

Request for Proposals
Managed Print Services
MINNEOTA PUBLIC SCHOOL
February 18, 2021

Proposals Due: April 7, 2021 no later than 3:00 PM CST to the following address.

Issuing Contact

Dan Deitte

Superintendent

504 N. Monroe St.

Minneota, MN 56264

Daniel.deitte@minneotaschools.org

507-872-6532

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1 Overview

Only vendors responding with complete solutions that are submitted on-time will be accepted. It is the vendor’s sole responsibility to make sure that your response is complete and delivered on-time to the Minneota School District. The Minneota School District reserves the exclusive right to reject all bids as well as the right to accept the best-fit overall solution that is the most cost-effective for the school district.

This RFP for Managed Print Services includes the complete management and lifecycle maintenance and replacement of all printers and copiers within the school district.

1.1 Timeline

February 18, 2021	RFP Release Date
April 5, 2021	Final Possible Date for Vendor Walk-throughs
April 5, 2021	Final Date for Written Vendor Questions
April 7, 2021	3:00 PM CST – RFP Proposals Due to the School District
April 20, 2021	Approval at School Board Meeting
July 1, 2021	Commencement Date of Managed Print Solution for District Printers
July 1, 2021	Earliest Possible Date for installation of Managed Print Solution Copiers
July 19, 2021	Latest Possible Date of installation of Managed Print Solution Copiers

1.2 Purpose

Minneota Public School located in Minneota, Minnesota is issuing this RFP to continue its managed print solution that can provide the features and functions described herein. The school district is seeking a solution from a single vendor that will provide all equipment, supplies and maintenance to fully support its printing and copying environment. The managed print solution must be a cost per-imprint solution which covers all costs for supplies (including staples), apart from paper, and covers all routine maintenance and repairs to the printers and copiers used as a part of this system.

1.3 Current Architecture

The school district currently has 33 Printers and 4 Copiers.

1.4 Issuing Contact

All questions regarding this RFP and RFP responses should be directed to the Issuing Contact.

Issuing Contact: Dan Deitte, Superintendent

Minneota Public School
504 N. Monroe St.
Minneota, MN 56264

Phone: 507-872-6532

Email: Daniel.deitte@minneotaschools.org (preferred method of contact)

1.5 Vendor Walk-through

Vendor walk-throughs may be arranged by contacting the issuing contact. A walk-through is not required by the district, but offered at the discretion of vendors. Walk-throughs must be scheduled and completed by the date indicated in section 1.1, any requests for walk-throughs after the required date will not be allowed.

1.6 Vendor Response

Vendor responses are to be delivered no later than 3:00 PM CST on April 7, 2021 to the issuing contact in print or electronically by Email. Faxed responses will not be accepted. Vendor responses received after 3:00 PM on April 7, 2021 will be rejected and will not be considered.

1.7 Contrary to Law

All aspects of this project will be governed by applicable federal, state and local laws, rules and regulations. The Vendor will be responsible for complying with all such laws, rules and regulations without any additional cost to the District, except as explicitly set forth in the proposal. If any aspect of this RFP is contrary to any such laws, then such laws will prevail over this RFP and such finding shall not incur any cost or liability to the District.

1.8 Certification

By submission of this proposal, the Vendor certifies:

- That, the Vendor has not paid, nor agreed to pay, any person associated with the school district, a fee or brokerage resulting from the award of this contract.
- That, the fees quoted in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other firm.
- That, if awarded a contract, the Vendor agrees not to discriminate against any employee or applicant for employment.
- That, the Vendor is duly licensed for the class or work on this proposal, and will complete with all applicable legal provisions as set forth in federal, state and local laws, to include all rules and regulations, and understands these provisions are part of any contract awarded.

1.9 Proposals

All proposals must be submitted in accordance with the requirements of this RFP.

- Vendor will assume responsibility for delivery on time at the place specified, whether sent by mail or delivered in person. Telephone, telegraphed or proposals sent via facsimile are not acceptable.
- The submission of a proposal will indicate the Vendor has read this Request for Proposal and that the Vendor understands the requirements and can supply the products and/or services specified.
- No alterations, erasures or additions are to be made in the typewritten or printed matter unless initialed in ink.
- All information required by the proposal, except the signature shall, be typewritten and must be legible. Signature(s) must be handwritten. Illegible or vague proposals will be rejected. Proposals not properly signed will be considered non-responsive.
- No oral interpretation will be given on any part of proposal documents. Such interpretation shall be issued in the form of a written addendum to all interested Vendors of record and shall become a part of the Contract Documents.
- The District will assume no responsibility for costs incurred in the preparation or submission of responses to this proposal. All information, copies of proposals, and any back-up or other related materials submitted in response to this Request for Proposal shall become the property of the District and will not be returned.
- All proposals and other materials submitted in response to this RFP procurement process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials shall be open for review by the public. By submitting a proposal, the Proposer acknowledges and accepts that the full contents of the proposal and associated documents shall become open to public inspection.

1.10 Awards

- The District may award a contract to the Vendor whose proposal is determined, in writing, to be most advantageous to the District.
- The District reserves the right to make awards any time within sixty (60) days after the date of the opening, during which period proposals may not be withdrawn unless authorized by the District.
- The District reserves the right to reject any or all proposals or any part thereof, or to accept any proposals or any part thereof, or to waive any informalities when deemed to be in the best interest of the District.

1.11 Contract

The issuance of a formal contract or a purchase order to the successful Vendor will be considered sufficient notice of acceptance of contract. The contract shall bind the Vendor to furnish and deliver goods or services at the prices, and in accordance with, the conditions of this proposal except as otherwise designated. If the Vendor will require the District to sign an additional contract, then a copy of the contract MUST be included with the proposal.

1.11.1 Non-Performance

Non-performance of contract will give sufficient cause for the District to cancel the contract. Non-performance shall be construed to include, but is not restricted to, failure of Vendor to deliver in the time specified, or in the manner required.

1.11.2 Termination for Convenience

The District reserves the right to terminate any resulting order or contract upon thirty (30) days written notice. Unless otherwise prohibited by state law, the District will be responsible only for those items and services that have been delivered and accepted.

1.11.3 Proposed Prices Are Final

Proposals listing pricing or fees will be considered firm for the duration of the contract. No allowance will be made for price increases after award of contract by the District unless approved by the district in writing through a contract amendment.

1.12 Delivery and Installation

Because the District is providing services which involve the education, health, safety and welfare of students, delivery/completion time is of the essence. The contract must be completed in accordance with the completion time promised by the Vendor. Decisions by the District as to reasonable compliance with contract completion terms shall be final.

If the specifications in this Request call for the installation of equipment, the following shall apply to any contract issued as a result of the RFP:

- The Vendor will take all necessary precautions for the safety of students, school employees, and the public, and comply with all applicable Federal, State and Local laws.
- Equipment, supplies and materials may be temporarily stored at the site ONLY ON APPROVAL OF THE DISTRICT, and at the Vendor's convenience and risk. Unless otherwise provided for in the contract or proposal documents, no liability will be assumed, or payment made by the District on project materials, until the entire project is completed and approved by the District.

1.13 Financial Requirements

1.13.1 Configuration and Pricing

The Vendor shall provide all pricing information to include a firm, fixed cash price for this service. All pricing must be based on a pay per imprint (pay per click) model. Proposals with up-front costs and minimum payments will not be acceptable.

Pricing for the solution must be inclusive of the replacement and maintenance of consumable supplies utilized by the provided equipment, including, but not limited to:

- Toner and ink
- Fusers
- Transfer rollers
- Staples

The Vendor may provide the District with consumable supplies to have on-hand and ask that District staff replace the consumables where feasible.

1.13.2 Payment Schedule

The Vendor will provide a monthly invoice to the district that details the color and monochrome imprints processed during the billing cycle for each managed device. The billing must also provide the beginning and ending copy counts for monochrome and color imprints on each device.

1.13.3 Payment Conditions

- Vendors may request a contract security deposit or pre-payment of up to 1 month's estimated monthly costs only. The security deposit or pre-payment must be applied as a credit towards the final billing of the contract term should the service be non-renewed.
- The first billing for managed print service on printers & copiers within the district will be in May 2021.
- Invoices must be net 30 or greater to allow for bill approval at monthly board meetings that take place at the end of the month.

1.14 Evaluation Criteria

Representatives of the District will evaluate the proposals and rank them from the one most likely to the one least likely to meet the needs of the District and satisfy the requirements of the RFP. The District may call for interviews and/or presentations to clarify information received in the proposal. In addition to interviews and/or presentations, the District reserves the option to enter into discussions on pricing and/or other portions of the proposal.

Evaluation of the proposal will be based upon criteria such as the following:

- Reputation of the Vendor
- Solution Design/Features
- Products Offered
- Cost
- Timeline

1.15 Terms and Conditions

- Any document submitted after the due date will be rejected by District, unless in response to questions or requests submitted to the vendor by the District.
- Costs for developing proposal documents are the responsibility of the manufacturer/supplier and shall not be chargeable in any manner to the District.
- The Vendor shall, upon completion of the work, remove from the District's premises all rubbish and refuse created by its work, and shall leave said premises in as clean and finished condition as existed prior to the Vendor's performance under any contract.
- The Vendor shall be liable and responsible for any building repairs required by reason of Vendor's work and caused by negligence of Vendor's employees. Repairs of any kind required will be made and charged to Vendor. Vendor shall take the necessary precautions to protect the building areas adjacent to Vendor's work.
- Every Sub-contractor shall be bound by the applicable terms and provisions of any contract. Nothing contained herein shall create any contractual relationship between any Sub-contractor and the District.
- Authorized representatives of District shall have access to the management interface of all equipment put in place within the district to allow re-configuration of network and user-management utilities.
- No section of this RFP is to be considered stand alone.
- All proposed solutions must be fully integrated. The Vendor will guarantee full interoperability and functionality where products from more than one vendor are proposed.

1.16 Insurance

Vendor will provide and maintain insurance of the following types and limits of liability Workers' Compensation, which will apply to all persons employed by Vendor and which will conform to the statutory requirements of each state in which Vendor performs work. Comprehensive General Liability, with a combined single limit of liability of \$1,000,000 for bodily injury and property damage for each occurrence; and Business Automobile Liability, covering all owned, non-owned and hired automobiles of Vendor with a combined single limit of \$1,000,000 for bodily injury and property damage for each accident.

1.17 Project Staff

The Vendor shall specify the management structure for this project. State the name of the Project Manager and all key personnel who will be assigned to provide technical support. Also, include a brief resume of the qualifications of each.

If, in the opinion of the District, the Project Manager or key technical personnel do not possess or demonstrate adequate qualifications to manage the project, the District reserves the right to require the Vendor to assign personnel who, in the judgment of the District, possess the skills necessary to complete this project.

1.18 Vendor

The Vendor shall be fully capable and experienced in the information transport systems specified. The Vendor and/or all Sub-vendors engaged in this installation shall have experience in the business of Managed Print Systems of not less than two (2) years and shall have successfully completed a minimum

of five (5) projects of similar size and complexity. They shall be fully capable and experienced in the information transport systems specified and shall provide at minimum five (5) reference accounts of similar work (both in scope and design) having been successfully completed by the Vendor and their Subcontractor(s) within the last two (2) years. Client reference information shall include, but not be limited to, the following items:

- Company Name and Address
- Contact Name, Title and Telephone Number
- Installation Start-up, Completion & Acceptance Dates
- Brief Description of Project

1.19 Quality Assurance

Products shall be produced by manufacturers and fabricators regularly engaged in the manufacture of similar items and with a history of successful production acceptable to the District.

Vendor shall use an adequate number of skilled workers to meet the required completion date. These skilled workers shall be thoroughly trained and experienced in the necessary skills and completely familiar with the specified requirements and the methods needed for proper performance of this work.

Manufacturer's equipment and materials shall conform to all quality assurance and testing requirements for the UL (or equivalent) recognizing/listing agency for all equipment and materials supplied.

All workmanship by the Vendor shall be of the highest quality. The Vendor shall clean and organize work areas daily. The Vendor shall be responsible for maintaining cleanliness in all work areas so as to not adversely affect other trades, vendors, subcontractors, suppliers, or District in the timely installation of equipment and/or implementation and completion of concurrent responsibilities. The Vendor shall also be responsible for protecting any and all equipment and materials from damage during Vendor's installation process. Any equipment, material and/or facilities damaged by the Vendor during, or due to, or in the performance of Vendor's contract, shall be replaced or repaired at the expense of the Vendor as directed by District.

1.20 Documentation

The Vendor shall provide a comprehensive operations, maintenance and repair manual, complete to the extent as would be available in the Vendor's factory or certified repair shop. Scope of manual shall be subject to District approval. The manual shall include product data, part lists, diagrams, contractual agreements (including maintenance agreements), approved shop drawings, and other information required by the District for its use and reference.

1.21 Submittals

Complete description and product data for all major and minor equipment (elements) proposed for this project shall be submitted with the base proposal.

1.22 Product

Design and Workmanship shall be in accordance with the requirements of the contract and subject to acceptance by District. Components shall be of the latest type and design, manufactured for the intended use, and shall be laid out and installed so as to afford easy routine maintenance such as clearing paper jams, replacing toner, staples and emptying hole-punch and other waste receptacles in the equipment.

All products shall be bid as specified, unless otherwise authorized, in writing, by the District.

1.23 Electrical Service

Vendor shall review facilities and Contract Documents to determine if present and planned electrical service in classrooms and other rooms is sufficient for the equipment proposal in this RFP. Any electrical system upgrades required to power vendor proposed equipment must be explicitly noted so that the district may take electrical system upgrades into account when determining the overall price of each proposed solution.

If vendor proposed equipment requires an electrical system upgrade not explicitly outlined in the submitted proposal, and the proposal is selected by the district. All electrical system upgrades necessary to operate the equipment proposed will be completed at the cost of the vendor and be performed in full compliance with Minnesota Electrical Code.

1.23.1 Code Compliance

All installations must be performed in a neat and workman-like manner and comply with all local requirements. Vendors shall be solely responsible for fully correcting any installations that are found to not meet documented local, state and federal codes. Vendors whose proposals will require cable installation, or any other low-voltage or communications system wiring must be in compliance and licensed to do such work by the Minnesota Department of Labor and Industry. The vendor is solely responsible for fully understanding and complying to these requirements.

1.24 Intent to Purchase

The intent of the District is to NOT purchase any equipment associated with vendor proposals. The District intends to solely purchase the awarded proposal as a service which will provide all equipment, service, maintenance and supplies necessary to fulfill the requirements of this RFP with the exception of paper and utility power (section 1.23 requirements must be met)

1.24.1 Turn Key Solution

A single vendor relationship is being sought for this purchase. The solution proposed is to be turn-key by a single vendor.

1.24.2 District Personnel

District or District's directly contracted personnel will be leveraged for Local Area and Wide Area Network configurations within the school district. Vendors should include in their proposal response the duties during the installation of the managed print system that will be the responsibility of the school district personnel.

2 Project Requirements

2.1 Physical Addresses

The Physical Addresses of the Minneota Public School Buildings are as follows:

504 N. Monroe St., Minneota, MN 56264

2.2 Term of Agreement

The term of the agreement shall be for 5 years, with options for up to 5, 1 year contract extensions. The prices provided by vendor in response to this RFP must be consistent rates based solely on color and monochrome imprints made by managed print service equipment for the entire term of the contract. Automatic price increases will not be allowed from the provider at any time during the contract term.

Contract term shall under no condition auto-renew without express mutual, written agreement by both the district and vendor.

- Contract shall include no automatic price increases during the term of the agreement.
- The contract may be amended and the term of the agreement extended should changes need to be made to the managed print service that change the agreement end date, pricing of the agreement, or service quality changes. Amendments shall not extend the agreement beyond the period allowed by the 5, 1 year contract extensions.
- The contract for Copier, Printer and MFP Equipment shall commence on July 1, 2021 and expire on June 30, 2026

2.3 Pricing Proposal

The vendor must define a price per imprint in color and monochrome. The vendor must also explicitly state any variables that may result in the price per imprint deviating from the stated value. The price per page must cover all costs associated with the managed print system that meets the required specifications of this RFP.

The District will NOT accept proposals including the following pricing factors:

- Minimum imprints per period of time on a device or total
- Overage Charges for exceeding a number of imprints on a device or total
- Surcharges for maintenance and repairs related to parts, equipment, mileage, fuel or time

2.4 District-Wide Solution

The Proposed solution must be a district-wide solution that can be centrally managed from a single interface by school district personnel. The printing capabilities of all equipment must meet the following requirements:

2.4.1 Network Capable

All equipment must interface to the district's Local Area Network (LAN) via RJ-45 Copper Ethernet connectors and must be capable of auto-negotiating to 100 Mbps or 1 Gbps.

2.4.2 Print Server Setup

The district operates a Print Server which all vendor supplied equipment must be setup on. All equipment will be managed through a Windows Server 2012 R2 Print Server and driver support must be available for the following Operating Systems from the Print Server:

- Microsoft Windows 7 and above
- Mac OS X 10.6 and above

2.4.1 Print Usage Monitoring Software Solution

The proposal must include a solution to monitor and track print usage on all provided equipment by users in the school district. The software will be used by the district to track individual printing and copying activity by user.

The Print Usage monitoring solution should be network based and installed on the school district's servers and integrate with the active directory environment. The system must integrate with all managed print devices included in your proposal (printers, MFP's and copiers) and must be capable of tracking both imprints per individual and an associated cost assessed to the user's account for color and monochrome printing.

Copier and MFP usage that results in a chargeable imprint from the vendor must be tracked by end-user in the Print Usage Monitoring Software Solution.

Vendor must identify the software solution being proposed.

All costs associated with the purchase, maintenance and any add-on licensing necessary for the Vendor proposed Print Usage Monitoring Software Solution must be included in the Vendor proposal as a part of the cost per imprint.

2.4.1.1 End User Interaction: Print Usage Monitoring Software Solution

Vendor must detail how their proposed solution's equipment will interact with the Print Usage Monitoring Software.

The end-user experience must also be detailed, what steps will the end-user need to take in order to make a copy, scan, fax, or print to the equipment proposed in your solution in order for it to be tracked in the Print Usage Monitoring Software.

2.4.1.2 Administrator Interaction: Print Usage Monitoring Software Solution

The District administration will be accessing the Print Usage Monitoring Software Solution to administer and account for usage on all managed print equipment in the district. Detail any limitations that will be imposed on the district's use of the functionality of your Print Usage Monitoring Software.

2.4.1.3 Print Usage Monitoring Software Solution Upgrades

The Vendor will be responsible for providing maintenance updates for the Print Usage Monitoring Software Solution. Upgrades to the Print Usage Monitoring Software Solution will be performed by District administration when deemed necessary by the Vendor. The District may require upgraded

versions of the Software solution to support Operating System upgrades, such upgrades must also be provided to the District at no additional cost from the Vendor.

2.5 Equipment Requirements

All equipment must be clearly defined with a make and model number in the proposal. All equipment must be as good or better than what is already in place.

A detailed listing of the printer and copier requirements of the district are included in this RFP as Addendum A.

2.5.1 Printing Equipment Requirements

Printers are identified in Addendum A as “Printer” in the Device Type column

Printers must be in place by July 19, 2021

Vendor must include printer specifications for each system in the proposal that include the following information at a minimum:

- Paper input tray capacity
- Paper input tray paper sizes accepted
- Paper output tray capacity
- Pages per minute monochrome
- Pages per minute color (if applicable)
- Time until first page out (warmed up)
- Time until first page out (from stand by)
- Time until first page out (from cold system start, powered off)

All printers identified in Addendum A with “standard” paper size must be capable of printing on letter and legal size paper.

All printers identified in Addendum A with “ledger” paper size must be capable of printing on letter, legal and ledger (11” X 17”) paper.

All printers must be capable of automatically printing in duplex.

2.5.2 MFP Equipment Requirements

MFP’s are identified in Addendum A as “MFP” in the Device Type column

MFP’s must be in place by July 19, 2021

Vendor must include printer and MFP specifications for each system in the proposal that include the following information at a minimum:

- Paper input tray capacity

- Paper input tray paper sizes accepted
- Paper output tray capacity
- Pages per minute monochrome
- Pages per minute color (if applicable)
- Time until first page out (warmed up)
- Time until first page out (from stand by)
- Time until first page out (from cold system start, powered off)

All MFP's identified in Addendum A with "standard" paper size must be capable of printing on letter and legal size paper.

All MFP's identified in Addendum A with "ledger" paper size must be capable of printing on letter, legal and ledger (11" X 17") paper.

All MFP's must be capable of automatically printing in duplex.

All MFP's identified in Addendum A with "multifunction copy/scan/print" in the device functionality heading must be capable of providing scan to Email functionality to a user defined Email address. The Email address listing on the MFP device must be capable of integrating with the District Active Directory environment so that Email address books and listings are automatically synchronized with the district's active directory global address list.

All MFP's identified in Addendum A with "multifunction fax/copy/scan/print" in the device functionality heading must be capable of providing incoming and outgoing fax support

2.5.3 Copier Equipment Requirements

Copiers are identified in Addendum A as "Copier" in the Device Type column.

Copiers must be put in place by July 19, 2021

Vendor must include printer and MFP specifications for each system in the proposal that include the following information at a minimum:

- Paper input tray capacity
- Paper input tray paper sizes accepted
- Paper output tray capacity
- Pages per minute monochrome
- Pages per minute color (if applicable)
- Time until first page out (warmed up)
- Time until first page out (from stand by)
- Time until first page out (from cold system start, powered off)

All Copiers identified in Addendum A with “standard” paper size must be capable of printing on letter and legal size paper.

All Copiers identified in Addendum A with “ledger” paper size must be capable of printing on letter, legal and ledger (11” X 17”) paper.

All copiers must be capable of automatically printing in duplex.

All copiers must be capable of providing scan to Email functionality to a user defined Email address. The Email address listing on the copier device must be capable of integrating with the District Active Directory environment so that Email address books and listings are automatically synchronized with the district’s active directory global address list.

All copiers identified in Addendum A with “multifunction fax/copy/scan/print” in the device functionality heading must be capable of providing incoming and outgoing fax support

2.6 Solution Support and Response Times

The Vendor must identify their guaranteed response times for service calls related to issues with equipment provided through the managed print solution. The Vendor must include total response time for services including windshield time and also detail the Vendor’s practices when equipment failures require replacement parts or equipment.

Specifically, answer these questions regarding service:

- What steps will be taken by Vendor before a technician is dispatched to the District?
- What is the maximum amount of time that telephone support, or “remote” support will be used in troubleshooting an issue before Vendor dispatches a support technician?
- What is the maximum time before a service technician will be at the District location after a support ticket is opened?
- If the equipment is not immediately repairable by a Vendor technician, what is the maximum time that the District will have to wait for replacement parts or loaner/replacement equipment to be put in place?

Detail the levels of responsibility for supporting equipment that will be the responsibility of the District and the responsibility of the Vendor.

Detail the responsibilities for maintaining equipment drivers for use by computers and other District owned technologies and Print Usage Monitoring Software Solution. To what level will the Vendor be involved in supporting these applications and what responsibilities will be the responsibility of the District?

2.7 Training:

Explain how much training will be included and how often training will be made available. Differentiate between onsite and remote training options. All end-user training must be onsite during staff in-service days in late August or early September for printers and MFP's.

2.8 Installation and Training Requirements

- Implementation Plan: Vendor is required to supply a complete project plan outlining the Vendor's approach to the implementation of the managed print solution.
- Quality Installation: It is essential that the installation of the new system be as transparent as possible to the user. Installation is a key component and quality is essential. The Vendor must install the system in a non-disruptive manner.
- Installation Responsibilities: Define the installation responsibilities of the Vendor and the District as it relates to the design and installation of the proposed system.

2.9 Service and Maintenance

All Service and Maintenance shall be included in the proposed cost per page for the solution. Under no condition shall the district be responsible for any service or maintenance charges above those built into your cost per page

2.10 System Upgrades

If it is necessary for the vendor to upgrade either equipment or software, it is at the vendor's expense and will be included in the price per imprint cost. See section 2.3

Equipment number	Location	Staff Name	Serial number	Make
39721	RM 100	Breyfogle/Novotny	LSM5209657	Kyocera
40844	RM 100C	Principal's Office	VDT0106470	Kyocera
40845	RM 117	Elementary Princpal	VDT9Y05939	Kyocera
40127	RM 101A	Superintendent/Deitte	V5T6703527	Kyocera
34372	RM 170	Athletic Director	QVD0202301	Kyocera
34373	RM 100B	HS Counselor	QVD0202345	Kyocera
34374	RM 105	Lois/Devann Office	QVD0202343	Kyocera
34819	RM 111	HS Library	QVD0603520	Kyocera
37992	RM 114A	Custodial	Q652437996	Kyocera
34295	RM 142	ICU	XPH7114706	Kyocera
34297	RM 131	Sp Ed VanKeulen	XPH7114661	Kyocera
38128	RM 157	Music	XPH7217553	Kyocera
38637	RM 126	Sonnenburg	XPH8543489	Kyocera
34362	RM 181B	Title 1/Tech (R H)	XVH0113721	Kyocera
40057	RM 160	Kitchen Office/Bagley	XVH0717117	Kyocera
40060	RM 149	Sp Ed (Sara)	XVH0918802	Kyocera
40061	RM 106B	Library (R Bot)	XVH0918799	Kyocera
34158	RM 153	Art Dept	XVJ9Z05349	Kyocera
34351	RM 103	Mobile Lab 1	XVJ0106219	Kyocera
34353	RM 150	North lab 2/KL	XVJ0106107	Kyocera
34354	RM 112	Hennen/Buysse	XVJ0105913	Kyocera
34356	RM 147	Sp Ed (Nicolle)	XVJ0106220	Kyocera
34357	RM 105	Computer Lab / B K	XVJ0106129	Kyocera
36141	RM 125	Stiklestad	XVJ9703575	Kyocera
40064	RM 134	Spare /Hollie T	XVJ1618538	Kyocera
40085	Rm 110	Nurse	XVJ1821811	Kyocera
39270	RM 108	Speech/Language	XVK9X07914	Kyocera
39271	RM 135	Elem Student Printer	XVK9907783	Kyocera
39272	RM106	School Psychologist	XVK9907778	Kyocera
38905	2nd Floor	2nd Floor Hallway-Student	NUK3307831	Kyocera
39602	RM 171	Wood Shop	LQP5107425	Kyocera
40709	RM114	Elementary Counselor	LPD4306659	Kyocera
34446	RM 101	Dist Ofc/Ck Prtr/Micr	BRBS8CP0GW	HEWLETT PACKARD
39606	RM 202	Upstairs Workroom	L754Y03469	Kyocera
39813	RM 101	Dist Office	N482X12228	Kyocera
40278	RM 135	Elementary Workroom	W2D6800313	Kyocera
40398	RM 111	HS Teacher Workroom	W2D7Y02490	Kyocera

Model	Type	Paper Size	Customer name
ECOSYS M3550idn	MFP BW	Letter/Legal	Minneota Public Schools
ECOSYS P5026cdw	Printer Color	Letter/Legal	Minneota Public Schools
ECOSYS P5026cdw	Printer Color	Letter/Legal	Minneota Public Schools
Ecosys P6035cdn	Printer Color	Letter/Legal	Minneota Public Schools
FS-1028 MFP/DP	MFP BW	Letter/Legal	Minneota Public Schools
FS-1028 MFP/DP	MFP BW	Letter/Legal	Minneota Public Schools
FS-1028 MFP/DP	MFP BW	Letter/Legal	Minneota Public Schools
FS-1028 MFP/DP	MFP BW	Letter/Legal	Minneota Public Schools
FS-1370DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-2000DU	Printer BW	Letter/Legal	Minneota Public Schools
FS-2000DU	Printer BW	Letter/Legal	Minneota Public Schools
FS-2000DU	Printer BW	Letter/Legal	Minneota Public Schools
FS-2000DU	Printer BW	Letter/Legal	Minneota Public Schools
FS-2020D	Printer BW	Letter/Legal	Minneota Public Schools
FS-2020D	Printer BW	Letter/Legal	Minneota Public Schools
FS-2020D	Printer BW	Letter/Legal	Minneota Public Schools
FS-2020D	Printer BW	Letter/Legal	Minneota Public Schools
FS-3920DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-3920DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-3920DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-3920DN	Printer BW	Letter/Legal	Minneota Public Schools
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FS-3920DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-3920DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-4020DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-4020DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-4020DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-4100DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-4100DN	Printer BW	Letter/Legal	Minneota Public Schools
FS-4200DN	Printer BW	Letter/Legal	Minneota Public Schools
P2035N	Printer BW	Letter/Legal	Minneota Public Schools
Taskalfa 3010i	Copier BW	Ledger	Minneota Public Schools
TASKalfa 3500i	Copier BW	Ledger	Minneota Public Schools
Taskalfa 6052ci	Copier Color	Ledger	Minneota Public Schools
Taskalfa 6052ci	Copier Color	Ledger	Minneota Public Schools