

## **General Instructions:**

The Shawnee Mission School District (“the District”) invites qualified vendors to submit proposals for **Print Fleet, Print Shop, and Print Management Services** per the following terms, conditions, and specifications.

**\*Please note that vendors may request a copy of this RFP in Word format by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org).**

## **Official Contact:**

Any questions regarding this Request for Proposal (“RFP”) should be directed to Reed Beebe via email at [purchasing@smsd.org](mailto:purchasing@smsd.org):

Reed Beebe  
Shawnee Mission School District  
8200 W. 71<sup>st</sup> Street  
Shawnee Mission, KS 66204  
913-993-6475  
[purchasing@smsd.org](mailto:purchasing@smsd.org)

All questions concerning this RFP must be received no later than **Wednesday, January 31, 2024 by 4:00 p.m. (local time)**. The District will address questions via addenda; it is currently anticipated that any applicable addenda will be issued by **Monday, February 5, 2024 by 4:00 p.m. (local time)**.

## **NON-MANDATORY PRE-PROPOSAL MEETING:**

The District will have a non-mandatory pre-proposal meeting on **Wednesday, January 24, 2024 at 10:00 am CST in the Center for Academic Achievement (CAA), Room 2068, 8200 W. 71<sup>st</sup> Street, Overland Park, KS 66204. After discussing the RFP and viewing any current print devices at the CAA building, the meeting will continue at the District’s O&M Supply Center Conference Room at the following address: 6445 Carter Avenue, Merriam, KS 66203, to view the Print Shop. While this pre-proposal meeting is not mandatory, attendance is strongly encouraged.**

**Addenda/Cancellation:**

The District may modify or cancel this RFP at any time prior to the RFP due date by issuance of an Addendum or Cancellation. Such Addenda and/or Cancellations will be posted on the District's website, currently: [smsd.org](https://smsd.org) (Go to **About**; **Department Teams**; **Purchasing & Bidding**; **Bids & Bid Summaries** **View Page**).

**RFP Awards:**

The District reserves the right to accept or reject any or all proposals, to make a partial award, to make no award, or to make a multiple vendor award. The acceptance or rejection of any or all proposals and the making of an award, partial award, or no award shall be at the sole discretion of the District. The District reserves the right to request additional information. The contract shall be awarded to the qualified Proposer(s) whose proposal (which may include and incorporate the outcome of any subsequent negotiations), is determined to be in the best interests of the District.

**Clarification of Proposals:**

The District reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of a proposal.

**Information in RFP Only an Estimate:**

The District and its representatives make no representations, warranty, or guarantee as to the accuracy of the information contained in the RFP or issued via addenda. Any quantities or data contained in this RFP or related addenda are good-faith estimates provided only as general background information.

**Method of Selection:**

Award will be made to the most responsive and responsible Proposer offering the best value and most economical proposal as defined by the District. In general, the following criteria will be used:

**Experience and Qualifications; Service Approach; and Cost/Charges.**

Available points for these respective criteria will be assigned as follows, for a maximum total of 100 evaluation points:

- **Experience and Qualifications** – 10 points;
- **Service Approach** – 40 points;
- **Cost/Charges** – 50 points

Staff will do an initial evaluation of eligible proposals, utilizing their expertise, experience, and the criteria outlined in this RFP. After the District's initial evaluation of proposals, select proposals will undergo additional review and evaluation. The District may ask select Proposer(s) to provide product demonstrations.

The District may negotiate with the selected Proposer(s) for mutually agreeable contract terms before making a contract award. Negotiations could include, but not be limited to, price, scope of work, products offered, and the terms and conditions listed in the RFP.

**Confidentiality of Information:**

The District is a state agency, and information submitted to the District in response to District solicitations for product or service information is generally a public record. Accordingly, no response shall restrict the District's ability to produce the solicitation response and/or any corresponding documents in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 *et seq.*)

**Appeal of Award:**

An unsuccessful Proposer disputing an award decision may submit an appeal in writing to the District's Chief Financial Officer via [purchasing@smsd.org](mailto:purchasing@smsd.org). An appeal alleging irregularities or improprieties during the procurement process must be received by the Chief Financial Officer within five working days after the award is made (that is, approved by the District's Board of Education), and must describe the basis for the appeal, and must include all argument and evidence the disputant wishes the Chief Financial Officer to consider. Keeping track of the date an award is made, via the District's website as outlined under the section "**Addenda/Cancellation/Notice of Award and Bid Results**," shall be the responsibility of the disputant.

**Submission of Proposal:**

All proposals must be received no later than **3:00 p.m. (local time), Tuesday, February 13, 2024**, and should be clearly identified as "**RFP 24-001 Print Fleet, Print Shop, and Print Management Services**".

Please note that vendors may request a copy of this RFP in Word format by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org).

The District is currently transitioning to the electronic bidding/proposal system **Public Purchase**. During this transition, the District prefers that proposals be submitted electronically as outlined in Attachment E.

Electronic delivery outside of Public Purchase (i.e. email or fax) will not be accepted.

**However, vendors wishing to submit hard copy proposals may still do so during this transition period by following the instructions below:**

Proposals may be submitted in hardcopy format (one physical copy, **along with a thumb drive containing a digital copy of the proposal**) to the "**Official Contact**" address listed above, and shall be received by delivery in person or via service (US Mail, UPS, FedEx, etc.) in a sealed envelope or box.

Hardcopy proposals should be sealed **and marked on the lower left-hand corner** on the front of the sealed envelope/box with the **firm name** and **address of the Proposer**, RFP control number ("**24-001**"), proposal due date (currently, **February 13, 2024**), and time (currently, **3:00 p.m. local time**).

- A. No attempt will be made to provide special internal mail service for such documents.
- B. Proposals not at the appointed place at proposal receipt deadline will be rejected.

If sending by U.S. Postal Service, please allow a minimum of 24 hours for your bid to be processed and delivered to the Purchasing Department by the Administrative Mail Center. It is the responsibility of the Proposer to ensure delivery of proposals to the Purchasing Department.

**Proposal Availability:**

Proposals received by the District will not be open to public review, nor disclosed to unauthorized persons, prior to award of a contract. After award of a contract, all proposals shall be open to public inspection.

## SPECIFICATIONS

### **Scope of Proposal:**

The District would like to contract with a vendor to provide for **Print Fleet, Print Shop, and Print Management Services** per the following terms, conditions, and specifications. An outline of desired services and requirements is provided in **Attachment A**.

### **Contract Term:**

The District desires a contract term of five (5) years for all aspects of the District's print needs, including leasing of any multi-function copiers and printers, as well as the management of any print shop operations (see **Attachment A**). The term of this agreement may be extended for an additional two (2) year term if mutually agreed upon by both parties in writing, at least 120 days prior to the expiration of the initial five-year term. Based on the expiration of current print management service contracts, the District will negotiate a contractual commencement date(s) and end date(s) for needed print management services and equipment with the selected vendor(s); the District desires that any equipment or services initiated during the contract term be pro-rated to maintain the negotiated contract term.

### **Contract Components:**

This RFP, the successful proposal(s)'s response thereto, and any additional written modifications, contractual documents, and/or stipulations agreed upon the District and the selected vendor(s) will constitute the final contract. During the contractual period, any changes to the conditions outlined in these materials must be approved by both parties in writing.

### **Adjustment of Services:**

Subject to the terms and conditions of any negotiated lease agreement, the District reserves the right to eliminate, reduce or otherwise adjust the scope of services provided by the selected vendor(s). If the selected vendor(s) does not complete the desired task(s) within the scheduled time frame for an extended period, the District may obtain another contractor to complete the task(s). The cost of obtaining another contractor for these services will be deducted from any costs owed by the District the selected vendor(s).

### **Terms and Conditions:**

Desired terms and conditions are listed in **Attachment D**.

### **Permits and Licenses:**

The selected vendor(s) will obtain and pay for all permits and licenses required by law that are associated with the selected vendor(s) performance of services as listed in this RFP.

### **Acceptance of RFP Terms:**

A proposal submitted in response to this RFP shall constitute a binding offer. **The Proposer may suggest alternative terms (insurance requirements, termination requirements, etc.) for the District's consideration, but the Proposer must identify clearly and thoroughly any variation between its offer and the RFP.** Failure to do so shall be deemed a waiver of any right to subsequently modify the terms of performance. Proposer's authorized representative may withdraw submitted proposals only by written request received before the proposal due date.

## PROPOSAL CONTENT AND FORMAT

To provide a degree of consistency in review of the submitted proposals, Proposers are required to prepare their proposals in the format described below:

### **Proposal Response Form:**

An individual having full authority to submit a proposal and execute any resulting contract for products or services (“authorized representative”) must complete and submit the attached Proposal Response Form (**Attachment B**) or submit a signed letter of transmittal that contains the same information and statements as indicated in the bid response form.

### **Experience and Qualifications:**

Proposer should provide a background of the firm’s experience and qualifications. This should include a brief history of the firm, date founded, ownership and any subsidiary relationships. Also, list the types of services that the firm is able to provide. Please address the firm’s ability to provide the desired products and/or services listed in **Attachment A**. Give examples of experience for similar products and/or services to other entities. In particular, if the firm has experience providing the desired products and services to other school districts, or institutions that are of similar size and have similar needs to the District, please note this information.

### **Service Approach:**

Proposer should submit a clear, concise response to accomplish the scope of services that reflects the firm’s understanding of the District’s requirements as described in **Attachment A**. Include information about the timeframe needed to implement services, service response times, and your firm’s ability, to provide the desired services and products desired by the District. This response should demonstrate an understanding of the District’s needs as outlined in the RFP.

### **Costs/Charges:**

Submit a detailed breakdown of all costs and charges in providing the desired products and/or services (or equivalent) as listed in **Attachment A**, in the format of **Attachment C**. The District relies on the Proposer to assure that all charges to provide the desired products/services (or equivalent) are submitted in the proposal, and that there are no hidden costs or charges that will be incurred.

### **Personnel:**

Proposer should list the names of key management personnel who would be directly involved in providing services and products to the District: describe their relationship to the firm, the role they would play in providing services, and their experience, qualifications, and years of service with the firm. Please note the respective personnel’s experience with providing services similar to those desired by the District. The District may consider this information in its evaluation of the Proposer’s service approach and experience and qualifications.

### **Use of Subcontractors:**

The selected Proposer(s) shall be solely responsible for all products and services as required by this RFP. Subcontractors, if any, will be the responsibility of the Proposer and the role of subcontractors must be clearly identified in the proposal. The District may consider this information in its evaluation of the Proposer’s service approach. The use of a subcontractor(s) does not relieve the selected Proposer(s) of liability under any awarded contract (see terms and conditions in **Attachment D**). The selected vendor(s) agrees not to assign or subcontract any part of a resulting contract without express written approval of the District.

**References:**

Proposer should submit information regarding three (3) comparable projects that the Proposer completed as contractor within the last five (5) years. The projects should indicate the start and completion dates, and the products and services provided. If references from comparable school districts are available, please provide these references. The provided references may be used by the District in its Evaluation of a Proposer's experience and qualifications.

**Alternative Proposals:**

In addition to addressing the service and equipment needs identified by the District in this RFP, Proposers are welcome to include additional information regarding alternative equipment and service solutions that might be of interest to the District. Such alternative proposals and any related features and pricing should be clearly identified as a proposed alternative solution or feature, outside Proposer's base proposal that addresses the needs identified in the RFP. While alternative proposals may be considered as a factor in the initial evaluation of a Proposer's service approach, proposed costs for such alternatives will not be evaluated in the initial cost comparisons.

## ATTACHMENT A

### SCOPE OF PROPOSAL

#### **Overview:**

The Shawnee Mission School District is located in suburban northeast Johnson County, Kansas, ten miles from downtown Kansas City, Missouri. The District is the third largest school district in the state of Kansas and is dedicated to guiding students to success. The District consists of 34 elementary schools, five middle schools, and six high schools for a total of 45 schools.

The District's current print management service needs include two components: the leasing of Multi-Function Print copiers ("MFPs") and stand-alone printers (combined, MFPs and stand-alone printers will be referenced in this RFP as the "**Print Fleet**"), as well as the management of the District's print shop operations ("**Print Shop**").

The District is interested in a Print Fleet and Print Shop solution that optimizes both manageability (the ability of District staff to monitor services and expenses, ensure timely repairs and supplies, etc.) and value. The District has a strong interest in a solution that provides accurate, timely data to the District regarding print usage and related billing, as well as a Print Shop solution that optimizes value to the District.

The goal of this RFP is to contract with a vendor(s) that will provide the District with new/non-refurbished equipment hardware; consumables, equipment software, maintenance services, and training of District staff to maximize value to the District; and a solution for Print Shop management that meets the District's needs.

The District currently desires a lease and maintenance agreement that separates equipment lease billing from Cost Per Copy (CPC) billing, with CPC costs covering service, maintenance, and consumables. The District will not purchase any of the equipment at any time and none of the rental payments will be accrued towards purchase. Machines, parts and accessories furnished under this rental agreement shall remain the property of the selected vendor(s). In addition to the use of machines, maintenance, and service costs, the contractual costs shall include all consumables such as, but not limited to, the following: toner; developer; drums; fuser oil, lubricants; and other cartridges necessary to operate the print devices. The District will provide all paper, transparencies, etc.

The District's current print management service provider is Ricoh USA, Inc.

Current Leasing for most MFPs and printer devices is expected to conclude by October 2, 2024. However, the District has 24 printer devices with contracts running beyond that date; of these devices, 10 devices (PC600s) have contracts that run until February 25, 2026. The District will work with the selected vendor(s) to discuss options for the replacement of these devices, if desired. The current contract for Print Shop management is expected to expire on July 31, 2024.

**NOTE: A full list of printer devices (for both the Printer Fleet and Print Shop) may be requested by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org). Some devices on this list do not have data or list zero usage for average monthly volume; this may be due to a faulty meter reading or District disuse. Vendors should consider devices that have zero usage data as having the average usage for similar devices on the full list of print devices.**

**Average Monthly Volume (Current Print Fleet and Print Shop):**

The District currently has 224 black-and-white print devices, and 83 color devices (307 total devices). Total average monthly print volume is **3,467,533**.

**Average Monthly Volume by General Locations:**

	<b>Black-and-White Prints</b>	<b>Color Prints</b>
Elementary Schools	1,581,197	34,212
Middle Schools	529,974	21,241
High Schools	516,623	7,710
Operations and Administrative	214,618	5,274
Print Shop	528,240	85,654
<b>TOTAL</b>	<b>3,370,652</b>	<b>154,091</b>

**Current Print Fleet (including Print Shop devices):** [NOTE: the equipment list below is meant to give all vendors an overview of the current print equipment (including general output and finishing capabilities) utilized by the District; it is not meant as a restrictive listing of desired equipment. The District reserves the right to increase or decrease the number of desired equipment, subject to negotiations with selected vendor(s).] The Ricoh PRO 8120SE is owned by the District and used in the Print Shop.

Black-and-White		Color	
Ricoh MP 4055SP	94	Ricoh PC600	66
Ricoh MP 5055SP	67	Ricoh IM C4500	9
Ricoh MP 6055SP	12	SP C4330DN-RIC	5
Ricoh MP 6503SP	36	SP C440DN	1
Ricoh MP 7503SP	7	Ricoh PRO C5210S	1
Ricoh MP 301SPF	1	PRO C7200S	1
Ricoh P 502	5		
Ricoh PRO 8310S	1		
Ricoh PRO 8120SE (owned by District)	1		
<b>TOTAL</b>	<b>224</b>		<b>83</b>

<b>Device</b>	<b>Color/B&amp;W</b>	<b>PPM</b>	<b>Accessories (finishers, etc.)</b>
SP C440DN	Color	42	1 Paper Tray
SP C430DN	Color	37	1 Paper Tray
Ricoh PRO 8310S	B&W	111	Booklet Finisher   Vacuum Feed Large Capacity Tray   TCRU   Power Filter x 2   Punch Kit
Ricoh PC600	Color	42	1 Paper Tray
Ricoh P 502	B&W	45	1 Paper Tray
Ricoh MP 7503SP	B&W	75	3 Paper Trays (1 - Tandem)   65 Sheet Staple Finisher   POSTSCRIPT3   Smart Card Reader   Punch Kit   Power Filter
Ricoh MP 6503SP	B&W	65	3 Paper Trays (1 - Tandem)   65 Sheet Staple Finisher   POSTSCRIPT3   Smart Card Reader   Punch Kit   Power Filter



Ricoh MP 6055SP	B&W	60	4 Paper Trays   50 Sheet Staple Finisher   POSTSCRIPT3   Bridge Unit   Smart Card Reader   Power Filter
Ricoh MP 5055SP	B&W	50	4 Paper Trays   50 Sheet Staple Finisher   POSTSCRIPT3   Bridge Unit   Smart Card Reader   Power Filter
Ricoh MP 4055SP	B&W	40	4 Paper Trays   50 Sheet Staple Finisher   POSTSCRIPT3   Bridge Unit   Smart Card Reader   Power Filter
Ricoh MP 301SPF	B&W	31	1 Paper Tray
Ricoh IM C4500	Color	45	4 Paper Trays   50 Sheet Staple Finisher   POSTSCRIPT3   Bridge Unit   Smart Card Reader   Power Filter
ProC5210-Color (Print Shop)	Color	80	Staple Finisher   Large Capacity Tray   Hole Punch   Tab Sheet Holder   TCRU   Power Filter x 2   Color Controller
Pro8310 (Print Shop)	B&W	111	Print Controller   Booklet Finisher   Vacuum Feed Large Capacity Tray   Punch Unit   TCRU   Power Filter x 2
PRO C7200S	Color	85	Booklet Finisher   TCRU   Buffer Pass Unit   Decurl Unit   Vacuum Fee Large Capacity Tray   Firey Controller   Punch Unit   Tab Sheet Holder   Power Filter x 2
PRO 8120SE (Print Shop) (owned by District)	B&W	135	Fiery Print Controller   Large Capacity Tray   Booklet Maker (Folder, Cover Feeder, Rail Unit)   Staple Finisher   Trimmer Unit   Punch Kit   Multi-Bypass Tray   TCRU   Power Filter x 3

The District would like to work with a vendor(s) experienced with the logistics of removing and installing a large number of print devices.

Upon award, the selected vendor(s) may be asked to recommend certain models of devices for certain application of usage. Volume, accessories, number of users, suggesting two smaller devices versus a larger device, etc. are typical considerations. Any rotation of devices by District or the selected vendor(s) shall be by mutual written agreement.

### **Break-Fix Services:**

The District desires the ability to submit tickets for any break-fix issues via a vendor's online portal, with staff being notified via email regarding ticket status.

### **Distribution Management:**

Most sites have MFPs in use and should not require any site modification or preparation. The District will be responsible for providing electrical work in a given building if necessary to accommodate the installation of new equipment. All installations by the selected vendor(s) shall comply with applicable codes.

Any equipment maintenance will be provided by the selected vendor(s) qualified personnel during the District's regular working hours. "Regular working hours" may vary by location throughout the District, but typically hours currently run as follows: The District's administrative and operations support offices (8:00 am to 4:30 pm); elementary schools (7:30 am to 4:00 pm); middle schools (7:30 am to 4:30 pm); high schools (7:00 am to 3:30 pm).

The District will evaluate equipment offered and available at time of award. If certain models go out of production or become otherwise unavailable during the life of the contract, the selected vendor(s) and District will mutually agree on a substitute for additional or replacement installations. However, Proposers are cautioned against submitting proposals with soon-to-be obsolete equipment.

### **Environmental Sustainability:**

The District is interested in print solutions that optimize environmentally sustainable practices while achieving District print needs. Proposals should detail any applicable environmentally sustainable features that are offered via the proposed print solutions. In particular, the District would like for proposals to address toner recycling practices.

### **Print Management Software:**

District staff currently use print management software provided by the vendor PaperCut. The District is currently utilizing PaperCut MF version 20.1.

Staff are familiar with the PaperCut software, and the District is interested in continuing to use PaperCut software; however, the District is open to considering other print management software solutions, should the proposed new software provide a benefit to the District.

Regardless of the proposed software, the District is interested in a print management software solution that provides clear usage data that accurately corresponds with a vendor's billing.

District staff use PaperCut software to place orders with the Print Shop for a variety of items, such as business cards, envelopes, foam boards, posters, banners, and yard signs. Current software capabilities allow staff to view job status for submitted Print Shop orders, including information about order and completion dates, and also allows staff to attach documents (pictures, scanned images, etc.) to the submitted order form.

### **Print Shop:**

Located at 6445 Carter Avenue, Merriam, KS 66203, the District's Print Shop currently utilizes the following print equipment (see averages and devices below); **an Excel spreadsheet listing this information may be requested by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org).**

### **Print Shop Device Print Averages:**

Printshop Printers individually monthly avg. January 2023 - November 2023													AVERAGE MONTHLY
District Owned	Pro8120SE	119,164	36,595	13,537	30,753	4,659	28,393	105,668	7,901	176,609	188,421	169,233	80,085
Leased	Pro8310	439,319	296,252	284,125	274,380	316,350	308,974	220,106	244,062	567,713	349,223	593,896	354,036
Leased	ProC7200-Color	33,495	82,463	39,319	48,100	67,667	93,869	23,022	31,545	83,919	56,778	46,932	55,192
	ProC7200-BW	55,892	66,931	38,979	24,486	31,430	30,907	61,478	12,273	182,239	118,120	148,763	70,136
Leased	ProC5210-Color	17,890	24,918	14,659	18,827	20,467	44,111	1,135	13,587	42,802	24,806	51,926	25,012
	ProC5210-BW	50,180	40,166	41,419	19,242	33,604	31,557	162	7,150	92,811	64,719	83,137	42,195

### **Print Shop Large Item Averages:**

	POSTER	BANNER	FOAMBOARDS	WINDOW MESH	STICKERS (floor, window, wall, etc.)	YARD SIGN/FLATBED	LIGHTBOX
Jul-22	60	1	23	7	1	75	0
Aug-22	509	34	11	1	362	95	0
Sep-22	321	50	3	0	532	43	0

Oct-22	158	2	5	0	0	20	0
Nov-22	26	3	1	0	2	97	0
Dec-22	25	8	32	0	736	0	1
Jan-23	145	0	6	0	100	16	0
Feb-23	144	4	43	0	0	61	1
Mar-23	166	5	39	0	475	78	0
Apr-23	62	9	26	0	140	88	0
May-23	48	2	6	0	500	144	0
Jun-23	21	0	0	0	0	0	1
Jul-23	58	3	0	0	350	11	0
Aug-23	630	32	11	0	246	188	0
<b>AVERAGES</b>	169.5	10.929	14.71428571	0.571428571	246	65.42857143	0.21429

**Note:** “Lightbox” prints are printed on a special material supplied by the District, printed on the Roland VG2-640 device listed below. (These lightbox prints are used in backlit frames for school theatre posters.) Window mesh prints are also printed on this Roland device. Both the Roland and Xante X-33 device listed below can be used for large print format jobs; however, the Xante device can print on any near flat surface will fit under its 6-inch space between the print head.

#### **Additional Print Shop District-Owned Devices/Equipment:**

<b>District Owned</b>	<b>Challenge Titan 265 Cutter</b>
<b>District Owned</b>	<b>Duplo DC-616</b>
<b>District Owned</b>	<b>Horizon SPF-20A 2 Tower Bookletmaker</b>
<b>District Owned</b>	<b>Baum Folder</b>
<b>District Owned</b>	<b>GBC 126WF Laminator</b>
<b>District Owned</b>	<b>Two (2) GBC Foton 30</b>
<b>District Owned</b>	<b>GBC 126WF Laminator</b>
<b>District Owned</b>	<b>Accell Ultra Coverbind (average 1,130 books/month)</b>
<b>District Owned</b>	<b>Roland VG2-640 Large Format 625 sq ft monthly</b>
<b>District Owned</b>	<b>Xante X-33 Flatbed 36 sq ft monthly</b>

The District’s current print management service provider (Ricoh USA) manages the Print Shop, employing three staff onsite to generate print orders (see **“Print Management Software”** section above).

Once printed, the ordered items are distributed to District schools/departments by District staff, utilizing District vehicles.

For the Print Shop, the District is **seeking proposals that will maintain current operations** (that is, staffing and management of an on-site Print Shop, with deliveries made by District employees).

However, the District has faced challenges with its internal staffing for Print Shop deliveries, resulting in delays. Therefore, the District is open to considering alternative Print Shop service models (for example, orders being delivered from the on-site Print Shop to District locations by the selected vendor, or orders being submitted electronically by District staff, then printed off-site at the selected vendor’s business

location, with deliveries to District sites managed by the selected vendor). Any such alternative proposals should be submitted in addition to a base proposal that addresses current Print Shop operations.

**While the District has no established turn-around target for current print orders, prompt production and delivery of ordered print items is desired by the District.** Additionally, a solution that allows for rush orders (that is, orders needed by next day) to be easily identified, produced, and delivered is desired.

Pricing for any proposed Print Shop rush order production and proposed delivery services , if applicable, should be included in submitted proposals.

**ATTACHMENT B**  
**PROPOSAL RESPONSE FORM**

**\*Please note that vendors may request a copy of this RFP in Word format by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org).**

DATE: \_\_\_\_\_

Proposal of: \_\_\_\_\_, (herein after called Proposer), a  
Corporation/Partnership/Individual doing business as \_\_\_\_\_.

TO: The Shawnee Mission School District

The Proposer, in compliance with your **Request for Proposal – Print Fleet, Print Shop, and Print Management Services**, and having reviewed the RFP and Specifications and being familiar with the conditions and terms surrounding the desired products and/or services, hereby agrees to perform the work and/or provide products required, within the pricing stated in this RFP response. These prices are to cover all expenses incurred in providing the desired products and/or services.

Proposer acknowledges receipt of the following addenda, in the event subsequently issued:

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Submitted by authorized representative:

Firm: \_\_\_\_\_ FEI/SSN \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please review and provide responses to the questionnaire below. Responses need not be in the format of the questionnaire, but following the questionnaire format does help District staff in evaluating vendor responses; regardless of format, vendors should address all listed questions and requests for information. A Word copy of this Attachment B may be requested by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org).**

**QUESTIONNAIRE**

**COMPANY BACKGROUND:**

1. Please provide a brief history of your firm, the date founded, ownership and any subsidiary relationships. Please list the types of services your firm is able to provide (e.g., print management services, print device leasing, print shop services, etc.). Does your firm have the capacity to provide the services listed in the RFP? Has your firm provided such services to institutions or school districts of similar size to the District?
2. Is your firm an Original Equipment Manufacturer (OEM), or an equipment dealer? If the latter, what OEM firms are your partners?
3. Please list the names of key management personnel who would be directly involved in providing services to the District: describe their relationship to the firm, the role they would play in providing services, and their experience, qualifications, and years of service with the firm. Please

note the respective personnel's experience with providing services similar to those desired by the District.

4. If applicable, please identify the role of any subcontractors that would be utilized to provide services to the District.
5. Please list information regarding three (3) comparable projects that your firm completed as prime contractor with the last five (5) years. The projects should indicate the start and completion dates, and the products and services provided.
6. Does your firm have the ability to accept electronic payments?
7. With cyber-crime at historic levels, especially K-12 institutions, what is your firm's overall strategy regarding cyber security, especially as it relates to Identity and Access Management Strategies.

**PRINT FLEET:**

1. Please describe how your firm intends to coordinate the movement of all print equipment (removal of old equipment, delivery of new equipment) with the District.
2. Please provide the District with a sample deployment checklist or outline (if applicable) that your firm uses prior to deployment of any new equipment that will be utilized by the District.
3. Please provide an estimated timeframe to set up and/or move equipment, from time of notification of a contract award. That is, based on the District's size and needs, from the time a contract is executed, what is the anticipated timeframe for a "go live" activation?
4. Please provide information regarding the proposed equipment/hardware (capacity, warranty, paper features, etc.) Why are you recommending this particular equipment/hardware to meet District needs? If your recommended models are specific to types of schools (elementary school, middle school, high school) or department, please explain why you are recommending the particular models.
5. Please provide information on your firm's approach to service/support the equipment provided to the District.
6. What is your firm's typical service levels applicable to break-fix services? What key performance indicators (KPI) and metrics (response times, resolution commitment) does your firm propose for the District's needs?
7. Please describe your firm's delivery process for consumables. For example, how will toner be ordered and delivered? How will toner be disposed?
8. Please detail your firm's inventory approach for parts on-hand required for everyday repairs. That is, how does your firm ensure that it has adequate inventory to offer timely repairs?
9. How will your firm handle extended downtimes on equipment, should such extended downtime occur? Would your firm be willing to provide a temporary loaner device, at no additional charge to the District, should such extended downtime occur?

10. Please describe how your firm will notify the District of any new software updates that will occur over the course of the contract.
11. Please outline training resources that would be available to District staff in using new equipment or software.
12. Please provide information regarding any applicable environmentally sustainable features that are offered via the proposed print management solution.

**PRINT SHOP:**

1. Please outline how your firm recommends managing the District's Print Shop needs.
2. Does your firm have experience managing print shop services for other clients?
3. If your firm is proposing an alternative delivery or off-site solution for the Print Shop, how would deliveries to District sites be managed and charged?
4. Based on the District's needs, from the time a contract is executed, what is the anticipated "go live" activation timeframe for Print Shop services?
5. Please provide information regarding any applicable environmentally sustainable features that are offered via the proposed Print Shop management solution.

**SOFTWARE:**

1. What print management solution software does your firm offer, to allow your firm and District staff to monitor usage and billing, as well as identify routine maintenance needs?
2. Does your firm offer an online platform or other software solution that allows District staff to submit service tickets? If so, how are these tickets tracked, and how would ticket resolution progress communicated to District staff (email, updated platform information, etc.)?
3. How often do software updates occur? What is the process for such updates, and will such update information be communicated to the District in advance of the update?

**ALTERNATIVE/ADDITIONAL FEATURES AND SERVICES:**

Are there any Print Fleet or Print Shop features or services that are not listed in the RFP, that your firm offers and would like to share with the District, for its consideration? If so, please note that your firm is welcome to include additional information regarding alternative equipment and service solutions that might be of interest to the District. Such alternative proposals and any related features and pricing should be clearly identified as a proposed alternative solution or feature, outside your firm's base proposal that addresses the needs identified in the RFP.

RFP 24-001 Attachment C - Cost Charges Form

Print Devices						
Current Device	Proposed Device	Device PPM	Monthly Lease Price (60 month term)	CPC Black & White	CPC Color (if applicable)	Any other applicable charges (delivery charges, installation fees, etc.)
Ricoh MP 4055SP						
Ricoh MP 5055SP						
Ricoh MP 6055SP						
Ricoh MP 6503SP						
Ricoh MP 7503SP						
Ricoh MP 301SPF						
Ricoh P 502						
Ricoh PRO 8310S						
Color Devices						
Ricoh PC600						
Ricoh IM C4500						
SP C4330DN-RIC						
SP C440DN						
Ricoh PRO C5210S						
PRO C7200S						

NOTE: To allow for an initial cost comparison, proposals should quote current District devices (or equivalent devices), in the above format, or equivalent format. Proposals should identify any additional applicable charges outside of the monthly lease pricing and CPC charges. Alternative proposals and related pricing for the District's consideration may be submitted in addition to the base proposal, as outlined in this RFP.

Print Shop Services	
Monthly Print Shop Services Fee	
	\$0.00

Please provide a monthly fee to manage the District's Print Shop. Please assume current staffing and service requirements. Alternative proposals and related pricing for the District's consideration may be submitted in addition to the base proposal, as outlined in this RFP.

Print Management Services

Please provide pricing for any applicable print management services (software subscription costs, fees, etc.)



## ATTACHMENT D

### STANDARD TERMS AND CONDITIONS/CONTRACTUAL PROVISIONS

Terms and conditions are requirements that are binding upon the selected contractor(s) and communicate Shawnee Mission School District's expectations of performance.

**Contract Term:** The District desires a contract term of five (5) years for all aspects of the District's print management service needs, including leasing of any multi-function copiers and printers, as well as the management of any print shop operations (see **Attachment A**). The term of this agreement may be extended for an additional two (2) year term if mutually agreed upon by both parties in writing, at least 120 days prior to the expiration of the initial five-year term. Based on the expiration of current print management service contracts, the District will negotiate a contractual commencement date(s) and end date(s) for needed print management services and equipment with the selected vendor(s); the District desires that any equipment or services initiated during the contract term be pro-rated to maintain the negotiated contract term's end date.

**Contract Pricing:** Negotiated unit and CPI contract pricing will remain the same for the initial contract term. Overall contract term pricing may vary, based on the District's desired changes regarding desired equipment and services. Should the District and selected Contractor mutually desire to exercise a two-year extension, pricing for equipment and services during this additional two-year term will be negotiated prior to execution of any such extension.

**Termination:** District reserves the right to cancel, for cause, the contract without prior written notification. Cause for termination shall include the following: 1) violation by Contractor of any applicable federal, state, or local law, regulation or ethical code; 2) Contractor's substantial under performance, as determined by District; or 3) failure to comply with the provisions of this contract. District shall, where permitted by law, have the right to terminate the Contract immediately and without other cause or prior notice to Contractor in the event that Contractor does any of the following: 1) makes written admission of its inability to pay its debts or obligations as they become due; 2) files a voluntary petition in bankruptcy; 3) is adjudicated as bankrupt or insolvent; 4) seeks, consents to or acquiesces in the appointment of any trustee, receiver, or liquidator of all or any substantial part of its business assets; 5) fails to actively operate its business for a period of more than seven (7) consecutive days without the prior written consent of the District; or 6) fails to maintain the insurance coverage required in this Contract. The contract shall terminate immediately if it is no longer permitted by applicable laws, rules or regulations, or if the District decides to limit or discontinue its operation for any reason.

**Lemon Clause:** The selected vendor(s) will replace equipment with new equipment after notice of excessive problems or breakdowns, which have not been repaired to the satisfaction of the District. The District will determine what constitutes excessive downtime for the equipment as, but not limited to, three service calls on a device in a 30-day period, continuous service calls on the same part, uptime less than 95% for three consecutive months, etc. If the selected vendor fails to replace equipment as directed by the District, the selected vendor will be considered in breach of contract and the District reserves the right to have the equipment replaced by an equivalent device from another source, with all reasonable expenses associated with the this replacement from another source deducted from the selected vendor(s)' invoicing.

**Modification of Contract:** No waiver or modification of this Contract or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith and no evidence of any waiver or modification shall be offered or received in evidence of any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Contract, or

the rights or obligations of the parties hereunder, unless such waiver or modification is in writing, duly executed as aforesaid, and the parties further agree that the provisions of this Section may not be waived except as herein set forth.

**Codes, Laws, and Regulations:** Contractor will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Contract.

**Adjustment of Services:** The District reserves the right to eliminate, reduce or otherwise adjust the scope of services provided by the Contractor. [NOTE: Cancellation of any leased equipment shall be governed by the negotiated lease terms.]

**Assignability:** Neither this Contract nor any rights hereunder may be assigned by the Contractor without the District's prior written consent.

**Insurance Requirements:**

- A. Worker's Compensation Insurance: Worker's Compensation and Employer's Liability Insurance as required by law to cover fully all employees.
- B. Bodily Injury and Property Damage Insurance: A comprehensive general bodily injury and property damage policy, including automobiles, covering the work to be performed. The policy shall be written to provide a minimum coverage of \$1,000,000 for each person, with an aggregate of \$1,000,000 for property damage arising from one accident, with not less than \$1,000,000 aggregate damages to, or destruction of, property during the policy period; except, in case of automobile damage coverage, the minimum provided shall be not less than \$1,000,000 bodily injury and \$1,000,000 property damage per accident for any vehicle used on the project, whether owned, hired, or non-owned.
- C. Subcontractor's Insurance: If a part of this contract is sublet, the contractor shall either cover any or all subcontractors in his insurance policies; or required each subcontractor to secure insurance which will protect him against all applicable hazards not covered by the contractor's policies.
- D. Certificate and Maintenance of Insurance: The contractor shall submit a copy of the Certificate of Insurance to the District. The required insurance shall be maintained in force until the contract is completed or terminated.

**Payment Terms:** Unless otherwise specified herein, payment shall be made within 30 days after District's receipt of goods or services and receipt of an accurate invoice indicating the actual amount owed by the District. The District has a strong preference to use an electronic payment process for invoice payments made to the contractor.

**Contractor and Vendor Code of Conduct:** Shawnee Mission School District requests that all contractor and vendor employees conduct themselves in an acceptable manner while performing work on District property. The following items are prohibited on school district properties:

- A. Physical or verbal contact with students or non-designated staff.
- B. All school district properties are tobacco free. All tobacco, including smokeless tobacco, is prohibited. There are no designated areas for tobacco use. Contractors are required to post no tobacco signs. Smoking will not be permitted inside private vehicles which are on school district property. Workers may be required to sign a consent form acknowledging no tobacco use on the property. Violators may be required to leave the work site.

- C. Drugs and/or alcohol consumed or present on district properties.
- D. Firearms and hunting items.
- E. Foul or abrasive language.

Additionally, all workers shall wear appropriate clothing on all parts of the body. All workers shall utilize areas for vehicle access and parking, material storage, etc. All workers shall wear nametags identifying their name and the name of the company they are representing.

### **CONTRACTUAL PROVISIONS ATTACHMENT** **Shawnee Mission School District**

**Important:** This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form SMSD-146a, Rev.01-23), which is attached hereto, are hereby incorporated in this contract and made apart thereof. The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**1. Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.

**2. Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in Johnson County, Kansas.

**3. Termination Due To Lack Of Funding Appropriation:** If sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, Shawnee Mission School District (SMSD) may terminate this agreement at the end of its current fiscal year. SMSD agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided SMSD under the contract. SMSD will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by SMSD, title to any such equipment shall revert to contractor at the end of SMSD's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to SMSD or the contractor.

**4. Disclaimer of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or SMSD to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas and SMSD is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*).

**5. Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the agreement may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of

Administration; (f) contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by SMSD or the Kansas Department of Administration.

**6. Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given, including, but not limited to the signature of an authorized representative of SMSD, as defined in SMSD policy.

**7. Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or SMSD have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and SMSD do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or SMSD at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

**8. Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

**9. Responsibility for Taxes:** The State of Kansas and SMSD shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

**10. Insurance:** The State of Kansas and SMSD shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require it to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.

**11. Information:** No provision of this contract shall be construed as limiting the State of Kansas Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 *et seq.*

**12. The Eleventh Amendment:** The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State and SMSD to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment.

**13. Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of SMSD or any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

**14. Privacy of Student Records.** The contractor understands that SMSD is subject to the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) (FERPA) and agrees to handle any student education records it receives pursuant to the contract in a manner that enables SMSD to be compliant with FERPA and its regulations. The contractor agrees to protect the privacy of student data and educational records in a commercially reasonable manner and shall not transmit, share, or disclose any data about a student without the parent's/guardian's written consent, except to other SMSD officials who seek the information within the context of their professionally assigned responsibilities and used within the context of official SMSD business. Contractor shall promptly report to SMSD any request for or improper disclosure of SMSD's student educational records.

**15. Confidentiality.** As a state agency, SMSD contracts are generally public records. Accordingly, no provision of this contract shall restrict SMSD's ability to produce this contract and/or any corresponding documents in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 *et seq.*).

## ATTACHMENT E

### VENDOR INSTRUCTIONS FOR SUBMITTING PROPOSALS VIA PUBLIC PURCHASE

The District will be using Public Purchase, a free web-based e-Procurement service. Vendors submitting proposals via Public Purchase will need to follow the two-step registration instructions detailed below. Please register as soon as possible so that you have access to the District's RFP notifications.

#### INSTRUCTIONS

##### 1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from [notices@publicpurchase.com](mailto:notices@publicpurchase.com) letting you know your account is activated. Be sure to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

**<https://www.publicpurchase.com/gems/register/vendor/register>**

***If you are already registered with Public Purchase, please proceed directly to step 2.***

##### 2. Register with The Shawnee Mission School District:

1. Once you have received your activation email from Public Purchase log in to [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.
2. Click on the "Tools" tab located on the far right of the menu header.
3. On the new list of sub-tabs, click on "Agencies"
4. Search for the agency: **Shawnee Mission School District** - Make sure the Registration Status field is set to "All"
5. Once you find the result, please click on the [Register] tab on the far right of the agency name.
6. Complete the registration steps with the agency.

*It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities via Public Purchase from the **Shawnee Mission School District**. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

##### ***Why the switch?***

**Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by government agencies and their vendors.**

***Benefits to Vendor***

**This eProcurement system will create a single location in which to view open bids and award information for previous bids issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities.**

*All of this is provided at no charge to you.*

**If you need any assistance with this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com) or use their Live Chat during business hours. It can be found in the upper left corner of the web site.**

**NOTE:** At this time, the District is transitioning to Public Purchase, and hard copy bids may be submitted as outlined in the ITB under **“Bid Response Instructions.”** The District hopes to have a preliminary bid summary sheet – that would include both electronic bids submitted via Public Purchase and hard copy bids submitted to the District – prepared one business day after the bid due date.