



REQUEST FOR PROPOSAL

Kent District Library (KDL) is seeking Proposals for Printer Fleet Management Services

Announcement

Kent District Library (KDL) welcomes proposals from qualified firms to provide Printer Fleet Management Services to KDL. Please review the following request for proposal for further information in regards to the current problem, process for evaluation, additional information, and desired terms & contract information. Thank you for your time, consideration, and adherence to the following guidelines.

The Proposer will deliver personally or by any mail or courier service one (1) printed & signed original RFP response, one (1) printed & signed pricing sheet placed in a separate envelope, and one (1) electronic copy of the entire RFP & pricing submission placed on a thumb drive by **1:00 PM (EST) on January 7, 2021**, to the following address:

**Kent District Library
Attn: Sean Wojtczak, IT Administrative Assistant
Service Center
814 West River Center Dr. NE
Comstock Park, MI 49321**

Email: SWojtczak@kdl.org

Submission Requirements

Proposals must be submitted in a sealed envelope marked with the name, address and contact information of the proposing firm and the words “Printer Fleet Management Services for KDL”. See Section 4 (Timeline and Instructions to Proposers) for details on the proper packaging of proposals. Any proposals arriving after 1 PM on Jan. 7, 2021 will be marked late and will receive no consideration for selection.

Proposals faxed or emailed will not be accepted.

Complete proposal packages with detailed instructions will be available beginning December 9, 2020, on the KDL website (www.kdl.org/rfp) or by requesting a copy via email at SWojtczak@kdl.org. Any questions or clarifications regarding this RFP should be emailed only to SWojtczak@kdl.org. Failure to observe this restriction may result in the disqualification of a Proposal. (Note: This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this RFP.)

All questions should be submitted no later than 5:00 PM on Dec. 23, 2020. Responses will be posted in the form of an addendum on KDL's website (www.kdl.org/rfp) periodically until Dec. 29, 2020 by 12:00 PM. All interested parties are instructed to visit the website regularly for any issued addenda.

Proposals will be evaluated by KDL based upon the completeness of their responses, the appropriateness of the candidates' qualifications to meet KDL's needs, their approaches to services, their cost of services, and the qualities of previous performance or reference responses. KDL reserves the right, at its sole discretion, to waive minor administrative irregularities contained in this RFP.

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Definitions

KDL – Kent District Library in Kent County, Michigan.

Branch – A subset, or component part, of a district library operation existing at a different location than other components of the library operation. Currently KDL has 20 Branches and a Bookmobile and a corporate office referred to as the Service & Meeting Center.

Library – An institution housing collections of books and other material made available for loan or consultation, specifically Kent District Library of Kent County, Michigan.

Proposer – An individual, business or firm submitting a proposal to Kent District Library.

Vendor (or Contractor or Agent) – Firm, or individual representing a firm, retained by the Library to provide knowledge, advice, and services in an area of documented expertise.

Partner – An individual, business or firm who demonstrates value above and beyond the act of transacting goods & services. A Partner becomes a trusted extension of KDL because they are proactively bringing ideas and solutions that aide in achieving KDL’s strategic objectives and ensuring KDL remains relevant and vibrant to our Patrons of Kent County.

Rental – Is synonymous with Operating Lease

Section 1: Introduction and Background

1.1 Project Purpose and Intent

The purpose and intent of this RFP is to solicit sealed proposals from qualified firms to provide printer fleet management services to Kent District Library (KDL). The vendor will provide support for all users of our printers throughout the KDL System. This includes internal users (KDL Staff) and external users (our KDL card-holders and communities at-large).

KDL is looking for a vendor who values partnering and great customer service. We are looking for a vendor who is open, direct, and knowledgeable, especially in regards to proposed solutions for consolidating and upgrading the printers and copiers throughout the KDL enterprise. Such a vendor should be mindful of the customer base that KDL is supporting. We expect the vendor to showcase how best to implement their solution(s) in a way which will position KDL for the next wave of anticipated growth, as well as meeting our existing needs by taking advantage of all the print capabilities and associated processes.

1.2 Kent District Library - History

Kent District Library is a nonprofit governmental unit, which began in 1936 as the Kent County Library System. In 1994, the Library separated from the County to form Kent District Library, a district library and independent taxing agency with governance by a Board of Trustees appointed by the Kent County Board of Commissioners and representing eight geographic regions of the KDL Service Area. In 2014, voters approved a 10-year, 1.28 millage renewal and increase for library operations. In 2014, KDL was also awarded 501(c)(3) status as a nonprofit charitable organization.

Presently, KDL serves a population of 395,989 in 27 municipalities through 19 branches located throughout Kent County. This service population includes all areas of Kent County except the cities of Grand Rapids and Cedar Springs, the Village of Sparta, and Solon and Sparta townships. In January 2021, KDL will open its 20th Branch in Ada, The Amy Van Andel Library and Community Center.

Over 41% of residents in KDL's service population are KDL cardholders. For additional statistical information about KDL, please visit our [website](#) and see the 2019 Impact Report and other publications.

1.3 Project Scope

KDL has three distinct printer opportunities that need new printers and applicable fleet management services. However, it is important to note that KDL does not expect every Proposer to be able to effectively support all three opportunities. Consequently, it is acceptable to propose on only one or two of the opportunities your firm does well. We do, however, ask that you make sure it is clear which areas you are submitting your proposal to support. (We added a Mandatory Check List in Appendix C to help you remember.)

The successful Proposer in any or all opportunities shall be prepared to furnish all necessary equipment, labor, materials, and transportation required. Proposer shall provide equipment rental or leasing, presale consulting, customer training, maintenance, service and warranty support, installation, and assistance connecting to KDL's network.

We are looking for the Proposers to appropriately propose recent technological advancements as well as identify if any of existing fleet can or should remain. If some models of existing printers remain, we would expect that you would take over the maintenance of them. In addition, we would like assistance identifying if any printer should move to better locations or rotate lesser used units to higher demand areas to increase utilization and longevity.

The three distinct opportunities or printer use case scenarios are described below including the current placement of equipment:

Staff Printer Usage

- Main Fleet – Composed of individual and department printers (HP) located throughout KDL staff areas.
 - Today we purchase these HP personal printers and pay another firm to maintain them.
 - In the future:
 - We are open to continuing to do the same thing, however, if your solution provides these printers for a monthly operating (lease or rental) fee, we would consider this option, too.
 - We are open to continuing to use some of our newer / faster models, if your firm will support them.
- High Volume Centrally Located Copiers (Konica Minolta) – General areas of operations specific to the KDL Service Center and some back-room operations at our larger branches
 - Today we lease these units and pay a firm to maintain them.
 - In the future we would like to continue with leasing this type of new equipment.

Patron Printer Usage

- Public-Facing – Konica Minolta MFPs are currently used today. However, with a recent change to the Today's Business Solution (TBS) Patron Management Solution, we have acquired additional scanning, copying, faxing capabilities native to this solution. Consequently, KDL is open to considering using a High Speed, High Volume, and High-Capacity Color Laser Printer instead of the current MFP equivalent. Because we can now accommodate either a color laser printer or a traditional MFP, we will allow the Proposers to propose either or both for this use case.
 - Today we lease these units and pay a firm to maintain them.
 - In the future we would like to continue with leasing this type of new equipment.
- 3D Printing – We would also entertain the possibility of adding 3D Printers for our Patrons to use. These printers would also be used during various STEAM programs and makerspace activities put on by the KDL Staff for our Patrons.
 - Today we have four 3D Printers but we would like to expand this capability.
 - In the future we would be open to purchasing or leasing these units.

Print Shop / Graphics Art Department Usage

- Printing & Graphic Arts Department located at the Service Center – This is our heavy-duty Xerox C70. We create and print many of our own materials that are displayed in our branches or distributed to our Patrons. It is performing well and we may choose to keep it as it is or just add the appropriate Finishing Options. But we are open to exploring newer, faster, and more cost-effective options that would offer a few more specialized finishing capabilities including the ability to handle multiple folding and binding options.
 - Today we lease this unit and pay a firm to maintain it.
 - In the future we would like to continue with leasing this type of new equipment.

Ideally, KDL would like to contract with a single Proposer, however, we understand that our three printer use cases above vary greatly and may be in the best interest of the Library to have more than one printer partner. Consequently, all Proposers are encouraged to submit solutions to the printer use case(s) that you can provide KDL with the most benefit.

Section 2: Requirements

2.1 Performance Requirements

KDL is seeking increased performance in all of our printing devices. Our current make, model and quantity of printers, as well as information about printed page counts, are listed in Appendix A. Below are the guidelines we would like you to consider when proposing alternatives for each of the three use cases mentioned earlier:

Staff Printer Usage

- Two Types of Printers are desired
 - Black & White
 - Color
- Each printer type must be wireless as well as Ethernet capable.
- Each printer must have duplexing to save paper.
- At a minimum, each printer must be faster than the “middle performing” current HP printers in our existing fleet.
- Each printer must have paper capacities that meet or exceed our current HP printers.
- The color printer must also have the scan to email feature
- We are always trying to use the latest features and functions, so do not hesitate to explain what some of these new features could do for our organization.
- You are welcome to propose multiple models that meet the above criteria. KDL may mix and match the models based on the expected volume, function, or role this printer performs within the organization.

Patron Printer Usage

- Regular Print Usage:
 - All Patron Printers must be high speed color printers
 - As noted earlier, we now have the capability for Patrons to Scan, Fax, and Copy using other tools rather than a traditional copier. Consequently, we are open to re-thinking our printer devices in the Public-Facing areas of KDL.
 - Each printer type must be wireless as well as Ethernet capable.
 - Each printer must have duplexing to save paper.
 - At a minimum, each printer must be faster than the “middle performing” current Konica Bizhub printer in our existing fleet.
 - Each printer must have paper capacities that meet or exceed our current Konica Bizhub printers.
 - Each printer must integrate with our Today’s Business Solution (TBS) Patron Management solution, including bill & coin towers KDL provides for payment and print job release. <https://tbsit360.com/>
 - We are always trying to use the latest features and functions, so do not hesitate to explain what some of these new features could do for our organization.
 - You are welcome to propose multiple models that meet the above criteria. KDL may mix and match the models based on the expected volume, function, or role this printer performs.

- You may propose a traditional copier if you believe it offers a substantial savings or benefit to KDL, even if KDL opts to only use the Printing feature.
- 3D Printer Usage
 - Since 3D Printing is new to KDL, please do not hesitate to explain what you believe are the key features we should consider for our organization.
 - Many of our local schools are now offering 3D Labs or opportunities to learn about this technology. However, the students do not have as much access to these tools as they would like, especially after hours. Ideally, it would be nice to offer the same, or similar, 3D printers so students can continue to learn and explore even after school. (You are welcome to call EGR High School and GR Public Schools Museum High School to see what they are using as an example.)
 - The software to be used with the 3D printers should work with existing KDL technology, if possible.
 - Each printer must have pricing for all required supplies or consumable to effectively run these 3D printers.
 - You are welcome to propose multiple models and explain the important considerations we should understand. KDL may mix and match the models based on the expected volume, function, or role this printer performs.
 - Each printer must print a minimum of 6” objects at 120 mm/s.
 - Each printer type must be wireless as well as Ethernet capable.
 - Each printer must integrate with our Today’s Business Solution (TBS) Patron Management solution, including bill & coin towers KDL provides for payment and print job release. <https://tbsit360.com/>

Print Shop and Graphics Art Department Usage

- Printing & Graphic Arts Department located at the Service Center – This is our heavy-duty Xerox C70
- This printer is working well, other than needing more finishing capabilities, specifically
 - Square fold, booklet folding, and stitching.
 - Face trim in .1mm increments
 - Handle paper weights 18 lb. bond to 110 lb. cover (64-300 gsm) coated and uncoated stock.
 - If your firm supports this model and can expand or add these additional finishing capabilities, we would consider this option in addition to a whole new unit.
- We prefer that the
 - Fuser is changeable by the user as opposed to calling a service technician
 - Click or imprint charges are the same regardless of the size of paper
 - Face trimming is not done in-line due to charades of paper being in the machine and causing paper jams
- Any solution proposed must exceed our existing Xerox C70 performance capabilities by 25% or more with nominal increase in costs.
- We are always trying to use the latest features and functions, so do not hesitate to explain what some of these new features could do for our organization.

2.2 Additional Requirements

The minimum requirements identified in this section apply to all of our printer fleet management solutions. The Proposer is required to address all the requirements below in their proposal response.

- A. All Printing Equipment shall be “New” as defined below:
 - 1. Equipment, including all components within and the entire make up has never been used past initial testing by the original manufacturer; final assembly has not been used previously and is being actively marketed. (Remanufactured, Reconditioned or Refurbished equipment shall not be accepted by the KDL.)
 - 2. Equipment shall be a high-end business grade (not consumer grade).
 - 3. Equipment shall be state-of-the-art in design and functionality.
 - 4. Equipment shall be Energy Star compliant.
 - 5. Units shall have a low noise level per OSHA requirements.
 - 6. If proposed equipment has been tested by Buyers Laboratory Inc., please include a copy of the test results in your response.
 - 7. NOTE: Do Not propose any Discontinued Products, even though “new in box” is possible
- B. All equipment shall produce “sharp” copies in an efficient manner and not require excessive remedial maintenance that will have a detrimental effect on usage and availability.
- C. All equipment shall be “user friendly” with an uncomplicated keyboard/keypad and must include a message display to help the user with all copying, printing, scanning, and faxing functions (e.g. low toner, paper, clearing jammed copies).
- D. Equipment shall be, at a minimum, capable of handling stock sizes 8.5” x 11”, 8.5” x 14 and 11”x17”.
- E. **Each equipment proposed shall include a listing of all stock sizes and weight supported (e.g. 20# bond, recycled up to 30% content, 67# vellum, 65# cover stock, 110# index, transparency material).**
- F. **Each equipment proposed shall include a listing on a separate document of all stock sizes and weight that IS NOT supported just to make sure it is clear to KDL what can’t be used in that printer.**
- G. Provider shall supply any ancillary equipment that may be required to utilize the equipment at no additional cost to KDL.
- H. The device must be capable of being monitored and managed through a web browser. The Provider will supply a list of supported web browsers.
- I. Tracking use on copiers and printers is essential for fiscal management. Proposer shall include in their proposal information and associated costs of a solution that provides site monitoring, usage data and reporting capabilities (e.g. the ability to monitor and report on copying, printing, faxing, and walk-up use).
- J. Equipment must be capable of notifying a printer administrator using the network if a problem exists.
- K. The equipment must be capable of printing Postscript and PCL. The necessary drivers must be supplied for Microsoft Windows. The Windows environment includes but is not limited to Windows 7, 8, and 10, and Server 2008, 2012, 2016, and 2019.
- L. Equipment shall have the ability to be upgraded in the field with additional features (e.g. paper drawers, print board) and networking capabilities.

- M. Printers/Copiers shall provide features that allow secure printing of confidential documents at no additional cost (e.g. entering personal identification numbers at the control panel of the photocopier before the actual initiation of print.)
- N. Reporting from the proposed system should be flexible and configurable by the user or KDL administrator. Reports should be available for export as Microsoft Excel, CSV, or other commonly used data exports.

Section 3: Evaluation Process

3.1 Evaluation Criteria

The criteria KDL will use with consist of a combination of thoroughness of Proposal Responses, Stated Performance of Recommended Devices, Price, Discussions with Proposers & References, Confirmation of Performance of Recommended Devices in the Pilot Process, and overall support being provided by the Proposer.

Once all factors have been evaluated, the firm or firms that are the best qualified to serve KDL's best interests in regards to performing the service will be selected.

3.2 Proposal Review

- A. After the period for receipt of proposals has closed, each Proposal will be examined to determine compliance with the format and information requirements specified in the RFP. Any proposal that does not meet the format and information requirements may be eliminated from consideration.
- B. Proposals will be reviewed by an evaluation team comprised of Library staff.
- C. The Library may reject any Proposal if it is conditional, incomplete, or contains irregularities. KDL also reserves the right to reject all proposals.
- D. Following evaluation of proposals, the top candidates will be required to participate in vendor interviews to determine and select the vendor that most closely meets the needs of KDL; however, KDL reserves the right to select based solely on the written Proposal without an interview.
- E. KDL reserves the right to interview the top finalists at the KDL Service Center or virtually if warranted by Covid-19 precautions. If finalists' interviews are necessary, they will be scheduled from January 11 – 15, 2021. Failure to make oneself available for a finalist interview may result in removal from further consideration.
- F. Upon completion of the finalist interviews, the Pilot Process will begin. The evaluation process for the pilot program is expected to be completed by March 5, 2021. Please note that this schedule is subject to change.

3.3 Pilot Process

- A. Once the top vendor(s) has been identified for each of our three printer-use-cases, this vendor will be asked to Pilot or demonstrate that their solution does what it is supposed to do at no cost to KDL. Below is what we expect from the top vendor(s) who provided solutions for our three printer use cases mentioned earlier:
 - a. Staff Printing - Provide two of each of your recommended printers to be setup on the KDL network at the Service Center and one of our Branches for two weeks so we can see it in operation and compare it to our current solution to understand the benefits gained.

- b. Patron Printing - Provide two of each of your recommended printers or copiers to be setup on the KDL network at two of our Branches for two weeks so we can see it in operation and compare it to our current solution to understand the benefits gained.
 - c. Print Shop / Graphic Arts Printing - Arrange for two onsite visits to customers using your recommended printer. (Note – Due to the pandemic, this might be possible via technology to provide for a “virtual visit”.) We would like to observe the recommended printer in action, talk to the operator of the printer, and see firsthand what it can do and be able to compare it to our current solution to understand the benefits gained.
- B. At the end of the Pilot, KDL will make a final decision on which vendor/solution, if any, will be awarded our business.

3.4 Selection Process

- A. Prior to signing contracts, KDL will work closely with the chosen Proposer to examine the exact quantity of each print device needed including consolidation or expansion of our existing fleet as deemed appropriate.
- B. Library staff will prepare a recommendation to the KDL Board of Trustees, which will make the final determination to award the contract.
- C. Upon Board approval, the selected Proposer(s) will meet with Contract Administrator to prepare a contractual agreement between the Library and the Proposer as soon as is reasonable after the final selection is made. Failure to negotiate a mutually agreeable contract may result in the cancellation of any award.
 - **CONTRACT ADMINISTRATOR:** the following individual, or their designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance: Kurt Stevens, Director of IT
 - KDL reserves the right to award the total Proposal, to reject any and all proposals in whole or in part, to award parts of the Proposal to separate Proposers and to waive any informality or technical defects if, in KDL’s sole judgment, the best interests of KDL will be so served.
 - No action will be binding on the Library until a contract has been executed by both parties and approved by the Kent District Library Board of Trustees.
- D. All those submitting proposals will be notified of the results.

Section 4: Timeline & Instructions to Proposers

4.1 Timeline and Schedule of Events

KDL reserves the right to vary from this timetable as necessary

Schedule of the RFP for Printer Management Services	
RFP for Printer Management Services posted on KDL website	Wednesday, Dec. 09, 2020
Deadline for the Proposers' questions	Wednesday, December 23, 2020 by 5:00pm
Addendums posted to KDL website	Periodically up until Tuesday, December 29, 2020 @ 12:00pm
Deadline for RFP submission and bid opening	Thursday, January 7, 2021 @ 1:00pm
First Proposer interviews	January 11, 2021 - January 15, 2021
Second Proposer interviews (if needed)	January 18, 2021 - January 22, 2021
Selection of Proposer(s) for the pilot program	By Friday, January 29, 2021 or Sooner
Pilot Program Implementation	By February 19, 2021 or Sooner
KDL Staff Feedback and Recommendation	Friday, March 5, 2021
First Reading by Board of Trustees	Thursday, March 18, 2021
Second Reading by Board of Trustees	Thursday, April 15, 2021
Contract Finalized	By May 31, 2021 or Sooner

4.2 Procedure for Submission of Proposals

In addition to the submission requirements listed on page one (1), please review and follow the procedure guidelines listed below.

Complete proposal packages may be accessed on the KDL [website](#) beginning Wednesday, Dec. 9, 2020, or requested via e-mail at SWojtczak@kdl.org

- A. Proposers should acknowledge receipt of the addendum(s) on their proposal's Signature Page (Appendix E).
- B. Proposals must be submitted in a sealed envelope marked with the name, address and contact information of the proposing firm and the words "Printer Fleet Management Services for KDL."

- C. The Pricing Sheet and Signature Page (Appendix D and E) must be included in a separate sealed envelope marked “Pricing Sheet and Signature Page” and placed inside the sealed proposal envelope.
- D. Include the entire RFP Document as an electronic copy on a USB thumb-drive.
- E. All statements & requirements must be addressed, all questions must be answered, and all instructions must be followed.
- F. The Proposer must confirm in writing within the Proposal that it is consistent with the requirements outlined herein and clearly define any and all deviations.
- G. All proposals must be submitted in their entirety by the deadline.
- H. Non-compliance with instructions and requirements stated in this Proposal may be grounds for rejection of the Proposal, including return of any proposals submitted after the deadline.
- I. Following the submission deadline, proposals will be opened publicly, and the Proposer name(s) recorded.

4.3 Format for Submission of Proposals

- A. Proposals must be presented in the format as described in this RFP.
- B. Proposals should be submitted into two separate envelopes, (1) Proposal and (2) Pricing Sheet and Signature Page. Proposers should also include in their submission an electronic copy of all documents on a USB thumb-drive.
- C. Proposal
 - 1. Cover Letter: The cover letter shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the Proposer. It shall include all the following:
 - i. A statement clearly indicating which printer opportunity you are submitting proposals to satisfy – Staff, Patron, Print Shop, or any combination including all of them.
 - ii. A statement indicating that all financial data associated with cost/pricing has been eliminated from the Proposal and is included in the sealed Pricing Sheet and Signature Page envelope.
 - iii. A statement specifying if proprietary data has been included in the Proposal and describing how proprietary data has been identified in the Proposal.
 - iv. A statement that the proposed services will satisfy the function, performance, and services listed in this RFP.
 - v. A statement indicating the Proposer’s agreement to the specified terms and conditions addressed in Section 8 of this RFP.
 - vi. A list of any exceptions should be included as an attachment to your cover letter and identified accordingly.
 - 2. Executive Summary
 - i. Proposers shall provide an executive summary of items covered in the proposal and why your solution should be considered.
 - 3. Proposed Approach to Scope of Services
 - i. Proposers should provide their recommended approaches to the scope of services as required in this RFP.
 - 4. Key Personnel (Management Summary)

- i. Proposers shall provide a brief summary of their organization along with key personnel.
 - 5. Additional Information
 - i. Include other information in this section of the Proposal that you believe to be pertinent, but which is not required by this RFP.
 - 6. Vendor Contact Information
 - i. In this section of the Proposal, provide the name, phone number, and e-mail address of a point of contact for the Proposal.
 - 7. References (Prior Experience)
 - i. Proposers must provide Kent District Library with at least three (3) business references and who have received similar services from your company. Use the References page (Appendix B) to provide the references.
 - 8. Mandatory Response Checklist
 - i. The last section of the Proposal should include the completed Mandatory Response Checklist (Appendix C) to ensure everything was covered and submitted.
- D. Pricing Sheet and Signature Page
- 1. The Pricing Sheet and Signature Page (Appendix D and E) must be included in a separate sealed envelope marked “Pricing Sheet and Signature Page” and placed inside the sealed proposal envelope. Do not include the Pricing Sheet and Signature Page in the printed copy of your proposal.

4.4 Pricing Sheet and Signature Page

Submit one (1) original of the Pricing Sheet and Signature Page in a separate envelope distinctly marked “Pricing Sheet and Signature Page” submitted under sealed cover, separate and apart from the rest of the Proposal. All costs to be incurred and billed to the Library should be included within the Pricing Sheet and clearly labeled as to be transparent in layers of fees and the services included with each layer.

Kent District Library is a non-profit organization and is exempt from Michigan sales tax. The Library will not pay any amount identified as insurance or taxes of any kind (the liability for such items remains with the Proposer). The proposed price quoted must include all other costs so there are no surprises.

The Proposal must be arranged to be directly and organizationally responsive to this RFP. Failure to follow the format described here or to provide the required information could result in the rejection of the Proposal.

- A. Proposers must submit the Pricing Sheet. Failure to include the Pricing Sheet may result in disqualification of the Proposal
- B. Equipment Pricing, Service Contracts and Applicable License Agreements
 - I. By submitting a proposal, the Proposer certifies that, if selected, they will execute such agreement(s) without further addition of costs or terms. The Library reserves the right to negotiate the terms and costs of any proposed agreement.
- C. Signature Page
 - I. The final component in the Proposal should be a fully completed Signature Page (Appendix E). Failure to include a signature page may result in disqualification of the Proposal. At the bottom of the signature page, the Proposers must acknowledge receipt of any addendum(s) to the RFP.

Section 5: Delivery, Installation, and Training

5.1 Delivery and Installation Requirements

- A. Delivery for all items under this contract shall be made within fifteen (15) business days or sooner, after receipt of order. Deliveries must be made between the hours of 7:15 a.m. and 3:45 p.m. on a regular KDL business day unless other arrangements have been made by the purchase order originator. KDL may authorize the Contractor to make arrangements to expedite delivery for a critical item through air freight, UPS, transit bus, or other, on an exception basis.
- B. Delivery shall be made to the location identified on the Purchase Order. Possible delivery locations include the KDL Service Center or individual Branch sites. See kdl.org/locations for a listing of Branch locations.
- C. The Contractor shall be responsible for providing all start-up supplies (ink, masters, staples, toner, cables, etc.) except paper upon installation of any machine at no additional cost to KDL.
- D. Upon delivery/installation of all equipment, the contractor shall conduct a demonstration of the equipment in front of the KDL's representative to verify that all the equipment is fully operational and is in compliance with the contract specifications. Any deficiencies shall be promptly and permanently corrected before the final acceptance of the equipment.
- E. Clear and concise physical operating manuals shall be delivered with the equipment (one per machine, per site)
- F. All equipment shall be clearly labeled with a Unique Identification Number. Such labels shall be affixed where they are easily seen and shall be made of tamperproof materials. All written and verbal correspondence affecting equipment obtained under this resulting contract shall be identified by this identification number.
- G. The Provider shall guarantee the availability of parts and supplies for the entire period of the lease.
- H. The Provider shall ensure the printers work on KDL's Network (e.g. predominately MS Windows using MS Active Directory).
- I. Upon delivery and installation of all equipment, the contractor shall conduct a demonstration of the equipment in front of the KDL's representative to verify that all the equipment is fully operational and is in compliance with the contract specifications. All deficiencies shall be promptly and permanently corrected before the final acceptance of the equipment.
- J. The delivered system should be able to track usage (e.g. number of prints, type of print, department usage) but configurable by KDL to track as little or as much as deemed necessary for each printer.

5.2 Training

Vendor(s) shall provide training to KDL staff

- A. User training shall be provided on two (2) levels described below. Both levels of training shall be made available to end-user within eight (8) business hours (Monday –Friday 7:30 am-3:30 pm) of the installation, which will be provided on-site at the copier location and the sole expense of the provider.
 - The first level shall be general use and will cover, but not be limited to; general usage, available functions, setting changes and how to deal with minor equipment malfunctions (e.g. paper jams).
 - The second level shall be designed for at least 2 key operators (identities of trainees to be determined by the site administrator or designee) and shall include, but not be limited to, advanced functions, changing toner, installing staples, all optional functions and setup options available, etc.
 - Further, a minimum of two (2) additional User training sessions per year over the term of this contract shall be made available for each level, and each installation site. These additional training sessions will be utilized if the customer has, in their opinion, a large enough change in personnel to warrant the sessions.
- B. Technician / Super User training shall be provided for up to five (5) KDL technicians at a venue in KDL service area at no cost to KDL. This will include an in-depth review of the printers and management functions necessary to ensure a good working relationship between KDL's technical team and the Printer Fleet Management Partner selected. There will be no prerequisite testing of KDL technicians to attend this training.
- C. The vendor is to supply all technical publications and literature to each technician at no cost to KDL.
- D. Technical updates are to be provided to KDL technicians as they are released by the manufacturer at no cost to KDL.
- E. All training shall be provided per the manufacturer's requirements.

Section 6: Service and Guarantees

6.1 Full Service and Maintenance Support Requirements

All Contractors shall be required to have a service organization capability which includes, but is not limited, to the following:

- A. Full service and maintenance shall be included for all equipment rentals for the duration of the rental period. This shall include preventive maintenance, all parts, materials and labor, and all operating supplies, including staples (does not include paper). Specify delivery mode and if any costs are associated with it.
 - a. KDL Reserves the right to procure additional printers of the same make & model from other sources (e.g. CDW-G, Amazon, etc.) if the price is lower than your proposal.
 - b. We expect your Printer Fleet Management Services to still cover these new devices.
- B. All warranty or maintenance services to be performed on contract products as well as any associated hardware or software shall be performed by manufacturer-authorized technicians. Proof of manufacturer's authorization shall be provided to KDL upon request.
- C. The contractor must maintain an adequate supply of spare components to minimize downtime of the equipment.
- D. Response to request for service shall be made within eight (8) business hours after notification by KDL. Maintenance shall be performed during normal business hours per the individual branch's open hours.
- E. Repairs to the equipment shall be completed within twenty-four (24) hours after the initial arrival of a service technician to the site. When this is not possible, the contractor shall provide a free loaner machine of equivalent or greater paper capacity and print performance abilities until the repairs are completed.
- F. The contractor shall provide a toll-free or local telephone number for technical assistance. The Contractor shall schedule preventative maintenance (PM) service calls thirty (30) days in advance throughout the warranty period for each piece of equipment throughout the rental period for all rented equipment. The scheduled PM shall include but not limited to routine cleaning, lubrication, necessary adjustments, and replacement of (worn) unserviceable parts.
- G. The Contractor shall maintain a service log with each piece of equipment. The service log shall be jointly maintained with KDL and the service technician. The service log shall record make, model number, serial number, date of installation, date and time of each visit, service requested, response time, cause of breakdown or downtime, and time it took for repairs to be completed. The service Technician shall sign the log when service has been completed and KDL designee shall countersign the log. This log will serve as the basis for any complaint of excessive downtime, slow response to requested service, and inactive operation. A determination of operator error shall not be a factor in determining unsatisfactory machine performance.
- H. Printing from the patron computers/device is the most critical function. In the event of a printing outage, the printing function must be given high priority to ensure it is returned to service quickly

6.2 Performance Guarantee

- A. The copier shall be required to operate satisfactorily and produce acceptable copy quality at a 95% effectiveness level during any month during the rental agreement.
- B. The copier failure rate shall not average more than 2 malfunctions (breakdowns) per month, requiring contractor corrections. Machines that develop a trend of requiring an excessive number of service calls (6 service calls in three months) shall be reported by the user to the Contract Administrator for compliance with this provision.
- C. Service calls shall be counted in this timeframe due to machine malfunction only, not operator error, or preventive maintenance calls.
- D. If the Contractor fails to comply with the performance requirements of this Section, the Contractor shall replace the non-compliant machine with a new machine within two (2) business days (Monday through Friday, 8:00 am- 5:00 pm, excluding Holidays) from the replacement request from KDL. The replacement machine must match all requirements of the non-compliant machine.
- E. Failure to replace the machine when required by this section may result in the cancellation of the rental agreement, the machine removed immediately from KDL's premises at the Contractor's cost, and no penalty charges assessed.

6.3 Performance Review Process

The following employees of KDL are identified to use all powers under the contract to enforce its faithful performance **after** the contract is awarded:

- A. The Director of IT, or appointed KDL staff member, will meet with selected vendor representatives on a regular basis, or as determined necessary, to review progress and provide necessary guidance to the vendor in solving problems that may arise.
- B. The Director of IT, or appointed KDL staff member, will meet as often as required with the vendor's representative for the purpose of reviewing progress and providing necessary guidance.
- C. The selected vendor will notify the Director of IT, or appointed KDL staff member, of any significant deviation from the previously agreed-upon Proposal.

Section 7: Lease, Rental, or Purchase Considerations

7.1 Desired Lease or Rental Conditions

The following information provides a guideline to important aspects of the lease or rental agreement commencing on the date of installation at KDL. We recognize that there may be many combinations offered by various vendors and we are willing to discuss and understand a better approach if you have one to offer.

- A. A minimum of a thirty-six (36) month operating lease (48 months preferred) with another equivalent renewable term to be executed at KDL's option. In addition, provisions need to be included to continue on a month-to-month basis should the need arise.
- B. Rental equipment shall have full service and maintenance following the Full Service and Maintenance Support Requirements section of this RFP.
- C. KDL shall have the ability to, at its discretion; require Vendor to permanently replace rental equipment that fails to meet performance expectations based on the number of service calls (PERFORMANCE GUARANTEE). Such replacements shall be done at the Vendor's expense and without any additional costs to the KDL. The contractor shall deliver, install, and train affected staff as if the exchange was a new placement.
- D. D. KDL shall have the ability, at its discretion, to cancel the lease contract prior to the contract end date by informing the Vendor in writing 150 days prior to the desired contract termination date.

7.2 Expiration and Renewal of Agreement

- A. The contractor shall send KDL's customer written notification of the pending end of term at one-hundred twenty (120) days, again at sixty (90) days and again at 60 days before the end of the rental term.
- B. If the printing device has performed well and has significant useful life, KDL would like the option to purchase the device at the end of the lease for a small amount, preferably \$1.00.
- C. After the rental agreement, the Contractor shall remove the equipment at their own expense. KDL shall not be responsible for pickup, shipping, or transportation charges to return the equipment to the Contractor.

7.3 Model Upgrades, Downgrades, Additions, and Subtractions

- A. To meet end-users' changing needs and requirements, flexibility for upgrading and downgrading equipment performance capabilities with the same provider throughout the resulting contract(s) shall be allowed without it constituting a new lease agreement.
- B. Also, additional print devices (or subtraction of such) can be made throughout the contract without it constituting a new lease agreement.
- C. The addition of options/accessories to already-in-place rental equipment shall not be considered the start of a new lease agreement.
- D. The contractor shall provide free of charge all manufacturer-issued operating software upgrades and patches as they become available throughout the lease agreement.

Section 8: Additional Terms and Conditions

8.1 Rights of the Library

- A. The Library reserves the right to reject any and all proposals received in response to this RFP. If a Proposal is selected, it will be the most advantageous regarding price, quality of service, the Proposer's qualifications and capabilities to provide the specified service and other factors that the Library may consider. The Library does not intend to award a contract fully based on any one element in the Proposal.
- B. The Library reserves the right to consider requests for modifications at any time before a contract is awarded, and negotiations would be undertaken with that proposer whose Proposal is deemed to best meet the Library's specifications and needs.
- C. The Library reserves the right to waive or not waive informalities or irregularities in proposals or proposing procedures, and to accept or further negotiate costs, terms, and/or conditions of any Proposal as best suits the interest of the Library.
- D. The Library reserves the right to negotiate any alterations to bid specifications due to oversight or error.
- E. The Library reserves the right to seek clarification about a firm's Proposal during the evaluation process.
- F. The Library will not pay for any information requested herein, nor will it be liable for any costs incurred by the Proposer in preparing or executing a Proposal, submitting or presenting a proposal, or from interviews and/or demonstrations.
- G. Proposals must be signed by an official authorized to bind the Proposer to its provisions for at least a period of 200 days.
- H. In the event it becomes necessary to revise any part of this RFP, addenda will be provided. Deadlines for submission of this RFP may be adjusted to allow for revisions. In the instance of a revision, the Proposer's entire Proposal document with any amendments should be resubmitted.
- I. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
- J. The anticipated selection date expresses the present intention of the Library to award a contract in May 2021; however, this is not a representation, agreement or promise that, in fact, the Library will award any contract on that date or at any other time.

8.2 Indemnification

- A. All Proposers hereby expressly agree that they will hold harmless and indemnify the Library, its officers, agents, and employees from liability of any nature or kind connected with the RFP process.

8.3 Confidential and Proprietary Information

- A. Proposals submitted in response to this RFP and any resulting contract(s) are subject to the provisions of the Michigan Open Records Act (Public Act No. 442). Any restrictions on the use or inspection of material contained within the Proposal and any resulting contract shall be clearly stated in the Proposal itself.
- B. Confidential or proprietary information must be readily identified, marked, and separated from the rest of the Proposal. Co-mingling of confidential or proprietary information with other information is NOT acceptable.
- C. Neither a Proposal in its entirety nor proposal price information will be considered confidential or proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

Appendix A: Current Hardware Specifics of the KDL Printer Fleet

Between HP & Konica Minolta, KDL's fleet of printers consists of approximately 105 total units, with HP model units making up the vast majority of that number. Listed below are the quantities and some basic information about each device.

- **HP (77 of various models)**

- M401n (13) Pages/month = Min (7), Max (697), Ave (241), Median (208)
 - Black & White
 - 35 ppm
 - 250 sheet input tray
 - 50 sheet multipurpose tray
- M601n (2) Pages/month = Min (104), Max (198), Ave (151), Median (151)
 - Black & White
 - 45 ppm
 - 500 sheet input tray
 - 100 sheet multipurpose tray
- M506n (45) Pages/month = Min (4), Max (7100), Ave (400), Median (132)
 - Black & White
 - 45 ppm
 - 550 sheet input tray
 - 100 sheet multipurpose tray
- P3015dn (4) Pages/month = Min (45), Max (467), Ave (218), Median (180)
 - Black & White
 - 42 ppm
 - Two (2) 500 sheet input trays
 - 100 sheet multipurpose tray
 - Duplex Capable
- M426fdn (3) Pages/month = Min (79), Max (299), Ave (189), Median (165)
 - Black & White
 - 40 ppm
 - 250 sheet input tray
 - 100 sheet multipurpose tray
 - Duplex Capable
 - Fax & Scanning Capable
- M426fdw (10) Pages/month = Min (23), Max (874), Ave (192), Median (84)
 - Black & White
 - 40 ppm

- 250 sheet input tray
- 100 sheet multipurpose tray
- Duplex Capable
- Fax & Scanning Capable
- Wireless Capable

- **Konica Minolta (28)**
 - Bizhub C224e (2)
 - B&W Pages/month = Min (956), Max (1125), Ave (1040), Median (1040)
 - Color Pages/month = Min (648), Max (799), Ave (723), Median (723)
 - 22 ppm
 - Two (2) 500 sheet input trays
 - 150 sheet multipurpose tray
 - 3,650 Sheet Maximum Capacity
 - Duplex Capable
 - Fax & Scanning Capable
 - Finishing Capable
 - Bizhub C308 (11)
 - B&W Pages/month = Min (637), Max (4440), Ave (2265), Median (2064)
 - Color Pages/month = Min (389), Max (1890), Ave (1051), Median (1097)
 - 30 ppm
 - Two (2) 500 sheet input trays
 - 150 sheet multipurpose tray
 - 6,650 Sheet Maximum Capacity
 - Duplex Capable
 - Fax & Scanning Capable
 - Finishing Capable
 - Bizhub C368 (7)
 - B&W Pages/month = Min (11), Max (3456), Ave (1957), Median (2134)
 - Color Pages/month = Min (15), Max (2621), Ave (1126), Median (1040)
 - 36 ppm
 - Two (2) 500 sheet input trays
 - 150 sheet multipurpose tray
 - 6,650 Sheet Maximum Capacity
 - Duplex Capable
 - Fax & Scanning Capable
 - Finishing Capable
 - C454e (8)
 - B&W Pages/month = Min (4032), Max (6876), Ave (5672), Median (5753)
 - Color Pages/month = Min (479), Max (2332), Ave (1390), Median (1287)
 - 55 ppm
 - Two (2) 500 sheet input trays
 - 150 sheet multipurpose tray
 - 6,650 Sheet Maximum Capacity
 - Duplex Capable
 - Fax & Scanning Capable
 - Finishing Capable

- **Xerox Digital Printing Press** Average Pages Per Month (37,000 – 43,000)
 - Xerox C70Pro (1)
 - Color 75 ppm
 - Four standard trays, plus bypass
 - 3,260 sheets standard with 7,260 Sheet Maximum Capacity
 - Coated and uncoated stock
 - Handles stock weight up to 110 pound cover (or 300 gsm)
 - Duplex Capable
 - High capacity feeder for letters, posters, and other marketing material
 - Finishing Capable

KDL has two (2) 3D Printers located at our Wyoming and Gaines Branches. They are identical. They use PLA filament and the size of the printer is 7.4” x 7.4” x 9.05”. Listed below are quantities and some basic information about these printers. There are also two (2) 3D Printers that are to be used on a system-wide basis. These two are MakerBot SKETCH Classroom 3D Printers.

- **3D Printer Entry Level** 3D Printer. Objects Per Month (5 - 8)
 - Toybox (2) located at our Wyoming and Gaines Branches
 - Filament Type = PLA
 - MultiColor = Yes based on the filament used
 - Speed = 60 mm/s
 - Height = 9”
 - Bed = 7.4” x 7.4”
 - Resolution = 200 microns
 - Max Object Size = 3 – 4”
 - Nozzles = 1
 - MakerBox Sketch Classroom (2)
 - 5.9 x 5.9 x 5.9" Build Volume
 - Printer Dimensions: 20.5 x 18.25 x 32 inches; 43.1 Pounds
 - Single Extruder | 0.4mm Nozzle
 - Uses 1.75mm PLA and Tough Filaments
 - MultiColor = Yes based on the filament used
 - Print via USB, Ethernet, and Wi-Fi

Appendix B: References (Prior Experience)

Proposers must provide Kent District Library with at least three (3) business references who have received services from your company for similar projects. We would like the second and third references to be of a specific nature as described below.

Failure to complete this form may result in the Proposer's bid being deemed non-responsive and rejected without further evaluation. If necessary, please attach additional pages to this section.

1. Name of Contracting Organization ("Client"): _____
Client Contact: _____ Title: _____
Client E-mail Address: _____ Client Phone #: _____
Contract Start/Expiration Dates: _____
Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

The second reference is a firm that you had to work hard to make them a reference because something just wasn't right at some point. They were unhappy and / or frustrated with some aspect of your solution or service. However, you worked together to remedy the situation and now they are a great reference.

2. Name of Contracting Organization ("Client"): _____
Client Contact: _____ Title: _____
Client E-mail Address: _____ Client Phone #: _____
Contract Start/Expiration Dates: _____
Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

The third reference is a firm which was using a competitor's printer fleet management services prior to coming to your firm and can explicitly state why your services and solutions were superior to that of your competition.

3. Name of Contracting Organization (“Client”): _____

Client Contact: _____ Title: _____

Client E-mail Address: _____ Client Phone #: _____

Contract Start/Expiration Dates: _____

Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

Appendix C: Mandatory Response Checklist

This checklist must be submitted as part of your proposal. Please complete the checklist by providing a checkmark to the left of each item below, thus indicating inclusion of the item in the Proposer's response to the Library's RFP.

Check Here	Item
	Envelope One Should Include:
	One (1) original, One (1) pricing sheet, and electronic copy on a USB thumb drive of the Proposal including:
	<ul style="list-style-type: none"> Cover Letter which clearly indicates which (up to all three) of the printer solutions you are submitting your proposal to satisfy.
	<ul style="list-style-type: none"> Executive Summary
	<ul style="list-style-type: none"> Proposed Printer Fleet Management Services
	<ul style="list-style-type: none"> Proposed Equipment AND include what it is and is not capable of supporting in the way of paper sizes
	<ul style="list-style-type: none"> Key Personnel (Management Summary)
	<ul style="list-style-type: none"> Proposed Timeline for Entire Project
	<ul style="list-style-type: none"> Vendor Contact Information
	<ul style="list-style-type: none"> Appendix B: References (Prior Experience)
	<ul style="list-style-type: none"> Appendix C: Mandatory Response Checklist
	Envelope Two Should Include:
	NOTE: Following should be included separately from the above:
	One (1) original hard copy of the Pricing Sheet and Signature Page in a separate, sealed envelope including:
	<ul style="list-style-type: none"> Appendix D: Pricing Sheet
	<ul style="list-style-type: none"> Appendix E: Signature Page
	<ul style="list-style-type: none"> Acknowledgment of receipt of addendum(s) [if applicable] (see bottom of Appendix E: Signature Page)
	The Master Envelope Should Include:
	A thumb drive with all the above in electronic form

Appendix D: Pricing Sheet

The undersigned agrees to enter an agreement with KDL to provide the Library with Printer Fleet Management Services. The contract will begin on a date agreed upon by KDL and the proposer. KDL reserves the right to adjust the quantities after the RFP is submitted to best reflect staff and patron workflow needs. This form must be signed and submitted with the Proposal. Proposals submitted with unsigned forms will not be considered.

This Pricing is valid for 200 days from the date of the signature.

Signature

Date

Proposers Company Name: _____

Staff Printing Solutions

Individual / Department On-Demand Printing Solutions

Color Printer Acquisition Costs (List Qty of 1, unless Qty Breaks Available)

List Color Printer Make(s) & Model(s) You Are Recommending	Qty	Purchase Price	Lease Price / month	Purchase Price	4 Year Lease Price
<i>Example - HP PageWide Pro 577dw Multifunction Printer - Purchase Option</i>	<i>1</i>	<i>\$799.99</i>		<i>\$799.99</i>	
<i>Example - HP PageWide Pro 577dw Multifunction Printer - Lease Option</i>	<i>1</i>		<i>\$18.00</i>		<i>\$864.00</i>
Note: If the above format doesn't capture everything we need to understand about your pricing please provide a similar excel format that is clear to understand all your price components.					
Also indicate above if you are recommending we continue to use what we have.					

B&W Printer Acquisition Costs (List Qty of 1, unless Qty Breaks Available)						
	List B&W Printer Make(s) & Model(s) You Are Recommending	Qty	Purchase Price	Lease Price / month	Purchase Price	4 Year Lease Price
	<i>Example - HP LaserJet Pro M501dn - Purchase Option</i>	<i>1</i>	<i>\$549.98</i>		<i>\$549.98</i>	
	<i>Example - HP LaserJet Pro M501dn - Lease Option</i>	<i>1</i>		<i>\$13.00</i>		<i>\$624.00</i>
	Note: If the above format doesn't capture everything we need to understand about your pricing please provide a similar excel format that is clear to understand all your price components.					
	Also indicate above if you are recommending we continue to use what we have.					
High Volume MFP Style Color Devices (List Qty of 1, unless Qty Breaks Available)						
	List MFP Device Make(s) & Model(s) You Are Recommending:	Qty	Purchase Price	Lease Price / month	Purchase Price	4 Year Lease Price
	<i>Example - Konica Minolta BizHub C558 MFP - Lease Option Only</i>	<i>1</i>		<i>\$143.84</i>		<i>\$6,904.32</i>
	Note: If the above format doesn't capture everything we need to understand about your pricing please provide a similar excel format that is clear to understand all your price components.					
	Also indicate above if you are recommending we continue to use what we have.					

Staff Printer Fleet Management Services as described in your RFP Response (List Qty of 1, unless Qty Breaks Available)						
	Specify which of the printers your Fleet Management Services applies to below:	Qty	Basis for Calculation	Service Price / Basis	One Time Setup Price, If Necessary	4 Year Contract Price (Use 100K pages each for B&W and Color)
	Example - Service Fees for Any of the Above B&W Printers	1	Per Click / Printed Side of Each Page	\$0.0025	\$500.00	\$1,500.00
	Example - Service Fees for Any of the Above Color Printers - B&W Prints	1	Per Click / Printed Side of Each Page	\$0.0025	\$500.00	\$1,500.00
	Example - Service Fees for Any of the Above Color Printers - Color Prints	1	Per Click / Printed Side of Each Page	\$0.0300	\$500.00	\$12,500.00
	Example - Service Fees for Any of the Above MFP's - B&W Pages	1	Per Click / Printed Side of Each Page	\$0.0085	\$750.00	\$4,150.00
	Example - Service Fees for Any of the Above MFP's - Color Pages	1	Per Click / Printed Side of Each Page	\$0.0450	\$750.00	\$18,750.00
	Note: If the above format doesn't capture everything we need to understand about your pricing please provide a similar excel format that is clear to understand all your price components.					

Patron Printing Solutions

High Speed, High Volume, and High Capacity Devices

Color Laser Printer Acquisition Costs (List Qty of 1, unless Qty Breaks Available)

List Color Printer Make(s) & Model(s) You Are Recommending	Qty	Purchase Price	Lease Price / month	Purchase Price	4 Year Lease Price
<i>Example - HP Color LaserJet Enterprise M563x - Purchase Option</i>	1	\$2,149.99		\$2,149.99	
<i>Example - HP Color LaserJet Enterprise M563x - Lease Option</i>	1		\$46.00		\$2,208.00

Note: If the above format doesn't capture everything we need to understand about pricing please provide a similar excel format that is clear to understand all your price components.

MFP Style Color Devices (List Qty of 1, unless Qty Breaks Available)

List MFP Device Make(s) & Model(s) You Are Recommending:	Qty	Purchase Price	Lease Price / month	Purchase Price	4 Year Lease Price
<i>Example - Konica Minolta BizHub C658 MFP - Lease Option Only</i>	1		\$257.31		\$12,350.88

Note: If the above format doesn't capture everything we need to understand about pricing please provide a similar excel format that is clear to understand all your price components.

Also indicate above if you are recommending we continue to use what we have.

3D Printer Considerations (List Qty of 1, Unless Qty Breaks Available)						
List 3D Printer Make(s) & Model(s) You Are Recommending:		Qty	Purchase Price	Lease Price / month	Purchase Price	4 Year Lease Price
<i>Example - Sindoh 3DWOX 1 - Purchase Option</i>		1	\$1,124.25		\$1,124.25	
<i>Example - Sindoh 3DWOX 1 - Lease Option</i>		1		\$25.00		\$1,200.00
<i>Example - Makerbot Replicator+ - Purchase Option</i>		1	\$1,999.99		\$1,999.99	
<i>Example - Makerbot Replicator+ - Lease Option</i>		1		\$43.00		\$2,064.00
Additional 3D Printer Characteristics for each item listed above:		Height	Bed Size	Resolution	Enclosed	Print Area (mm)
<i>Example - Sindoh 3DWOX 1 - FDM Technology, 3rd Party Filament Capable</i>		7.7"	8.3" x 7.9"	50 Microns	Yes	210 x 200 x 195
<i>Example - Makerbot Replicator+ - FDM Tech., 3rd Party Filament Capable</i>		6.5"	7.x" x 11.6"	100 Microns	Yes	295 x 195 x 165
<p>Note: If the above format doesn't capture everything we need to understand about pricing please provide a similar excel format that is clear to understand all your price components.</p> <p>Also please make sure you provide a <u>separate sheet</u> indicating the "Consumable" parts and costs of each 3D printer. We would like the pricing for Consumables to be based on 1,000 3D objects produced.</p>						

Patron Printer Fleet Management Services as described in your RFP Response (List Qty of 1, unless Qty Breaks Available)						
	Specify which of the printers your services applies to below:	Qty	Basis for Calculation	Service Price / Basis	One Time Setup Price, If Necessary	4 Year Contract Price (Use 100K pages each for B&W and Color) and 1000 Objects for the 3D Printer
	Example - Service Fees for Any of the Above High Speed, High Volume, and High Capacity Color Laser Printers - B&W Prints	1	Per Click / Printed Side of Each Page	\$0.0035	\$600.00	\$2,000.00
	Example - Service Fees for Any of the Above High Speed, High Volume, and High Capacity Color Laser Printers - Color Prints	1	Per Click / Printed Side of Each Page	\$0.0450	\$600.00	\$18,600.00
	Example - Service Fees for Any of the Above High Speed, High Volume, and High Capacity MFP's - B&W Pages	1	Per Click / Printed Side of Each Page	\$0.0150	\$800.00	\$6,800.00
	Example - Service Fees for Any of the Above High Speed, High Volume, and High Capacity MFP's - Color Pages	1	Per Click / Printed Side of Each Page	\$0.0650	\$800.00	\$26,800.00
	Example - Service Fees for any of the Above 3D Printers, includes filament for 1000 objects	1	Objects produced	\$5.5000	\$1,000.00	\$23,000.00
	Note: If the above format doesn't capture everything we need to understand about your pricing please provide a similar excel format that is clear to understand all your price components.					

Print Shop Printing Solutions

High Speed and High Functioning Graphics Production Printer with applicable Finishing Options

High Capacity, High Volume Color Graphics Production Printer Acquisition Costs (We only need one)

List Color Printer Make(s) & Model(s) You Are Recommending	Qty	Purchase Price	Lease Price / month	Purchase Price	4 Year Lease Price
<i>Example - ??? 100 ppm or faster with all finishing options - Lease Only</i>	<i>1</i>		<i>???</i>		<i>???</i>

Note: If the above format doesn't capture everything we need to understand about pricing please provide a similar excel format that is clear to understand all your price components.

Print Shop Printer Fleet Management Services as described in your RFP Response (List Qty of 1, unless Qty Breaks Available)

Specify which of the printers your services applies to below:	Qty	Basis for Calculation	Service Price / Basis	One Time Setup Price, If Necessary	4 Year Contract Price (Use 100K pages each for B&W and Color)
<i>Example - Service Fees for any of the Above Print Shop - High Speed, High Volume, and High Capacity Production Printers with all the finishing options covered - B&W Prints</i>	<i>1</i>	<i>Imprints</i>	<i>\$0.1050</i>	<i>\$2,000.00</i>	<i>\$44,000.00</i>
<i>Example - Service Fees for any of the Above Print Shop - High Speed, High Volume, and High Capacity Production Printers with all the finishing optoins covered - Color Prints</i>	<i>1</i>	<i>Imprints</i>	<i>\$0.2450</i>	<i>\$2,000.00</i>	<i>\$100,000.00</i>

Note: If the above format doesn't capture everything we need to understand about your pricing please provide a similar excel format that is clear to understand all your price components.

Appendix E: Signature Page

The individual listed below is authorized to sign on behalf of the vendor submitting this Proposal. This Proposal is valid for Two Hundred (200) days from the date of the signature. If selected, the proposer will be required to sign a separate, mutually agreed upon contract at a future date. This form must be signed and submitted with the Proposal. Proposals submitted with unsigned forms will not be considered.

Signature

Date

Print Name

Title

Company Name

Company Address (Street)

Company Address (City, State, Zip)

Telephone #

Fax #

E-mail Address

Federal Tax #ID

Proposing firm acknowledges receipt of Addendum(s): _____ (if applicable)