



QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

Where Our Future Begins

Request for Information & Quote November 15, 2021

Overview

Queen Anne's County Public Schools (QACPS) services approximately 7,600 students across 14 schools: 2 high schools, 4 middle schools, and 8 elementary schools. We encourage you to explore the Queen Anne's County School District at <https://www.qacps.org/> for more information about QACPS.

Scope

QACPS is seeking a contractor to enter into a multi-year operating agreement primarily to fulfill a multi-function device (MFD) supply and service needs of the District Copier program. The District Copier Program includes Multi-Function Copiers (MFDs or Copiers) to be deployed at school and department locations.

QACPS utilizes approximately 80 copiers of which 56 being replaced with a copying volume of approximately 1.4 million a quarter. A spreadsheet of the copiers and their average volume is attached in Exhibit A for your analysis. These are the copiers which will be replaced by the end of Summer 2022 as a result of a competitive process.

RFI submissions are required to respond to each of the questions posed in the Key Elements. If your answer involves an added cost not already covered in your base contract price to the district, break that cost out as an add-on feature included in your answer.

Failure to comply substantially and comprehensively to the RFI Key Elements will cause the submission to be deemed non-responsive. Those not responding to the RFI will not be considered for award.

Those not responding to the RFI will not be considered for participation in the final selection process. The District reserves the right to modify the RFI, or scope contained within, at any time if deemed in the best interest of the District to do so. The District further reserves the right to use available purchasing agreements in lieu of an RFP or to terminate the process at any time if deemed in the best interest of the District to do so.

A formal QACPS evaluation committee will review all RFP submissions. The committee will select RFI finalists who will be required to make available a demonstration to the committee for the District's consideration.

RFI Submittal

Queen Anne's County Public Schools (QACPS) is requesting a price quote to replace approximately 56 existing multifunction digital copiers/printers (MFDs) and their related maintenance/support services. Pricing shall be for new equipment only. Please submit your quote along with a copy of the existing contract or cooperative purchasing agreement that was publicly bid and awarded by a state, county or municipality. It does not have to be a contract in Maryland but must have a "piggyback" clause allowing other public entities to use it.

Please provide pricing that meets or exceeds the minimum technical specifications included in this document. If the machine will have a hard drive please indicate security options, the cost for each option (if any), and the steps involved for that security option. The new MFDs must be delivered and installed no later than **August 2022**. The Vendor shall guarantee this delivery date in their price quote.

- Pricing shall be based on a 60-Month Fair Market Value municipal lease program and property tax included.
- No additional fees, including origination fees, will be paid by QACPS. All fees are to be included in the quoted price or listed separately. This includes fees charged for phone service/supply orders. Should QACPS add machines during the term of the contract, no fee shall be charged.
- Contractor shall, at no additional cost to QACPS, remove all copiers at the end of the lease program.
- A per copy/print price for each device shall be provided for copies made. Estimated quarterly copy/print use is provided for each MFD. Service will be provided with no guaranteed minimum and should be billed at the end of each quarter for actual images used only. Meter reads will be collected by the vendor for actual images used only. Scanned images are not billable.
- Pricing shall include delivery, installation, training, all parts, labor, maintenance and supplies (except paper). If your company does not provide staples in their service pricing, please note on the pricing sheets and include the cost which will be guaranteed for a minimum of five years. Staples included in service pricing is preferred. Pricing sheets are provided after the references page.
- Please use the pricing sheet provided only.
- All prices quoted shall be fixed through the term of the lease.
- QACPS shall award all MFDs to one vendor. QACPS will sign a separate service and maintenance agreement.
- Maintenance pricing should be provided and guaranteed for 5 years, without a price increase.
- QACPS reserves the right to test equipment functionality prior to award of contract.

Provide quote/pricing form, references, brochures, specification sheets, contract authorization information, and answers to key elements questions with submittal.

Queen Anne’s County Public Schools reserves the right to reject any or all quotes and waive any minor irregularities. QACPS reserves the right to negotiate or modify any element of the bid, quote or proposal to ensure that the best possible arrangements for achieving the stated purpose are obtained. QACPS reserves the right to accept the quote, that in its judgment, best serves QACPS interests without regard to the lowest price.

RFI Inquiries & Submissions

Please send inquiries & submissions to:
QACPS
Attn: Jacy C. Earls
202 Chesterfield Avenue
Centreville, MD 21617
or via email at jacy.earls@qacps.org

Right to Reject Submissions

QACPS reserves the right to reject any or all submissions and to terminate or modify the process at any time at its sole discretion.

Schedule of RFI Events

Release Published: November 15, 2021
Inquires/Questions Due: November 29, 2021
RFI Due Date: December 15, 2021 by 3:00 p.m.
Evaluations Completed by: January 10, 2022
Invitation for Presentation: TBD
Recommendation to Board: February 2, 2022

(The District reserves the right to deviate from the schedule).

Key Elements/Business Model

The Business Model section of the Key Elements is intended to help QACPS understand and evaluate the respondent's approach to providing equipment and service support to QACPS.

Respondents must answer the following questions:

1. Describe your implementation/installation/training model and plan. This should include the service level support you would commit.
2. Describe your service/problem escalation process and committed response times.
3. Describe your parts inventory/availability process and replacement machine process for repeated service failures.
4. Describe the flexibility/adaptability of your billing process to fiscal needs of QACPS.
5. Describe a process for regular business reviews addressing utilization, machine, service performance and cost effectiveness/process improvements.
6. The District strongly prefers not to commit to any minimum click volume. Describe pricing options including:
 - a. No minimum click volume or payments of recurring lease charges.
 - b. Click rates reflect fully amortized cost of equipment.
 - c. Termination charges for device removal at District convenience before the end of term.
7. What sets you apart from your competitors? Why should QACPS select your company?

Minimum Technical Specifications Multi-Function Devices

- MFDs must accommodate the following operating systems: Macintosh OSX 10.11 through 10.14 and Windows 7 or newer.
- MFDs shall have the ability to network copiers that can be printed to via IP.
- MFDs shall have the ability for users to email a scanned document from the copier to an email account.
- MFDs shall have the capability for users to print to the copier from their computer or from a flash drive inserted into the copier.
- MFDs shall be able to be managed via a Windows compatible web browser, either as a stand-alone utility application or modern browser based management interface.
- All network print jobs must be stored on the copier to be released only by the walk-up user who enters the appropriate account code. This copier based spooling system must be an internal component of each copier, not an externally attached device.
- The client management software must be protected (by password if necessary) to prevent user changes. Only the network administrator shall have access to make account code adjustments.
- Monthly usage logs must be easily produced for each copier for local building administrative use via the management system. These can be either in printed format or by file download.
- All MFDs shall be able to be used as full-color, high-speed duplex scanners to both an email account and a local flash drive attached to the copier.
- Larger volume MFDs shall have postscript licensing to support Adobe applications that require postscript to print properly.

Teacher Workroom Copiers – 22 Devices

- Copy, network print and network scan (color/b&w scanning)
- Speed: **90 pages per minute**
- Paper Capacity: 2,000 sheets + 100-sheet multi-bypass tray
- Paper Size: min 5½" x 8½", max 11" x 17"
- Finisher: 50-sheet stapling & 3 hole punch
- Paper Weight: 16 lb. bond to 110 lb. index
- Document Scanner/Feeder: 100-sheet single-pass document feeder
- Duplexing: standard automatic duplexing for copy, print and scan
- Memory: 1GB RAM
- Hard Disk Drive: 80GB HDD
- Network Print: 600x600 dpi, PCL6, PCL5e
- Network Scan: 600 dpi, TIFF/PDF (mono), TIFF/JPEG/PDF (color)
- Scan to: e-mail, SMB (network folder), USB
- **Data Overwrite Security System**

Office Copiers – 33 Devices

- Copy, network print and network scan (color/b&w scanning)
- Speed: **50 pages per minute**
- Paper Capacity: 2,000 sheets + 50-sheet multi-bypass tray
- Paper Size: min 5½" x 8½", max 11" x 17"
- Finisher: 50-sheet stapling & 3 hole punch
- Paper Weight: 16 lb. bond to 80 lb. index
- Document Scanner/Feeder: 100-sheet single-pass document feeder
- Duplexing: standard automatic duplexing for copy, print and scan
- Memory: 1GB RAM
- Hard Disk Drive: 80GB HDD
- Network Print: 600x600 dpi, PCL6, PCL5e
- Network Scan: 600 dpi, TIFF/PDF (mono), TIFF/JPEG/PDF (color)
- Scan to: e-mail, SMB (network folder), USB
- **Data Overwrite Security System**
- **Fax Module**

Superintendent COLOR Copier – 1 Device

- Copy, network print and network scan (color/b&w scanning)
- Speed: **35 pages per minute color & b&w**
- Paper Capacity: 2,000 sheets + 50-sheet multi-bypass tray
- Paper Size: min 5½" x 8½", max 11" x 17"
- Finisher: 50-sheet stapling & 3 hole punch
- Paper Weight: 16 lb. bond to 80 lb. index
- Document Scanner/Feeder: 100-sheet single-pass document feeder
- Duplexing: standard automatic duplexing for copy, print and scan
- Memory: 1GB RAM
- Hard Disk Drive: 80GB HDD
- Network Print: 600x600 dpi, PCL6, PCL5e
- Network Scan: 600 dpi, TIFF/PDF (mono), TIFF/JPEG/PDF (color)
- Scan to: e-mail, SMB (network folder), USB
- **Data Overwrite Security System**
- **Fax Module**

References

The references section must be filled out completely. Failure to do so, or references giving unsatisfactory recommendations, may be a reason to disqualify the proposal. If the references given are not, in the opinion of the Board of Education of Queen Anne's County, applicable to a contract of this magnitude, the Board of Education of Queen Anne's County may contact other firms with whom the bidder has or is currently providing services as a means of validating compliance or proving noncompliance with the references requirement. Please list three (3) references of comparable size to the Board of Education of Queen Anne's County who have used your services on a regular basis within the past 2 years (educational institutions preferable).

Company Name #1 _____
Person to Contact _____
Company Address _____
City, State, Zip _____
Telephone _____
Email Address _____

Company Name #2 _____
Person to Contact _____
Company Address _____
City, State, Zip _____
Telephone _____
Email Address _____

Company Name #3 _____
Person to Contact _____
Company Address _____
City, State, Zip _____
Telephone _____
Email Address _____

Quote/Pricing Form

Due: December 15, 2021 by 3:00 p.m.

To: Jacy C. Earls (jacy.earls@qacps.org)
Queen Anne’s County Public Schools
202 Chesterfield Ave.
Centreville, MD 21617

PRICING – Includes all delivery, installation and unlimited training. Service pricing includes all labor, parts and supplies (except paper). If staples are not included, please include the cost below. **All costs, including any fees must be included here or attached.** Copy of contract and usage authorization must be provided with your quote.

Teacher Workroom Copiers/MFDs – 22 Devices (provide pricing per device)

Model Proposed _____
Monthly Lease Price (60-Month FMV) _____
Service (cost per copy/print) _____
Staple Cost *if not included* _____ per cartridge or box (designate by circle or underline)

Office Copiers/MFDs – 33 Devices (provide pricing per device)

Model Proposed _____
Monthly Lease Price (60-Month FMV) _____
Service (cost per copy/print) _____
Staple Cost *if not included* _____ per cartridge or box (designate by circle or underline)

Superintendent COLOR Copier/MFD – 1 Device (provide pricing per device)

Model Proposed _____
Monthly Lease Price (60-Month FMV) _____
Service (cost per copy/print) _____
Staple Cost *if not included* _____ per cartridge or box (designate by circle or underline)

COST FOR 56 DEVICES MONTHLY LEASE: _____
x 60 months

TOTAL COST OF LEASE (60 MONTHS & 56 DEVICES): _____

Company Name

Address City, State & Zip Code

Telephone Number Fax Number

Email Address

Authorized Signature - By signing you agree to the terms and conditions within this document.

Name & Title of Signing Official

Exhibit A: Copier Devices & Estimated Volumes

#	Location	Specs	Manufacturer	Model	Serial Number	Quarterly Estimated Usage/ Volume B/W	Quarterly Estimated Usage/ Volume COLOR
1	BES - Teacher Workroom	Office	Riso	EZ-220	76691869	1,005	NA
2	BES - Teacher Workroom	Teacher Workroom	Toshiba	857	SCAGD13008	42,000	NA
3	CES - Office	Office	Toshiba	457	SCECE65726	9,073	NA
4	CES - Teacher Workroom	Teacher Workroom	Riso	EZ-221	77290830	9,371	NA
5	CES - Teacher Workroom	Teacher Workroom	Konica	BizHub 808	A8KN011004038	185,196	NA
6	CHES - Office	Office	Ricoh	MP2554SP	C82098665	12,890	NA
7	CHES - Teacher Workroom	Teacher Workroom	Riso	EZ220	78504019	25,000	NA
8	CHES - Teacher Workroom	Teacher Workroom	Toshiba	757	SCAHD13750	64,113	NA
9	CMS - Administrative Secretary Office	Office	Savin	2522	J032000915	534	NA
10	CMS - Guidance	Office	Canon	IR1023	TJR26729	3,000	NA
11	CMS - Main Office	Office	NA	NA	NA	NA	NA
12	CO - After-School Program Office	Office	Ricoh	MP3554SP	C82098645	11,616	NA
13	CO - Alternative School Office	Office	Toshiba	357	SCEAE59091	4,539	NA
14	CO - Comtek Office	Office	Sharp	MX-M363N	95014017	1,600	NA
15	CO - Curriculum II Office	Office	Ricoh	LD330	85100337-4791905	2,182	NA
16	CO - Human Resources Office	Office	Sharp	MX-M363N	95013407	5,101	NA
17	CO - Superintendent	Superintendent Color	Xerox	WC7835PT	MX1-213111	1,290	120
18	GES - Judy Center Office *NEW LOCATION JULY pending grant approval*	Office	NA	NA	NA	2,332	NA
19	GES - Office	Office	Sharp	MX-B402SC	25020200	7,910	NA
20	GES - Teacher Workroom	Teacher Workroom	Sharp	MX-M850N	25004904	65,113	NA
21	GES - Teacher Workroom	Teacher Workroom	NA	NA	NA	NA	NA
22	KES - Office	Office	NA	NA	NA	NA	NA
23	KIES - Office	Office	Toshiba	457	SCEDE11511	9,638	NA
24	KIES - Teacher Workroom	Teacher Workroom	Riso	1610	81011912	50,000	NA
25	KIES - Teacher Workroom	Teacher Workroom	Toshiba	857	SCAEE22583	46,663	NA
26	KIHS - Guidance	Office	Ricoh	LD330	85000197-4791905	10,652	NA
27	KIHS - Mail Room	Teacher Workroom	Sharp	MX-M363N	95013367	10,829	NA
28	KIHS - Sp Ed	Office	Sharp	AR-208D	5000489	3,247	NA

29	MES - Office	Office	Ricoh	MP2554SP	C82098664	30,499	NA
30	MES - Teacher Workroom	Teacher Workroom	Toshiba	808	A8KN011006001	216,432	NA
31	MES - Teacher Workroom	Teacher Workroom	NA	NA	NA	NA	NA
32	MMS - Guidance Flr 1	Office	Xerox	WC5325P	AE7112590	3,828	NA
33	MMS - Main Office Flr 1	Teacher Workroom	Xerox	5745APTC	XEH802243	41,457	NA
34	MMS - Media Center Flr 1	Office	Xerox	WC5325P	AE7112585	72,171	NA
35	MMS - Sp Ed Flr 1	Office	Xerox	WC5325P	AE7112615	34,956	NA
36	MMS - Teacher Workroom Flr 1	Teacher Workroom	Xerox	5790PTC	XEL564467	39,318	NA
37	MMS ANNEX - Teacher Workroom Flr 2 Office	Office	Xerox	5790PTC	XEL564525	20,000	NA
38	QACHS - Administrative Secretary Office	Office	Sharp	MC-B402SC	35022062	1,093	NA
39	QACHS - Guidance	Office	Ricoh	LD330	84900059-4791905	6,730	NA
40	QACHS - Main Office	Teacher Workroom	Toshiba	757	SCAEE22316	22,095	NA
41	QACHS - Teacher Workroom Rm 111-A	Teacher Workroom	Toshiba	757	SCAEE22305	15,593	NA
42	QACHS - Teacher Workroom Rm 111-B	Teacher Workroom	Toshiba	757	SCAEE22566	6,897	NA
43	QACHS - Teacher Workroom Rm 219 Flr 2	Teacher Workroom	Toshiba	757	SCAEE22317	7,130	NA
44	QACHS - Teacher Workroom Rm 308 Flr 1 (Sp Ed & CTE)	Teacher Workroom	Toshiba	757	SCAEE22311	9,126	NA
45	SES - Judy Center Office	Office	Sharp	MX-M363N	95017955	2,734	NA
46	SES - Office	Office	Ricoh	MP2554SP	C82098666	13,210	NA
47	SES - Teacher Workroom	Teacher Workroom	Riso	G2700	89380517	50	NA
48	SES - Teacher Workroom	Teacher Workroom	Sharp	MX-M850N	25009213	131,459	NA
49	STMS - Front Office Work Room	Office	Riso	EZ220	78504056	25,000	NA
50	STMS - Guidance	Office	Sharp	MX-M363N	950062X8	13,550	NA
51	STMS - Sp Ed	Office	Ricoh	LD055	85000967-0414378	4,895	NA
52	SUMS - Guidance Office	Office	Ricoh	201SPF	W3028702466	1,776	NA
53	SUMS - Office	Teacher Workroom	Toshiba	757	SCAHD13810	66,903	NA
54	SUMS - Teacher Workroom Flr 2 Rm 702	Office	Ricoh	5200S/SP	S9019500252	317	NA
55	SUMS - Teacher Workroom Flr 2 Rm 802	Office	Ricoh	5200S/SP	S9019500255	274	NA
56	WAREHOUSE - Office	Office	Sharp	MX-M623N	5003970	10,446	NA
						1,382,833	120

BES = Bayside Elementary School; 301 Church St, Stevensville, MD 21666

CES = Centreville Elementary School; 213 Homewood Ave, Centreville, MD 21617

CHES = Church Hill Elementary School; 631 Main St, Church Hill, MD 21623

CMS = Centreville Middle School; 231 Ruthsburg Rd, Centreville, MD 21617

CO = Central Office; aka Board of Education; 202 Chesterfield Ave; Centreville, MD 21617					
GES = Grasonville Elementary School; 5435 Main St, Grasonville, MD 21638					
KIES = Kent Island Elementary School; 110 Elementary Way, Stevensville, MD 21666					
KIHS = Kent Island High School; 900 Love Point Road; Stevensville, MD 21666					
MES = Matapeake Elementary School; 651 Romancoke Rd, Stevensville, MD 21666					
MMS = Matapeake Middle School; 671 Romancoke Rd, Stevensville, MD 21666					
QACHS = Queen Anne's County High School; 125 Ruthsburg Rd; Centreville, MD 21617					
SES = Sudlersville Elementary School; 300 S Church St, Sudlersville, MD 21668					
STMS = Stevensville Middle School; 610 Main St, Stevensville, MD 21666					
SUMS = Sudlersville Middle School; 600 Charles St, Sudlersville, MD 21668					
WAREHOUSE = 305 Ruthsburg Rd; Centreville, MD 21617					