



## Request for Proposals

PBTCC – Cares Act Funds RFP #3

Application Posting Date: 10/27/2020

Allowable Contract Date: 12/18/2020\* \*Likely Board Approval Date

### Overview

Pursuant to the Higher Education Emergency Relief Fund (HEERF), the Poplar Bluff R-I School District/Poplar Bluff Technical Career Center (PBTCC) is requesting proposals to provide the following item: **Installed Commercial Printing Press**\*See attached spec sheets for acceptable equipment. All proposals are contingent upon acceptable proposal requirements and specifications being met and approval by the Poplar Bluff School District Board of Education.

This RFP references Form RFP#3 Spec and provides additional details that should be considered in submitting proposals.

### Local Vendor/Product Preference

In accordance with Business Procedures adopted by the Board of Education, the district will allow any bidder within the Poplar Bluff R-I School District a seven percent (7%) leeway when reviewing their bids on items with a total cost of \$25,000 or less.

### Proposal Requirements

All proposals must be for new and current models of items listed on this RFP. Clearance and discontinued models will not be considered. Specifications outlined in this document are minimum specifications - if a vendor is unable to match the exact specifications listed, equivalent or better specifications will be considered in bid evaluations. The bidder must be an authorized dealer for the proposed product and must be able to provide or arrange service for the product during the life of the warranty.

Proposals should include all shipping and handling charges associated with delivery of the product. Please be aware that the delivery locations listed below may NOT have access to freight docks or fork lifts.

### Proposal Deadline

Proposals will be accepted until 4:00 p.m. on Wednesday, November 11, 2020. Proposals should be marked "PBTCC – Cares Act Funds RFP #3" and submitted in a sealed envelope to:

Charles Kinsey  
Poplar Bluff R-1 School District/Poplar Bluff Technical Career Center  
3203 Oak Grove Road  
Poplar Bluff, MO 63901

## Bid Evaluation

In evaluating any aspect of a proposal, the District may consider previous dealings with each vendor, references from the vendor's customers, inspections of other equipment provided by the vendor, and any other information the District obtains regarding the vendor, or that the District deems relevant.

- 1) Responses from vendors will be evaluated on the basis of criteria that include the following:
  - a. Overall cost to the District, whether direct or indirect.
  - b. Delivery and/or lead-time required for receipt of goods.
  - c. The District's opinion regarding the degree of responsibility of the vendor. The responsibility of the Vendor will be determined pursuant to the criteria contained in subparagraph three.
- 2) The timeliness, nature and number of any exceptions taken by the vendor to the bid will be considered by the District in evaluating a response. Any one of these criteria alone, or in combination, may provide a basis for not accepting the vendor's response.
- 3) A responsible vendor is one who, in the opinion of the District, possesses the skill, experience, ability, integrity and financial and other resources necessary for providing the equipment. In evaluating a vendor's responsibility, or in evaluating any other aspect of the response, the District may consider previous dealing with the District, references from the vendor's customers, inspections of other equipment supplied by the vendor, and any other information the District obtains regarding the vendor or that the District deems relevant.

## Policy Statement

The Poplar Bluff School District does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

It is the District's practice to not procure goods or services or make contract purchases from an individual or establishment included on the GSA List of Parties Excluded from Federal Procurement or Non-procurement Programs.

The total Cares Act funds awarded to the Poplar Bluff R-1 School District/Poplar Bluff Technical Career Center is \$449,147.00 to which 100% of the cost of this and other RFP's will be associated. The estimated project cost would be from \$35,000.00 to \$85,000.00 depending on vendor services and will be 100% associated costs through the Cares Act 18004 (a)(3) funding. As much as 1% in unanticipated costs is estimated at \$350-\$850 in local funding depending on vendor services as a part of the RFP.

## Award of Contract

Award of the contract will be made to the bidder whose bid conforms, as specified in this document, and that is most advantageous to the District, price, and other factors being considered. The District reserves the right to reject any and all bids or parts thereof. Successful bidder must be able to submit invoices with serial numbers for each item purchased.

## Additional Information

For additional information or clarification on bidding requirements contact Charles Kinsey, Director, at 573-785-2248 or by e-mail at [charleskinsey@pb.k12.mo.us](mailto:charleskinsey@pb.k12.mo.us).

## Item Specifications

The following specifications are minimum system requirements for all bids. Proposals must be for new/current model equipment. Any bid that does not meet the minimum specifications listed below will be rejected without accompanying justification statement/added proposal.

### Computer Graphics Department (Instructional Facility) -RFP#3 Generic/Minimum Specs

- Printer solution proposed must handle a volume between 300,000 and 500,000; 4 color 8.5 x 11 impressions per month
- Printer must include the latest Fiery Controller or RIP and associated software large enough to handle variable printing workload of 30,000 different records for one duplex print job. With upgrades to new versions of Fiery included for as long as the equipment is supported.
- Printer must be able to staple at least 60 sheets of paper
- Printer must be able to 3 hole punch and staple/saddle stitch in one pass through the printer
- Printer must be able to print black & white or color at least 65 PPM.
- Printer must be able to handle paper stock of 64 to 300 g/m. (110 # cover stock)
- Printer must be able to accommodate page sizes from A6 to 13" X 19"
- Printer must be able to scan
- Printer must be capable of printing tabs without smearing or blurring.
- Printer must have a minimum of 5 separate paper trays with the ability to pull tabs, color paper, white paper, and cardstock for a single print job; and punch in one pass as a collated set.
- Printer must accept standard color toner – Magenta, Cyan, Yellow, Black, and optional 5<sup>th</sup> toner
- Printer must include a high capacity Feeder capable of holding 8 ½" x 11" and up to 13" x 19" paper
- Printer should be able to staple at a minimum 80 page booklet
- Printer must be able to print duplex with no reduction or minimum reduction in print speed regardless of the stock.
- One set of consumables for onsite repair/replacement or service of use items (TCRU Kits)
- Printing Commercial Grade Service package (ie service priority equal to commercial customers)
- Proposed Click charges for Black and White and Color for a period no less than 5 years with a 5 year auto-renewal with an equal to or less than 5% change in cost of services at the renewal.

Alternative Responsibilities (not included in main RFP) may be included as added services or as add on services with a clear cost associated with add on. Applicants may indicate a cost for add on or N/A to indicate the service will not be provided by applicant. The District reserves the right to not utilize any of the add on services. Services will be considered entirely separate from the main proposal if applicant is successful. Applicant is not beholden to provide add-on services if not successful on the main proposal unless indicating otherwise in proposal.

- Remote Printing Management through Fiery
- Multi- Folding Unit

- Bidders are invited to submit alternate proposals or quotes which might reduce cost by taking advantage of price breaks, schedule variations or change in configuration, which will not impair any essential characteristic or requirement specified in this RFP.
  - Solution should include and detail all necessary hardware, construction, installation, and other hardware required to make a successful install into the Building.
  - Poplar Bluff Technical Career Center is located at 3203 Oak Grove Road, Poplar Bluff, MO 63901.
  - Vendor is responsible for scheduling and performing any necessary on-site evaluations/measurements prior to bidding.
  - Vendor should provide references/prior customers for determination decisions on level and quality of work.