

**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

**REQUEST FOR PROPOSALS (RFP) #200
TO PROVIDE COPYING EQUIPMENT/SERVICE
FOR GRAPHIC ARTS**

1. Written proposals will be received until 3:00 p.m. on Monday, June 2, 2025. All proposals shall be received and date stamped by the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433 by one of the methods below. All bids shall be in a sealed envelope clearly marked on the outside **“RFP #200 TO PROVIDE COPYING EQUIPMENT/SERVICE FOR GRAPHIC ARTS – JUNE 2, 2025”**. All proposals arriving after this date and time or not in the proper location or format will be returned unopened to the proposers. The responsibility for timely delivery rests solely with the proposer. Proposals delayed through any means of delivery service and arriving after the deadline will not be accepted.
2. Proposals may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered by bidder or his/her agent in which instance the deliverer shall be provided a written receipt.
3. Alternatively, vendors also have the option to submit bids electronically @ www.centralbidding.com.
4. Proposals submitted will be evaluated by a committee consisting of at least three (3) members appointed by the St. Tammany Parish School Board Superintendent. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm’s proposal. Not all firms may be asked to make such oral presentations.
5. An original, five (5) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the proposal shall be submitted. **The enclosed Proposal Information Form must be completed and signed by a company official duly authorized to sign proposals/contracts. Proposals submitted without this form will be considered “non-responsive”.** All costs associated with developing, preparing, copying, and participating in the proposal process are entirely the responsibility of the proposer. The St. Tammany Parish School Board will not in any way be responsible for any costs incurred by prospective proposers.
6. Successful vendor must consent to and yield to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal to any Federal Court, in connection with any proposal or bid.
7. The successful vendor shall furnish a Certificate of Insurance with coverage as stated in the Request for Proposal. Certificate must be submitted within fifteen (15) calendar days after award but prior to delivery/installation of equipment.

As a minimum the certificate should provide for:

- a. Comprehensive General Liability - \$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor’s protective liability, products and completed operation, contractual liability.
- b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person \$1,000,000.00, Bodily Injury – Each Occurrence \$1,000,000.00, Property

Damage – Each Occurrence \$1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles. (if vendor is on STPSB premises)

- c. Workers' Compensation - State of Louisiana, Employer's Liability, Statutory requirements \$1,000,000.00. Provide waiver of subrogation in favor of the STPSB.
8. Per Louisiana R.S. 38:2237.1, the attached affidavit for compliance (Attachment A) with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act **must be completed, notarized and returned** with your proposal.
9. The attached Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure (Attachment B) must be completed and signed by an authorized company official.
10. In accordance with Revised Statute 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.
11. Questions will be accepted by email to Greg Crane, Director of Graphic Arts @ Gregory.crane@stpsb.org until 3:00 pm on Tuesday, May 27, 2025.



FRANK J. JABBIA
Superintendent



St. Tammany Parish School Board

Request for Proposals (RFP)

**COPYING EQUIPMENT/SERVICE
FOR GRAPHIC ARTS DEPARTMENT**

OBJECTIVE

The purpose of this Request for Proposals (RFP) is to provide copier service to the St. Tammany Parish School Board Graphic Arts Department, 71460 Edna Street, Covington, Louisiana 70433. Vendors should read the entire set of specifications carefully, as these will form the basis of the contractual agreement with the STPSB. A lease/rental agreement for any equipment provided under this contract will not be signed by the STPSB.

A sample agreement between the St. Tammany Parish School Board and the awarded vendor is attached for your review. A lease/rental agreement for any equipment provided under this contract will not be signed by the St. Tammany Parish School Board. An agreement based on the attached sample will be the only agreement signed by the School Board.

CONTRACT PERIOD

The contract will be a thirty-six (36) month contract with an option to extend it for an additional twelve (12) month period, if both parties agree to do so. Under no circumstance will the contract be for more than four (4) years. Contract period to begin July 1, 2025.

INSTRUCTIONS TO VENDORS

It is requested proposer keep their responses concise and to the point while still providing a complete response to the request.

The following enclosed forms must be completed and returned with your proposal:

1. Proposal Information Form- **(must be signed by a company official duly authorized to sign proposals/contracts)** ([See page 10](#))
2. Affidavit for Compliance- **(must be completed, notarized and returned with your proposal)** ([Attachment A](#))
3. Firearm Anti-Discriminatory Act 581 (SB 234) – **(must be completed and signed by an authorized company official)** ([Attachment B](#))

The selection committee will review each response in relation to the evaluation criteria listed in this request for proposals (RFP). **Proposals submitted without the above forms will be considered “non-responsive.”**

Questions concerning this RFP may be e-mailed to Greg Crane, Supervisor of Graphic Arts at gregory.crane@stpsb.org until 3:00 PM on Tuesday, May 27, 2025. Please include a contact name, mailing address, email address and telephone number in your response. **EMAIL SUBJECT LINE SHOULD STATE RFP #200 – COPYING EQUIPMENT/SERVICE FOR GRAPHIC ARTS.**

All proposals should be typed or legibly written and submitted in a sealed envelope or package clearly labeled on the outside: **REQUEST FOR PROPOSALS #200 - COPYING EQUIPMENT/SERVICE FOR GRAPHIC ARTS**

Proposals shall be received by **3:00 PM on Monday, June 2, 2025** in one of the following methods:

1. An original, five (5) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the proposal shall be either hand delivered or sent via registered or certified mail, UPS or FedEx with a return receipt requested to:

**St. Tammany Parish School Board
Attn: Purchasing Department
RFP #200 – COPYING EQUIPMENT/SERVICE FOR GRAPHIC ARTS
321 North Theard Street
Covington, LA 70433**

2. Proposals may be submitted electronically at www.centralbidding.com. If submitting electronically, all required attachments must be fully executed and included with your submittal. The original fully executed Affidavit of Compliance (Attachment A) form must be received in our office prior to award. Please submit by **3:00 PM on June 9, 2025**.

Any proposals submitted after the above date/time will be disqualified and returned unopened.

INDEMNIFICATION AND INSTITUTION REQUIREMENTS

The successful vendor shall agree to indemnify St. Tammany Parish Schools, its Board, its officers and employees against loss or damage (including reasonable attorney's fees and other costs of litigation) caused by the successful vendor's negligent acts or omissions or the negligent acts or omissions of the successful vendor's agents or employees.

The successful vendor shall agree to defend any suit against St. Tammany Parish Schools alleging injuries or damages arising out of the service provided; provided, however, that nothing contained therein shall require the successful vendor to defend or indemnify St. Tammany Parish Schools for injuries or damages arising out of the negligence of St. Tammany Parish Schools, its agents, or employees.

Contract Law: Any contract and /or purchase order(s) resulting from this RFP will be subject to the laws of the State of Louisiana and all other applicable statutes. The Vendor must consent to and yield to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal of any claim to any Federal Court, in connection with any proposal. The total contract and/or purchase order(s) will include only the negotiated and executed contract and/or purchase order (s) and the vendor's response to this request for proposal.

Contract Assignment: No portion of the operation or of any negotiated and executed contract and/or purchase order (s) for the solution may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of St. Tammany Parish Schools. If approved all responsibilities rest with the primary hardware/software vendor, and the vendor is required to manage the project installation through to completion. The vendor must provide details on the use of any/all approved subcontractors.

FINANCING

If for any reason the STPSB should lose funding from any source, including approval of the funding budget by the STPSB, the STPSB is only responsible for the purchase orders processed up to the time of the funding loss.

VENDOR EXPENSE

STPSB will not be responsible for any expenses incurred by any vendor in the development of a response to this request including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the STPSB or its representatives. Further, the STPSB reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the School Board has formally accepted a recommendation.

Notice: All documents submitted to the St. Tammany Parish School Board are subject to Louisiana Public Records Law, R.S. 44:1 et seq., and may be released when public records requests are made by any interested party. If proposer deems any document submitted with this RFP confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under LA RS 44:3.2, 44:4 or 44:4.1, or other provisions of law, the proposer shall clearly mark the documents **CONFIDENTIAL** prior to submission to the STPSB.

Vendors shall clearly and boldly note the cover sheet in bold type specifying the pages and clearly mark each page which are considered restricted in accordance with LA law. Vendor's self-declaration of confidential, trade secret or proprietary does not automatically protect data from being released.

It is understood that the vendor and their representatives shall follow all applicable school district regulations while on School Board property, including no smoking, no weapons, and drug free policies. **All vendors and their representatives must check in with office personnel prior to any on-site work.** All vendor personnel shall be easily **identified by the use of identification badges and uniforms or shirts** with the **vendor's logo clearly visible**. **All vendor personnel shall submit to a background check.**

PROPOSAL FORMAT

GENERAL REQUIREMENTS

In order to facilitate the analysis of responses to this request, vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a sealed proposal. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the School Board.

Proposals should be prepared as simply as possible while providing straight forward responsive information. Expensive bindings, promotional material, etc., are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Provide your proposal utilizing the same format and order of major headings as defined within this scope.

REFERENCES

Include at least three (3) references of clients similar to St. Tammany Parish School System who are using the equipment you are proposing and the year it was installed. School district(s) in Louisiana are of particular interest. Please provide company/school district's name, address, telephone number, contact name and contact title.

EQUIPMENT SPECIFICATIONS

Black Monochrome Production Printer/Copier/Scanner equal to Ricoh Pro 8420s

1. Must be Factory Produced New Models
2. Minimum manufacturer monthly volume of 1 million impressions per month and a monthly maximum duty cycle of up to 4 million impressions per month
3. Minimum print/copy speed 136 images per minute 8.5 x 11 paper size 20lb bond, 76 images per minute on 11 x 17 20lb bond
4. Minimum print/copy resolution 2400 x 4800 dpi
5. Oil less fusing with belt smoothing
6. Must support paper sizes from 5.5 x 8.5" to 13 x 19.2"
7. Minimum 7,700 sheets of 8.5 x 11
8. Minimum 5,500 sheets of 11 x 17
9. Minimum of 5 paper sources with auto tray switching and tray use indicators
10. Must be programmable to pick multiple paper substrates within a single print/copy job
11. Large capacity trays must use vacuum feed and air-assist paper delivery system
12. Printer/copier must be able to run uncoated paper substrates up to 350gsm with no reduction in print speed
13. Must be capable of auto duplexing 350gsm media for all supported paper types
14. Must be approved by the manufacturer to run laser compatible carbonless paper, transparencies and translucent substrates
15. Mechanical lead edge registration technology preferred with front to back registration within +/- 0.5mm
16. Automatic Document feeder must hold a minimum 240 sheets of 8.5 x 11 20lb bond with single pass duplexing and double sheet detection
17. Copier must support scanning to network color or b/w documents up to 600 dpi in TIFF, JPEG and PDF formats
18. Must support PCL5/6 and Adobe postscript file format
19. Minimum internal hard drive of 640Gb and 2Gb of memory
20. 208v power filter with inrush, surge and noise protection

MACHINE CONFIGURATIONS

Quantity: 4 Units:

Unit 1

- 136+ ppm main engine
- PostScript Print Driver
- Vacuum Feed multi-drawer oversize paper deck
- 30 sheet (120 page) booklet finisher
- 3-hole punch
- Face trimmer for booklet finisher
- 208v Power Filter

Unit 2

- 136+ ppm main engine
- PostScript Print Driver
- Vacuum Feed multi-drawer oversize paper deck
- Staple finisher with 100 sheet staple capacity and 4,500 sheet output
- Dual shift trays for “unlimited” output
- 3-hole punch
- 208v Power Filter

Unit 3

- 136+ ppm main engine
- PostScript Print Driver
- Vacuum Feed multi-drawer oversize paper deck
- Staple finisher with 100 sheet staple capacity and 4,500 sheet output
- Dual shift trays for “unlimited” output
- 3-hole punch
- GBC StreamPunch or equivalent with “Double Punch” for two-up sheets, and interchangeable dies
- GBC StreamWire or equivalent for fully automated inline binding for twin loop wire-bound booklets, with 5 or more varying size spools for different thickness of books
- Cover Interposer tray with dual inputs and double-feed detection for inserting pre-printed covers and inserts
- 208v Power Filter

Unit 4

- 136+ ppm main engine
- PostScript Print Driver
- Vacuum Feed multi-drawer oversize paper deck
- Staple finisher with 100 sheet staple capacity and 4,500 sheet output
- Dual shift trays for “unlimited” output
- 3-hole punch
- GBC StreamPunch or equivalent with “Double Punch” for two-up sheets, and interchangeable dies

- GBC StreamWire or equivalent for fully automated inline binding for twin loop wire-bound booklets, with 5 or more varying size spools for different thickness of books
- Cover Interposer tray with dual inputs and double-feed detection for inserting pre-printed covers and inserts
- 208v Power Filter

PRICING

Pricing is to be on a cost per copy basis. The School Board will not take ownership of these machines. It is the responsibility of the contractor to make any payments, lease payments or software use payments for the machines they place.

Proposed prices must include all costs of maintenance (parts and labor) and all supplies including, but not limited to, toner, developer, fuser oil/lube, staples, copy cartridges, fuser agent and masters. Paper is not included in the provided supplies. Prices must also include all freight, transfer, removal, set-up/installation charges and training (if necessary). Proposed prices must include all relocation costs as well.

Your proposal may be submitted with a monthly minimum copy allowance or without one. The best overall proposal submitted to the School Board will be accepted.

BILLING/OVERAGES/CREDITS

Billing shall be on a monthly basis in arrears. Overages will be identified on a monthly basis but will be billed once per year. Overages will be calculated using the total copies guaranteed for the year and taking the difference between the yearly guaranteed quantity and the actual run quantity at the end of the year. The difference will be either the billable overages or a non-billable amount if less than the yearly guaranteed number of copies. The guaranteed monthly minimum proposed by the St. Tammany Parish School Board Graphic Arts Department will be a total of 1,200,000 copies per month starting upon proposal award, machine placement and St. Tammany Parish School Board acceptance. The guaranteed monthly minimum copies will not be divided equally between machines rather the copies made on each machine will be added together and applied to the 1,200,000 guaranteed copies per month.

Credits for copies run by Technical Representatives or unusable copies caused by machine malfunction will be given at the same cost per copy as charged by the agreement.

RESPONSE TIME

Describe the process for submitting and tracking service requests and associated timelines and response times. Describe the flow of your trouble resolution process including the supply of parts. The vendor must provide a single point of contact and help desk for ongoing maintenance and troubleshooting of all components of this service. A single point of contact must be available to open trouble tickets during normal working hours of operation with a four (4) hour response per incident.

ELECTRICAL

The St. Tammany Parish School Board shall be responsible for providing the proper electrical service as per copier specifications.

DATA REMOVAL

The awarded vendor will be required to overwrite/reformat/erase data from all copiers that are returned after the contract has been completed.

SPACE REQUIREMENTS

The contractor is to examine the space allowed for the copiers and report to the Director of Graphic Arts any deficiencies which may cause problems for the contractor and/or their representatives. This area shall be examined before contractors submit their proposals.

TERMINATION OF CONTRACT

If the successful vendor fails to comply with the proposal specifications, the St. Tammany Parish School Board will give thirty (30) days written notice to the successful vendor to render service in compliance with the proposal and contract. At the expiration of thirty (30) days, if the unsatisfactory conditions have not been corrected, The St. Tammany Parish School Board reserves the right to cancel the contract at no cost to the School Board and to secure services from another source.

CONFLICT(S) OF INTEREST

In the event the successful vendor becomes aware of any conflicts or potential conflicts of interest, the successful vendor and/or subcontractor(s) shall immediately notify the Superintendent or designee, in writing, of such conflict. In the event the conflict cannot be resolved to the satisfaction of the STPSB, the STPSB reserves the right to terminate the contract.

EVALUATION CRITERIA

All proposals submitted will be analyzed and all options will be evaluated as per the following criteria. Your participation in our Request for Proposals is solicited and encouraged. The proposal which is determined to be best for the St. Tammany Parish School Board Graphic Arts Department will be accepted.

EVALUATION CRITERIA	POINTS
Cost Structure	30
Demonstration of competency and experience, vendor reputation, references, and past performances with comparable projects	25
Deployment of technical support, training and part supply	25
Technical merit and clarity of proposal	20
TOTAL	100

VENDOR CHECKLIST

Please review this checklist to ensure that you have properly followed the instructions. Many proposals are rejected because the respondent simply failed to comply with the required preparation and submission requirements.

- _____ Have you performed a final review of your response to ensure you have included all required documentation?
- _____ Have you verified all amounts to ensure that they are complete and accurate?
- _____ Is your envelope properly marked? See page 2 of the RFP for further details.
- _____ Have you included an original, five (5) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the proposal?
- _____ Have you completed and signed the enclosed Proposal Information Form (**p.10**)? This is a required form and must be submitted with your proposal. **Proposals submitted without this form will be considered “non-responsive” and will not be evaluated.**
- _____ Did you complete the enclosed affidavit? (**Attachment A**) This affidavit must be completed, notarized and submitted with your proposal. **Proposals submitted without this affidavit will be considered “non-responsive” and will not be evaluated.**
- _____ Did you complete the enclosed Firearm Anti-Discriminatory Act 581 Disclosure Form (**Attachment B**)?

PROPOSAL INFORMATION FORM

DATE: _____

COMPANY: _____
Legal Name of Agency Submitting Proposal

COMPANY ADDRESS: _____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____
Company Official (Duly authorized to sign proposals/contracts)

Typed or Printed Name & Title of Company Official

NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL.

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared:

_____,

Who, after being duly sworn, did state and affirm the following:

1. That he/she is employed by _____ (**Vendor Name**) in the position of _____;
2. That _____ (**Vendor Name**) has submitted a Response to Request for Proposal _____ (**Number/Title of RFP**) from the St. Tammany Parish School Board; and
3. That any and all telecommunications and video surveillance equipment to be purchased in connection with the Response to Request for Proposal _____ (**Number/Title of RFP**), if awarded to _____ (**Vendor Name**), is and/or will be from a manufacturer that is in compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

SWORN TO AND SUBSCRIBED

before me, Notary Public, this _____
day of _____, 2025.

Signature: _____

Printed Name: _____

My commission expires: _____

**FIREARM ANTI-DISCRIMINATORY ACT 581 (SB 234)
DISCLOSURE**

Per LA Act 581 (SB 234), which prohibits a public entity, including school boards, from entering into a contract with a company for the purchase of goods or services unless the aforementioned company confirms that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association.
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

If the above terms meet with your understanding and agreement, please sign below and return to the St Tammany Parish School Board.

Signature of Official Duly Authorized to Sign Contracts and Agreements

Date