RFP #26-PROP04 COPIERS AND PRINTERS LEASE including MAINTENANCE

Santa Rosa ISD, hereinafter referred to as "District", invites interested firms and/or individuals, hereinafter referred to as "Vendors", to submit sealed proposals for Copiers and Printers Lease including Maintenance. This proposal is subject to all terms, conditions, requirements, and exclusions contained in this proposal document.

- Sealed proposals will be received by Santa Rosa ISD until **3:00 p.m, Thursday, March 12th, 2026**, and then opened and read. All proposals must be sealed and received, prior to this time, at the Business Office, District Administration Building, Rm# A129, 102 Jesus R. Cruz St, Santa Rosa, Texas 78593. Proposals must be submitted according to the specifications provided, or the district may reject the proposal. The Proposal Acknowledgment Form and the Felony Conviction Notice must be completed and returned with the proposal. Telegraphic or facsimile proposals cannot be accepted since the sealed proposal requirement cannot be satisfied with these means.

- Labeling of Proposals: The envelope containing the proposals must be addressed as follows:

SANTA ROSA ISD
BUSINESS OFFICE
C/O MARISA CUEVAS
P.O. BOX 395
102 JESUS R. CRUZ ST.
SANTA ROSA, TEXAS 78593

PROPOSAL #26-PROP04-COPIERS AND PRINTERS LEASE including MAINTENANCE

DUE: MARCH 12TH, 2026 @ 3:00 PM

- The Business Office may open unlabeled submittals to properly identify them. Proposers are therefore advised to correctly label their submittals to protect the integrity of their sealed proposals and to fully avail themselves of the sealed proposal process.

- Proposer accepts all responsibility for forwarding the proposal to the address above within the specified time or it will be returned unopened. If the envelope does not reflect a return address, it will be opened for the sole purpose of obtaining the return address.

- Time and Place of Proposal Opening: Proposals will be opened and read in the Superintendent's Office, District Administration Building, 102 Jesus R Cruz, Santa Rosa, TX 78593, immediately following the date and time specified in the Request for Sealed Proposals. However, proposers are cautioned that proposals must be received in the Business Office, in accordance with the date and time above, prior to this time. It is the sole responsibility of the proposer to ensure his/her proposal is received in the Business Office. No excuses are acceptable, and the determination of the Superintendent is final.

- No verbal or informal amendment to this solicitation shall be binding on the Santa Rosa ISD. Any changes to the solicitation will be made by an amendment, delivered to all parties which the district shows as having received a copy of the solicitation. No change to the solicitation will be made except by formal written amendment signed by the Superintendent or her designated representative.

- The district reserves the right to accept or reject any or all proposals, to waive all technicalities, and to accept the proposal or proposals that are determined to be the most favorable to the district.

- For proposal purposes, prices must exclude all Federal, State, and City taxes.

- This solicitation does not commit the Santa Rosa ISD to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified.

- For further information concerning this Invitation for Proposals, contact Marisa Cuevas, CFO, 956-636-9800 ext. 115 or Rick Lopez, Shipping and Receiving Clerk, 956-636-9800 ext. 226.

- Any questions concerning proposal results should be directed to the CFO or the Shipping and Receiving Clerk.

1. INTRODUCTION

*Santa Rosa ISD i*nvites qualified vendors to submit proposals for a comprehensive Managed Print Services (MPS) solution for approximately 815 students across 3 campuses. The district seeks to establish a **48-month contract** for multifunction device (MFD) leasing, maintenance, to maintain efficiency, reduce costs, and enhance document workflow throughout the district.

1.1 District Overview

- Student Population: 815 students
- Staff: Over 180 employees
- Current Fleet: 44 machines including 2 Production Devices

2. PROJECT SERVICES

The district seeks to:

1. Maintain standardized fleet of print/copy/scan devices across all locations.
2. Reduce overall print-related expenditures through optimization of hardware
3. Provide consistent service and support with minimal disruption to educational operations.
4. Establish reliable print services with 95% uptime or better

3. SCOPE OF SERVICES

3.1 Hardware Requirements

- Provide new multifunction devices with the following quantities and minimum specifications:

    - Quantity – 11 BW A4 MFP
        - 45-55 print per minute MFD
        - (5) with extra drawer & cabinet

    - Quantity – 3 BW A4 Printer
        - 45-55 print per minute

    - Quantity – 17 Color A4 MFP
        - 45-55 print per minute MFD
        - (2) with extra drawer
        - (5) With extra drawer & cabinet

    - Quantity – 1 BW A3 MFP
        - 35-45 print per minute MFD
        - Staple Finisher, Post Script, 2/3 Hole Punch

    - Quantity – 4 BW A43MFP
        - 70-75 print per minute MFD
        - Production Finisher with 2/3 Hole Punch

    - Quantity – 2 BW A3 PRODUCTION Units
        - 100+ print per minute MFD
        - MSI Chute, Manual Sheet Inserter, Production Finisher with Hole Punch

    - Quantity – 2 Color A3 MFP Copiers
        - 45 print per minute MFD
        - (1) Fax & Integrated Staple Finisher
        - (1) Staple Finisher

    - Quantity – 3 Color A3 MFP Copiers
        - 55 print per minute MFD
        - (1) Staple Finisher
        - (1) Staple Finisher, Fax, Hole Punch
        - (1) Production Finisher with 2/3 Hole Punch

    - Quantity – 1 Color A3 MFP Copier
        - 70-80 print per minute MFD

- Include all necessary accessories, finishers, and paper handling options
- Offer devices with consistent user interface/experience
- Provide mobile printing capabilities
- Support scanning to email and network folders
- **Include security features for data protection- must include whitelist technology which actively monitors and blocks unauthorized code from executing on the device**

3.3 Service and Support

- Next business day on-site service
- **Must include Customer Replaceable Units available for district to order (Toner, water toner bottles, drums, fuser cleaning cartridges and fusers) to enhance uptime**
- Remote monitoring of devices for proactive maintenance
- Automatic supply replenishment (excluding paper)
- Help desk support
- Service level agreement with defined response times
- User training for staff
- Online service portal for service requests and reporting

3.4 Assessment and Implementation

- Provide implementation plan minimizing disruption
- Removal and recycling of existing equipment- vendor must pick up and properly dispose all current equipment.
- Project management services
- Installation and configuration of all hardware and software
- User training program

4. PROPOSALS MUST INCLUDE THE FOLLOWING:

4.1 Company Information

- Company overview
- Organizational structure
- Experience with K-12 education clients
- At least three references from school districts or businesses of similar size or large
- Certifications and partnerships with manufacturers
- Staffing qualifications and quantities

4.2 Technical Solution

- Detailed equipment specifications for proposed devices
- Fleet optimization strategy
- Network requirements
- Security approach-**Include security features for data protection- must include whitelist technology which actively monitors and blocks unauthorized code from executing on the device**

4.3 Implementation Plan

- Project timeline with implementation completion target date of (*date)*.
- Implementation methodology
- Training approach
- Change management strategy
- Transition from current environment

4.4 Service and Support

- UNLIMITED annual mono prints/copies included with service/supplies
- 120,000 annual color copies included with service/supplies
- 32,000 annual color prints included with service/supplies
- Service level agreement details
- Response times
- Escalation procedures
- Remote monitoring capabilities
- Help desk procedures and hours
- Local Service technician qualifications and certifications. **NO third-party service technicians. This needs to be stated in the bid response.**
    - Location of local service technician.

- Pickup of all equipment at end of lease period
- Use of Subcontractors for Delivery/Pick-Up/Service

4.5 Cost Proposal

- **Monthly lease term 48 months**
- Implementation and training costs
- Any one-time charges
- **Any ongoing charges such as remote assistance**, shipping, etc.
- Include payoff and disposal of existing lease. See buyout invoice.

5. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight
Total Cost of Ownership	30%
Technical Solution and Equipment Specifications	25%
Implementation Approach and Timeline	15%
Service and Support	15%
Experience and References	10%
Value-Added Services	5%

6. ADDITIONAL TERMS AND CONDITIONS

6.1 Inquiries
All inquiries regarding this RFP must be via email during the Question period

6.2 Amendments
Any amendments to this RFP will be emailed to all vendors who asked questions.

6.3 Proposal Costs
The district is not responsible for any costs incurred by vendors in preparing and submitting proposals.

6.4 Right to Reject
The district reserves the right to reject any or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the district.

6.5 Contract Terms
The selected vendor will be required to enter into a contract with the district that includes all items specified in this RFP. The district reserves the right to negotiate final contract terms with the selected vendor.

6.6 Insurance Requirements
The selected vendor must maintain insurance coverage as specified in the final contract, including but not limited to general liability, automobile liability, workers' compensation, and professional liability.

6.7 Confidentiality
All information provided by the district in this RFP is considered confidential and shall not be released to third parties without written permission from the district.

Santa Rosa ISD
Request for Sealed Proposals
Copiers and Printers Lease including Maintenance

Proposal Acknowledgment Form

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal."

Vendor_____

Address_____

Phone_____

Fax Number_____

Proposer (Signature)_____

Proposer (Print Name)_____

Position With Company_____

Signature of Company Official Authorizing This Proposal_____

Company Official (Print Name)_____

Official Position_____

Santa Rosa ISD
Request for Sealed Proposals
Copiers and Printers Lease including Maintenance

Felony Conviction Notice

Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

This Notice Is Not Required of a Publicly Held Corporation

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name (Printed): _____

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s):_____

Signature of Company Official: _____

REFERENCES:

School	Contact Person	Phone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership or individual has not prepared this proposal in collision with any other Vendor, and that the contents of this proposal as to prices, terms and conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Vendor: _____

Address: _____

_____

Phone Number 1-800 _____

Fax Number: _____

Vendor (Print Name): _____

Official Authorizing this Proposal: _____

Position With Company: _____

Date: _____

This sheet needs to be included in the proposal package in order for your proposal to be Considered.

STATEMENT OF NON-COLLUSION

TOTAL ITEMS: _____

TOTAL ITEMS PROPOSED: _____

TOTAL EXTENTION: _____

My signature also certifies that the accompanying proposal is not the result of, or affected by any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current Texas codes. Furthermore, I understand that fraud and unlawful collusion are crimes under the Statue Law, and can result in fines, prison sentences, and civil damage awards.

COMPANY SUBMITTING PROPOSAL: _____

ADDRESS: _____

PERSON RESPONSIBLE FOR PROPOSAL: _____
(NAME: PRINT OR TYPE)

_____
(TITLE)

_____
(SIGNATURE)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____ _____

Name of signatory Signature Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

February 17, 2026

Re: Account Number: 211-4140181-001
Buyout Type: Buyout

SANTA ROSA INDEPENDENT SCHOOL DISTRICT,

In response to your request, please be advised that the buyout of the above referenced lease agreement is **$13,285.09**. This figure is valid through **03/19/2026.** The breakdown of the buyout amount is as follows.

Receivable Balance	$ 13,285.09
Residual	$ 0.00
Sales Tax	$ 0.00
Late Charges	$ 0.00
Property Tax	$ 0.00
Insurance	$ 0.00
Other Lease Charges	$ 0.00
Total Buyout	$ 13,285.09

Serial Numbers:	9HB138578, 4HX980904, HHZ561541, 4HX980918, 9HB141106, EDQ723004, 9RB767557, EHQ238793, 7XB076045, 9RB768994, EHQ240858, 4HX981672, 4HX980164, 4HX981678, 9HB138593, HHZ561655, 9HB138591, 6HB634089, EHQ238820, 6HB846887, 6HB634092, HHZ561683, 4HX980891, 9HB138594, 4HX980912, 4HX980919, 9HB138584, 9HB138590, EHQ238795, 4HX980893, 4HX980165, EHQ238835, 6TB059612, 5DA861547, 4HX983463, 9HB138585, EDQ723086, HHZ561509

If you wish to buyout the lease, please send a check for the buyout figure prior to the expiration date to the following address

PO Box 13604
Philadelphia, PA, 19101-3604

Should you have any questions, or if we can be of further assistance, please call 844-815-8646.

Very truly yours,

Customer Service Department