

Request for Proposal
Enterprise Managed Print Services

For the period 7/1/2021 - 6/30/2026

Lebanon School District



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1 Instructions for Proposal Response

1.1 Confidentiality and Non-Disclosure

This RFP contains proprietary information and shall not be used for any other purpose than responding to it. No part of the original document may be changed, altered, or modified in any way unless Lebanon School District issues an amendment. Lebanon School District agrees to hold vendor's response strictly confidential within legal bounds.

The winning vendor will be invited to negotiate a contract with Lebanon School District and remaining vendors will be notified in writing of their selection status. Responders may not issue a press release in conjunction with this RFP unless it has been reviewed and approved by Lebanon School District.

1.2 Lebanon School District Contact Information

All correspondence with Lebanon School District concerning this RFP should be directed to:

Technical Contacts:

Shawn Canady
Chief Information Officer
Lebanon School District
1000 S. 8th St., Lebanon, PA 17042
717-270-6870
scanady@lebanon.k12.pa.us

Dustin Nikles
Director of Technology
Lebanon School District
1000 S. 8th St., Lebanon, PA 17042
717-270-6870
dnikles@lebanon.k12.pa.us

1.3 RFP Schedule

The following are key milestone dates for the implementation of this RFP. Dates are subject to change.

<u>Date</u>	<u>Milestone</u>
January 2021	Advertise 1/10, 1/17, 1/24
January 11, 2021	RFP Issued to Vendors on file by email
January 29, 2021	Deadline for Questions / Clarifications Submission/ Intent to Participate form submitted
February 5, 2021	RFP Sealed Response Due in Business Office by 12:00 p.m. EST
February 10, 2021	Winning Proposal or Finalist Selected
March 15, 2021	Executive Approval

*Under no circumstances will responses be accepted beyond the date and time listed. Lebanon School District reserves the right to modify this schedule at any time.

1.4 RFP Amendments

Lebanon School District reserves the right to amend this RFP at any time prior to the closing date. Written amendments will only be issued to those vendors who have satisfied qualifications. No other amendments, verbal or otherwise, will be acknowledged by Lebanon School District.

1.5 Vendor Qualifications for RFP

Those vendors who intend to submit a proposal in response to this RFP must complete and return the **Intent to Participate Form** to Curtis O. Richards, Business Manager, by **January 29, 2021**. The full proposal response is due in accordance with section 1.6. Submission of a signed and completed *Intent to Participate* form constitutes the vendor's acceptance of the RFP and all of its contents. This individual must be available to respond to questions throughout the RFP schedule. The form may be submitted electronically to the Business Manager crichards@lebanon.k12.pa.us. **The Intent to Participate form may be found in Appendix I and RFP Attachment Appendix I _Intent to Participate 2021-2026**

1.6 Proposal Response and Submittal

Vendors are to submit a **sealed** proposal in response to this RFP. No alternative proposals will be accepted. Proposals must be submitted in the format described by this RFP and within the forms provided.

All materials submitted in response to this RFP shall become the property of Lebanon School District and shall not be returned to participating vendors.

Proposals must be sent to Mr. Curtis O. Richards, Business Manager, c/o Lebanon School District, 1000 South Eighth Street, Lebanon, PA 17042.

- **Sealed responses must be received no later than 12:00 p.m. EST on Friday, February 05, 2021.**
- **Proposals will be opened publicly at the District Office shortly after 12:00 p.m. on February 05, 2021.**
- **Electronic copy of the completed proposal should be sent to the Business Manager after the official opening is completed crichards@lebanon.k12.pa.us.**

1.7 RFP Questions and Inquiries

Questions regarding clarification of any requirement in this RFP should be directed to the individuals designated in Section 1.2. Questions **MUST BE** submitted via email. Subject Line must read **2021-2026 Managed Print Services RFP**

District Walkthrough Meeting may be scheduled by contacting Mr. Shawn Canady, Chief Information Officer **via email** at scanady@lebanon.k12.pa.us. Subject Line must read **2021-2026 Managed Print Services RFP**

1.8 RFP Response Acceptance

Acceptance by Lebanon School District of a proposal in response to this RFP does not obligate Lebanon School District to purchase anything from the proposal provider. Once accepted by Lebanon School District, a proposal's contents will become part of the final contract if awarded and will be considered legally binding. Proposals must be valid 120 days from the RFP closing date to provide adequate time for review and award of contract.

1.9 Rejection of Proposals

Lebanon School District reserves the right to reject any or all proposals. Lebanon School District is not liable for errors in proposals. Changes to proposals made after the submission date may only be made to correct a typographical error in an existing part of a proposal. No new material will be accepted. Corrections must be submitted in writing to Curtis O. Richards, Business Manager. Acceptance of corrections will be made at the discretion of Lebanon School District.

1.10 Proposal Evaluation

Lebanon School District will evaluate proposals using a number of criteria that may include the following:

On-time submission of completed:	<ul style="list-style-type: none"> • Intent-to-Participate form • All completed pricing forms as described in Section #3 of this RFP document
Evaluation of vendor qualifications:	<ul style="list-style-type: none"> • Scope of services provided direct from vendor vs. reliance on sub-contractors/3rd parties • Vendor stability and financial strength to deliver services during the entire term • Verification of references • Relevancy of the vendor's experience • Skills and experience of vendor personnel
Evaluation of product presentations and demonstrations <i>if requested of finalist</i>	
Evaluation of mechanical elements of the proposal, including:	<ul style="list-style-type: none"> • On-time submission • Adherence to instructions • Proposal quality and professionalism • Reader understandability • Clear and concise explanations
Appropriateness and applicability of the proposal:	<ul style="list-style-type: none"> • Consistency with Lebanon School District project objectives • Vendor understanding of the work and tasks to be performed • Technical merits of the solution, including: <ul style="list-style-type: none"> ○ Solution methodology ○ Offering of appropriate products and services ○ Solution reliability ○ Solution scalability and flexibility
Demonstration of appropriate management and implementation skills:	<ul style="list-style-type: none"> • Completeness of submitted documents • Demonstration of adequate experience in developing and implementing similar projects. • Demonstration of sufficient and appropriate resources for implementation
Compliance with RFP requirements:	<ul style="list-style-type: none"> • Completeness in addressing requirements • Degree of compliance with RFP requirements • Exceptions to mandatory requirements
Total cost of ownership of the solution:	<ul style="list-style-type: none"> • Life-cycle costs: <ul style="list-style-type: none"> ○ Costs incurred by Lebanon School District to implement the solution • Degree to which costs are within the competitive range of other vendors

1.11 Award Notification

All finalists will be notified in writing of their stature. Proposal providers who do not qualify as finalists will also be notified in writing to the effect. The winning proposal provider will be notified in writing by Lebanon School District. The purpose of this notice is to indicate that Lebanon School District has accepted the vendor's proposal and will enter into a contract with the vendor. Selection of a winning proposal does not obligate Lebanon School District to purchase anything from the vendor until such time as a contract is approved and signed.

2. Project Overview and Scope

2.1 Lebanon School District Overview

Lebanon School District is an urban public school district in Lebanon, Lebanon County, Pennsylvania. The district encompasses approximately 5 square miles and is made up of a high school, middle school and five elementary schools including Harding, Henry Houck, Northwest, Southeast and Southwest. According to District officials, in school year 2019-2020 the Lebanon S.D. provided basic educational services to 5,450 students through the employment of 338 certified employees, 225 full-time and part-time support personnel, and 28 administrators.

A complete listing of the current fleet and requested Multi-Functional Printers (MFPs) and Printers is provided as a supplement at Appendix II. File labeled **Appendix II - Historical Data for Managed Print Service 2021-2026.xlsx**

2.2 Managed Print Service Project Scope, Goals and Expectations

Lebanon School District is requesting proposals from qualified vendors for managing all aspects of the District's print output. The primary objectives of the Managed Print Services program, as reflected by the requirements of this RFP, are the following:

Scope (Annual Volume)

As described in the included response documents, the District's current fleet of MFP's and Printers is included. The estimated annual volumes are as follows:

Managed Print Services Estimated Annual Volume		
MFP's / Copiers	Black and White –	6,500,000
MFP's / Copiers	Color -	360,000
Network Printers	Black and White –	300,000
Network Printers	Color -	35,000

Monthly payment will be based on one-twelfth of the annual volume. Reconciliations will occur annually. If there is an overage, charges will be applied. If there is an underage, credits will be applied. Rate to use for reconciliations is the cost-per-Print

Goals

To improve and reduce the District's hardware, service and supply-related processes and expenses related to copiers, printers, outsourced production printing and shredding services.
To reduce print volumes and waste
To maintain or exceed current service levels being provided to the District
To standardize and "right size" equipment across the District
To streamline processes for the management of hardware, services and supplies
To utilize a Follow Me printing technology with products such as Equitrac or PaperCut that incorporate the ability to swipe proximity cards for user authentication / device access and the ability to release print jobs from any device.
In addition to the Follow Me print software the District will require print monitoring and management software to automate billing and provide automatic toner replenishment for the fleet. In combination, these solutions will provide additional efficiencies, convenience and savings to the District, when implemented.
To have one vendor, if possible, and one single line solution for consistency and efficiency
<i>We have included a complete equipment listing including models and annual usage as a supplement to this RFP document. Appendix II - Historical Data for Managed Print Service 2021-2026.xlsx</i>

Expectations

It is expected that each participating vendor will provide a comprehensive Managed Print Service program with a monthly price to provide hardware, software, service, consumable supplies (including staples), installation, delivery, training and end of term services.

2.3 Project Timeline

Date	Milestone
June / July 2021	Delivery, Installation and Implementation
June / July 2021	Training at each building during installation
August / September 2021	Training for teaching staff by building

2.4 Equipment Specifications

Equipment Details may be found in Appendix II, III, and IV.

The **Category Pricing Spreadsheet MFP** contains the desired fleet of MFPs as well as a definition outlining the specifications and minimum features required. This may be found in document **Appendix II - Historical Data for Managed Print Service 2021-2026.xlsx**

The **Category Pricing Spreadsheet Printer** contains the desired fleet of Printers as well as a definition outlining the specifications and minimum features required. This may be found in document **Appendix II - Historical Data for Managed Print Service 2021-2026.xlsx**

2.5 Duplicating Services

The Lebanon School District is requesting duplication services that include:

Duplicating Services	
Estimated Annual Volume:	
Color	700,000
Black and White	9,700,000
Services Requested	
Job Submission:	Hardcopy submittal via scheduled delivery and pick-up or web submission via a customized Digital Storefront .
Turnaround Time:	Two-day turnaround on typical print/copy jobs
Delivery / Pick-up:	Standard delivery is included and represents a stop at up to NINE (9) district locations between the time of 8:00 AM – 10:00 AM EST. Daily or multiple scheduled days per week desired. Delivery of finished work will include packaging in any of the following methods: rubber band, binder clip or boxed material. Regardless of which method is used, a copy of the work order will be placed on top for added confidentiality.
Monthly payment will be based on one-twelfth of the annual volume. Reconciliations will occur Annually. If there is an overage, charges will be applied. If there is an underage, credits will be applied. Rate to use for reconciliations is the cost-per-Print	
Please refer to the Duplicating Services Pricing Summary worksheet provided in document Appendix II - Historical Data for Managed Print Service 2021-2026.xlsx for previous years volume.	

2.6 Shredding and Document Destruction Services

Please refer to the Shredding Services Pricing Summary in Section 3.6. Any vendor proposing shredding service must have NAID AAA certification. Additionally, all shredding must be done onsite, without exception.

3. Proposal Contents and Requirements for Submission

This section outlines the required structure and format of proposals in response to this RFP. All proposal providers are required to follow the proposal format provided below. Vendors must provide, at minimum, the information required in each section. In many cases, a spreadsheet must be completed as well. **A Submission Checklist is provided in Appendix VII for vendor convenience.**

3.1 Proposal Cover Page

All proposals should have a cover page containing the following information:

- The organization name providing the proposal
- Date, company address and URL
- Primary contact phone number and e-mail address for questions regarding the proposal

3.2 Executive Summary and Program Pricing Summary

All proposals should have a one-page Executive Summary detailing the highlights of your program and pricing.

Additionally, all prospective vendors must complete the Program Pricing Summary completely adhering to all note requirements and requests.

3.3 Equipment Categories and Forms

Please refer to the included document **Appendix II Historical Data for Managed Print Service 2021-2026.xlsx** for information on our requested Fleet.

Please complete a new spreadsheet **Appendix V Program Pricing Summary 2021-2026** in the same format provided with the proposed replacement MFPs to include model number, features provided and the 60-Month Fair Market Value (FMV) monthly pricing for each machine. Include attachments as needed.

3.4 Network Printer Service and Supply Pricing Summary

Please complete the document **Appendix V Program Pricing Summary 2021-2026 for the mix of new and existing printers to be supported.**

- For new printers include the hardware cost for a 60-month FMV lease to own as well as maintenance and supplies.
- For existing printers include the cost for maintenance and supplies for the fleet over the same 60-month contractual period.
- The aggregate Black and White and Color cost per print service / supply rate for the fleet new and existing printers should be identified.
- OEM toners will be required for the print only devices in the Superintendent's Office, Business Office and Human Resources Department.

Please provide a detailed listing of how you provide service and supplies for printer only devices. Lebanon S.D. will be responsible for replacing the existing printers identified to be retained. Printers replaced during the contract will become part of the agreement and included for maintenance and supply purposes.

Please note the aggregate cost-per-print for both Black and White and Color.

3.5 Duplicating Services Pricing Summary

Please include the Duplicating Services Pricing **Summary found in Appendix V Program Pricing Summary 2021-2026** in your proposal. We have provided a summary format noted as the Duplicating Services Pricing Summary. Please provide a cost for all items requested. Provide a catalog of pricing for additional services offered (binding, laminating, poster, etc.).

3.6 Shredding Services Pricing Summary

Please include document **Appendix VI Shredding Services Pricing Summary 2021-2026** and ensure you provide pricing for a large shred bin at each school to be picked up monthly. All vendors or their subcontractors must have an NAID AAA certification.

- Please list all contract shred customers (not annual purges) within Lebanon County.
- How many bins do you service per month in Lebanon County?
- Who is your largest shred customer in Lebanon County? Please describe the # of bins and shred frequency.

Please provide proof of your NAID AAA certification. Preferably via a certificate with a valid member/certification number with your company’s name clearly identified.

3.7 Service Response and Procedures Summary

Please provide a summary of your commitment to service in your proposal. This summary should include:

- Description of your service team and your service area
- Service response time
- Performance Guarantees
- Procedures for service loaner equipment
- Your organization’s nearest service or dispatch location
- Identify the service technicians trained in each category of machine proposed for the District

3.8 Implementation Plan and Training Summary

Please provide a summary of your proposed implementation and training plan specific for a school district Include:

Implementation and Installation	Summary of delivery and installation for both hardware and software.
Training Technical	Technical training for IT staff - cover topics such as installation, configuration and maintenances of the proposed system.
Training End User	End user - copier unit and feature training - list, in specific terms, the technical and end-users training elements with expected timeframes using general benchmarks, i.e. upon delivery, the next working day after installation, etc. - Additional ongoing training should also be addressed.

3.9 References and Education Case Study

In your response, please provide the following:

-Three K-12 business references in that are similar in size and scope to Lebanon School District. Please include a brief summary of each including services provided and the length of your business relationship. Additionally, please provide contact information for each reference.

-Please provide a brief case study showing how your organization has helped another school of similar size achieve volume and cost reductions following implementation of a Managed Print Services program.

3.10 Intent to Participate Form

Please complete this form and submit your responses by January 29, 2021. This form is to be sent to the attention of Mr. Curtis O. Richards, Business Manager, c/o Lebanon School District, 1000 south Eighth Street, Lebanon, PA 17042. It may also be emailed to crichards@lebanon.k12.pa.us. This form is included as ***Appendix I _Intent to Participate 2021-2026.docx***

3.11 Additional Information – Suggestions for Program Enhancements or Additions

If applicable, please note in your response any suggestions for program enhancements or additional services that you believe may benefit Lebanon School District.

3.12 Vendor Issues and Concerns – Explanations for any areas of Non-Compliance

Please include a section of your response to note any areas where your organization is not 100% compliant with any area of the RFP.

3.13 Additional Response Attachments – Equipment Brochures

Any additional information or supplement to your response can be included at the end of your response. This can include specification sheets, brochures, or other items you feel pertinent to the response.

4. Implementation Requirements

This section contains details that are important to the district and must be addressed in the RFP Response

4.1 Invoicing

Monthly payment will be based on one-twelfth of the annual volume. Reconciliations will occur Annually. If there is an overage, charges will be applied. If there is an underage, credits will be applied. Rate to use for reconciliations is the cost-per-Print

Vendor(s) shall prepare one monthly invoice for all equipment and shall include:

- Invoice date and number
- Must be separated by Buildings and Departments listed below (17 breakouts).

Buildings	Departments
District Office	Superintendent's Office
Lebanon High School	Business Office
Lebanon Middle School	Child Accounting
Harding Elementary	HS Counseling
Henry Houck Elementary	Buildings and Grounds
Northwest Elementary	Special Education
Southeast Elementary	Technology Services
Southwest Elementary	Food Services
	Athletics

- Location, make, model and serial number for each copier billing
- Number of copies/prints invoiced by account code
- Current and previous reading
- Date of meter reading

In addition, vendor(s) shall provide administrators ability to generate meter read reports using method comparable to monthly invoice for auditing purposes. Format will be mutually agreed upon before commencement of contract.

4.2 Papercut / Follow Me Printing

The District is currently licensed and implements Papercut/Follow Me printing.

All copiers must support Papercut/Follow Me Printing Software (or approved equal) contract to include:

- All copiers must support Papercut with secure printing and scanning to email.
- Fobs will be used for machine authentication.
- Papercut shall come with on-site installation assistance for copiers and network printers. Training shall be provided to staff as requested.
- Papercut updates shall be included in this proposal and shall be available through the duration of the contract with assistance for upgrades.

4.3 Network Management Capability

Request for single point software for Network of Printer Fleet. Currently Information Technology Team must touch individual copiers when Software updates are required. We desire more efficient management capabilities of the new MFP / Printer Fleet.

4.4 Employee Clearances

Contractor employees who will be on school grounds must complete criminal background checks and clearances at the cost of the Contractor.

Section 111 of the PA Public School Code of 1949, as amended, directs that independent contractors and their employees who provide services to a Pennsylvania School District and will have direct contact with children are required to obtain three background checks prior to employment and as required for renewal.

- Pennsylvania State Police Criminal History Record;
- Act 151 Child Abuse Background Check
- Federal Criminal History Record Information.

In order to comply with Section 111, independent contractors and their employees must obtain required background checks and provide original documents to the ***Buildings and Ground Secretary*** prior to the beginning of work in the District. The District will retain a copy of the background check information and return the originals to the contractor.

A school entity may not engage or utilize the services of a contractor or employee who would have direct contact with children if the contractor or the contractor's employee's criminal history background check states that: he or she has been convicted of a crime specified in Section 111 of the Public School Code of 1949 or an equivalent Federal or out-of-state crime; ten (10) years have not elapsed from the expiration of the sentence for a crime specified in Section 111(f.1)(1); five (5) years have not elapsed from the expiration of the sentence for a crime specified in Section 111(f.1)(2); or three (3) years have not elapsed from the expiration of the sentence for a crime specified in Section 111(f.1)(3).

District policy prohibits tobacco use, drugs and alcohol on public school property and the Contractor must strictly enforce these requirements amongst its staff. Contractor employees shall observe all rules of conduct for the District's property.

Appendix I - Intent to Participate 21-26

May be found as an attachment to this Proposal labeled *Appendix I _Intent to Participate 2021-2026*.

Appendix II – Current and Requested District MFP and Printer Listing.

Appendix II consists of a 3-tab Excel spreadsheet containing historical data on requested MFP's Printers, and Print services.

This may be found as an attachment to the RFP Labeled *Appendix II - Historical Data for Managed Print Service 2021-2026.xlsx*.

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Appendix III – Multifunction Printer /Copier MFP Specifications

No attachment for this Appendix.

Specification classification for each Multifunction Printer (MFP) and Accessories requested are indicated in Column *Desired Accessory Option* and Column *Desired Category* of *Appendix II*.

Desired and current pages per minute (PPM) are located in Column *Desired PPM C/BW* and Column *Current PPM C/BW* of *Appendix II*.

Category 1 Desktop BW	Black and White	47 – 55 PPM
Category 2 BW	Black and White	60 – 70 PPM
Category 3 BW	Black and White	80 – 90 PPM
Category 4 Color	Color	70 – 80 PPM
PPM are estimated based on current usage. Correct sizing of PPM Capacity is requested.		

Accessory Options A	Accessory Options B
<p>Minimum Specifications</p> <ul style="list-style-type: none"> • 175 sheet dual single pass feeder • two 500 sheet fully adjustable paper drawers (up to 12x18) • two 1,500 sheet paper drawers • 1,000 sheet external finisher/stapler& 3 hole punch kit • fax kit • proximity card reader • embedded Papercut, • Data Security kit 	<p>Minimum Specifications</p> <ul style="list-style-type: none"> • 270 sheet dual single pass feeder, • two 500 sheet fully adjustable paper drawers (up to 12x18), • two 1,500 sheet paper drawers, • 4,000 sheet external finisher/stapler& 3 hole punch kit, • Fax kit • proximity card reader holder, • embedded Papercut, • Data Security Kit
<ul style="list-style-type: none"> • <i>Document feeder must scan both sides of a document in a single pass, have a speed of 100ppm at Minimum 600dpi and also scan in color.</i> • <i>Finisher must staple up to 50 standard sheets per set (60 sheets per set desired).</i> • <i>Paper capacity will provide a minimum of 4 paper sources and one must have a capacity of 3,000 sheets</i> • <i>Equipment must have the capability to expand the total paper capacity to 6,000 sheets</i> <p>Options above are based on current deployed fleet. Updated recommendations based on these specifications are desired if appropriate. These may be addressed in Vendor Response to Section 3.11 Additional Information.</p>	

Appendix IV – Printer Specifications

No attachment for this Appendix.

Specification classification for each printer requested are indicated in Column B of *Appendix II*.

Category 1	<p>Minimum Specifications</p> <ul style="list-style-type: none"> • A4 BW desktop – 40ppm • 1,200 x 1,200 dpi (unenhanced) • 512MB RAM • Duplex • No hard drive but if unit has a hard drive, must also have Data Security Kit • Apple Air Print capabilities • Wireless network connectivity • Fob Print Release (listed as upgrade) 	
Category 2	<p>Minimum Specifications</p> <ul style="list-style-type: none"> • A4 COLOR desktop – 25ppm (both color and BW) • 1,200 x 1,200 dpi (unenhanced) • 512MB RAM • Duplex • No hard drive but if unit has a hard drive, must also have Data Security Kit • Apple Air Print capabilities • Wireless network connectivity • Fob Print Release (listed as upgrade) 	
Category 3	<p>Minimum Specifications</p> <ul style="list-style-type: none"> • A4 BW desktop Min. 62 ppm B&W • 1,200 x 1,200 dpi (unenhanced) • 5 Tray • 2.5 GB Ram • 128 GB SSD – Security Kit 	<p>Critical Printers for Business Office – Current Business Office Printers are model Kyocera P3060dn. The printers are used for check and invoice printing. Suggestions on upgrade and specifications welcome on this category.</p>
Category 4	Equipment moved from Business office	Supply and Maintenance Cost Only

Appendix V – Pricing Submission Worksheet

The pricing Submission Worksheet is provided to provide an organized way to present pricing for comparison and evaluation.

The Spreadsheet is composed of three tabs that must be completed.

Category Pricing Spreadsheet - MFP

Category Pricing Spreadsheet – Printer

Pricing Summary

Appendix VI - Duplicating Services Pricing

Duplicating Services Pricing Summary

Available as attachment labeled: Appendix VII Duplicating Services Pricing Summary 2021-2026

Appendix VII– Shredding Services

Available as Attachment labeled: *Appendix VII Shredding Services Pricing Submission 21-26*

Location	Recommended Size	Address
District Office	64 Gallon	1000 S Eighth Street
Lebanon High School	64 Gallon	1000 S Eighth Street
Lebanon Middle School	64 Gallon	350 N Eighth Street
Harding Elementary	64 Gallon	350 N Eighth Street
Henry Houck Elementary	64 Gallon	315 E Lehman Street
Northwest Elementary	64 Gallon	1315 Old Forge Rd
Southeast Elementary	64 Gallon	499 E Pershing Ave
Southwest Elementary	64 Gallon	1500 Woodland Street

Shredding Services Pricing Summary Available as attachment: Appendix VII Shredding Services Pricing Summary 2021-2026

Bin Requirements:

Large Shred Bin provided at each school location with additional bin provided in the District Office located at the High School.

Monthly Service:

Each month vendor will perform onsite shredding services at each of the seven school buildings.

Base Monthly Charge:

\$ 00.00

Includes Large Shred Bins

One Service Call per month at each school building and district office

Additional Service Calls:

Provide cost and details for additional service calls received from the District in excess of the base monthly charge.

Appendix VIII – Submission Checklist

Complete	Date	Item	Section	Page #	Appendix Location
	January 29 th 2021	Vendor Qualification Form – Intent to Participate Form	1.5 - 3.10	5 and 11	I
	February 5, 2021	Proposal Cover Page	3.1	9	–
	February 5, 2021	Executive Summary and Program Pricing Summary	3.2	9	–
	February 5, 2021	Category Pricing Spreadsheet - MFP	3.3	9	V
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