

# ACADEMY OF ACCELERATED LEARNING, INC.

REQUEST FOR PROPOSAL (RFP) #20-02

**Copiers, Multi-Function Devices and Printers: Equipment and Maintenance**

Academy of Accelerated Learning, Inc.  
5300 N. Braeswood, Ste. 8  
Houston, Texas 77096  
[www.aalinc.org](http://www.aalinc.org)

## **TABLE OF CONTENTS**

1. Legal Notice
2. Agency History
3. General Requirements
4. Scope of Services
5. Solicitation Instructions and Outline
6. Proposal Evaluation
7. Appendices

## **LEGAL NOTICE**

The Academy of Accelerated Learning, Inc., located at 5300 N. Braeswood, Ste. 8, Houston, Texas 77096 is soliciting bids to provide copiers, multi-function devices and printers, as well as the maintenance of this equipment. This bid shall remain open until Friday, August 28, 2020.

## **Agency History**

The Academy of Accelerated Learning, Inc. ("AAL") was established in 1998 to provide academic enrichment activities for low-income, high-risk youth. AAL is a private organization that receives its funds primarily from State and Federal agencies. AAL serves students in two locations in Houston, Texas, with plans to expand to a third location within 18 months.

## **General Requirements**

### **A. Introduction and Mandatory Terms**

The Academy of Accelerated Learning, Inc. ("AAL") is soliciting bids to provide copiers, multi-function devices and printers, as well as the maintenance of this equipment.

Proposals must be submitted in a complete proposal package containing all required supporting information and attachments. Any proprietary information should be clearly marked as confidential.

Proposals must be mailed or hand-carried in a sealed envelope/package to Academy of Accelerated Learning, Inc., Procurement Department, 5300 N. Braeswood, Ste. 8, Houston, Texas 77096. Proposals must be clearly marked on the outside with the Vendor's name, address, **RFP # 20-02 for Copiers, Multi-Function Devices and Printers: Equipment and Maintenance**, and date of submission.

Proposals must be received no later than 5:00 PM, on **Friday, August 28, 2020**. Proposals received after the deadline will not be accepted. Faxed submissions and postmarks are not acceptable.

Pages must be bound together and numbered consecutively with each section identified.

Written questions will be accepted through Wednesday, August 26, 2020. All questions must be submitted via e-mail to [payables@aalinc.org](mailto:payables@aalinc.org). Submission of written questions will be the ONLY opportunity for vendors to ask questions about this RFP.

All cost incurred in the preparation of the proposal are the responsibility of the vendor and will not be reimbursed by AAL.

Vendors will be notified in writing of further questions and/or decisions.

### **B. Presentation of Request for Qualifications**

AAL reserves the right to select a short list of service providers at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

### **C. Award of Contract**

A contract or equivalent agreement may be executed once one or more respondents are found to be qualified, a selection of the most qualified is determined by the evaluation committee, and the AAL Board of Directors approves the award.

#### **D. Taxes Not Applicable**

AAL is exempt from local Sales Tax and Federal Tax. Do not include tax in the RFP. AAL's Tax Exemption Certificate or equivalent Internal Revenue Service documentation will be furnished upon the Vendor's written request.

#### **E. Term of Agreement**

The desired term of the equipment lease and maintenance agreement is three (3) years with the option for one (1), one-year renewal.

### **Scope of Services**

AAL seeks proposals from vendors able to provide multi-function copiers, printers and maintenance service for both as identified in this section of the RFP. AAL intends to lease multi-function copiers and either purchase or lease printers/desktop multi-function equipment.

#### **A. Technical requirements for copier functionality in multi-function units (color)**

- a. All digital copiers shall be:
  - i. Newly manufactured with no used or refurbished parts
  - ii. Capable of copy speed of 75 ppm black & white and 75 ppm full color
  - iii. Capable of network printing
  - iv. Capable of scanning no less than 200 dpi
    1. One- or two-sided capability
    2. Direct to one or more email addresses, USB, and SD card
    3. In black and white and color
    4. Format must be an industry standard (e.g. PDF) and configurable
  - v. Capable of faxing
  - vi. Capable of two-sided copying with reversing automatic document feeder of at least 50 sheets
  - vii. Capable of stapling
  - viii. Capable of sorting/collating, reduction and enlargement 25 to 400%, and automatic duplexing
  - ix. Capable of centralized management of user access and privileges
  - x. Capable of handling multiple paper sizes including 8 ½" x 11", 8 ½" x 14", and 11" x17" for a minimum of 500 per type

#### **B. Technical requirements for copier functionality in multi-function units (black and white)**

- a. All digital copiers shall be:
  - i. Newly manufactured with no used or refurbished parts

- ii. Capable of copy speed of 60 ppm black & white and 60 ppm full color
- iii. Capable of network printing
- iv. Capable of scanning no less than 200 dpi
  - 1. One- or two-sided capability
  - 2. Direct to one or more email addresses, USB, and SD card
  - 3. In black and white and color
  - 4. Format must be an industry standard (e.g. PDF) and configurable
- v. Capable of faxing
- vi. Capable of two-sided copying with reversing automatic document feeder of at least 50 sheets
- vii. Capable of stapling
- viii. Capable of sorting/collating, reduction and enlargement 25 to 400%, and automatic duplexing
- ix. Capable of centralized management of user access and privileges
- x. Capable of handling multiple paper sizes including 8 ½" x 11", 8 ½" x 14", and 11" x 17" for a minimum of 500 per type

**C. Technical requirements for printers/desktop multi-function equipment (color)**

- a. All printers shall be:
  - i. Newly manufactured with no used or refurbished parts
  - ii. Capable of print speeds of 30 ppm minimum
  - iii. Capable of network printing
  - iv. Capable of copying with automatic reversing document feeder
  - v. Capable of scanning no less than 200 dpi
    - 1. One- or two-sided capability
    - 2. Direct to one or more email addresses, USB, and SD card
    - 3. In black and white and color
    - 4. Format must be an industry standard (e.g. PDF) and configurable
  - vi. Capable of faxing
  - vii. Capable of two-sided printing
  - viii. Capable of sorting/collating, reduction and enlargement 25 to 400%, and automatic duplexing
  - ix. Capable of centralized management of user access and privileges
  - x. Capable of handling multiple paper sizes including 8 ½" x 11", 8 ½" x 14"
  - xi. Capable of handling a minimum of 100 sheets in the main paper tray
  - xii. Equipped with an exposure glass of up to 8 ½" x 14"

**D. Reporting Requirements**

- a. Usage
  - i. Reports of copy and print counts based on user for defined range of dates and times
  - ii. Units will be able to capture remote meter readings and have user access to said reports

**E. Maintenance Requirements**

- a. Monitoring
  - i. All units will be networked and will be monitored electronically for repair and toner/ink status
- b. Supplies

- i. The lease cost for copiers and printers shall include an agreed upon number of toner refills based on average usage provided to the vendor. Copier drums shall be included in the lease cost. Costs for additional toners shall be detailed in the RFP.
  - c. Repairs
    - i. Vendor shall guarantee the availability of replacement parts, applicable accessories, and equipment within 24 hours of such report. If reported defect(s) remains unsolved for a period of 48 hours or more, the vendor will provide AAL with a comparable loaner unit, including installation, at no charge.
  - d. Service Personnel
    - i. The vendor shall make all efforts to assign one, up to two, individuals to service equipment in both locations. Individuals must be eligible to work in environments that have children.

**F. Delivery and Installation of equipment**

- a. Start of Contract
  - i. The vendor shall state in its proposal the number of business days necessary for delivering and installing equipment. If applicable, vendor must detail all anticipated expenses that will be incurred by AAL for the delivery and installation of equipment. AAL will NOT be liable for expenses not detailed in your RFP response. The vendor shall invoice AAL for delivery and installation upon written acceptance of the equipment by AAL.
- b. Training and Materials
  - i. Delivery and installation costs, if any, shall include on-site training by a fully qualified representative of the vendor. All user manuals and operating guides shall also be provided with the equipment. The date of the equipment training shall be chosen by AAL after delivery and installation.
- c. End of Contract
  - i. The vendor shall state any costs, if any, associated with de-installation and haul away of equipment at the end of the lease. AAL will not be liable for any costs not specifically detailed in your RFP response.
  - ii. The vendor shall provide information on the option to purchase equipment at the end of lease including ongoing maintenance costs.

If proposer cannot meet any of the specifications, expectations, or services in this section, or takes exception to any of the terms or conditions presented, these exceptions should be distinctly noted in the appropriate sections. If no exceptions are presented, AAL will assume full capabilities as described herein.

**Solicitation Instructions and Outline**

**Proposal format**

- a. Proposals should be prepared simply and economically, providing a straight-forward, concise description of proposer capabilities to satisfy the requirements of this request.
- b. Emphasis should be placed on completeness, simplicity, and clarity of content. All proposal responses must be in the following format:

i. Cover Letter

Containing the name of the proposing respondent, the address of the proposing officer(s), and the contact individual(s) authorized to answer technical, price, and contract questions. Contact information should include telephone number, mailing address, and e-mail address. The cover letter must be signed by a person or persons authorized to bind the proposer(s).

ii. Table of Contents

Contents of the proposal shall be included in an index at the beginning of the proposal and should include all contents and attachments.

iii. Respondent Background

State your company's mission, vision, and its overall operation including company structure, office locations, type of services provided, geographic information, years of operation, additional qualification, experience on similar accounts, and company requirements for criminal background checks, if any, for employees.

iv. Fiscal Management Information Narrative

Provide a brief description of your company's accounting system, internal controls, invoicing, and name of third-party finance/invoicing company, if any.

v. Proposed Scope of Service

Clearly and succinctly describe the scope of services to be provided in tabular format with the following information:

- a. Unit description and individualized (per unit)
- b. Maintenance, servicing costs, and service level details
- c. Response times, number of technicians, and problem reporting methodologies
- d. Costing/financing options
- e. Technical specification on the following:
  - i. Imaging/feeder speed
  - ii. Printing speed
  - iii. Copies/ output to scheduled maintenance
- f. Detailed and itemized pricing to include:
  - i. Monthly lease payment details
  - ii. Monthly maintenance payment details
  - iii. Total copies included (for maintenance, etc.)
  - iv. Per copy charge for overages
- g. Detailed billing procedures and payment procedures
  - i. Name(s) of companies that will bill AAL
  - ii. Billing procedures and invoice due date including any proposed late penalties

If there are any services offered in addition to what AAL has requested that may be of interest, please describe those in an additional subsection at the end of your response to the scope of services.



vi. Proposed Schedule of Implementation

Describe the conversion plan you would coordinate to ensure a smooth transition from the current provider. Discuss the implementation effort and lead time that would be required to establish services requested in this RFP. Include detailed steps involved and your proposed schedule for meeting each step.

vii. References

Provide a list of client references of similar sized and/or school district accounts which the proposer has served over the past two years and is currently serving. Provide no fewer than three references. Provide a contact person, telephone number, and email address for each reference customer.

viii. Cost Proposal

All proposers must provide a "fully loaded" cost per page with explicitly and clearly stated cost driver assumptions (equipment lease, maintenance, etc.)

For services not specifically requested herein, but which the vendor proposes to charge for, or where a differing level of service is proposed, the proposer shall provide a description of the service and the proposed fee structure. It is the proposer's responsibility to insert those items in a clear and understandable format. Ancillary services should be priced in a separate cost table and should not be included in the total proposed cost included in the Scope of Services as requested.

AAL reserves the right to eliminate any individual service contained in the RFP, if based on analysis, the fees for providing the service are excessive, or if the service proposed can be performed in an alternate manner.

Proposing vendors are required to provide an annualized total for all service charges based on the assumed cost drivers. Whenever possible, respondents should provide a discussion of the particular cost drivers and the impact changes in activity may have on cost.

ix. Attachments

At a minimum, attachments should include a full-color manufacturer's brochure for each model of equipment to be considered.

## **Proposal Evaluation**

Proposals will be evaluated by AAL staff. Evaluation will be based on criteria outlined herein. All proposals will be evaluated using the same criteria and weighting.

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Points</b>
Responsiveness to RFP	AAL will consider all the material submitted to determine whether the proposer's offering is complete and in compliance with the RFP	
Ability to Perform Current and Projected Required Services	AAL will consider all material submitted by each proposer and other relevant material it may otherwise contain, to determine whether the proposer is capable of and has a history of successfully completing contracts of this type.	
Experience and Relevant Knowledge	AAL will assess the experience and relevant knowledge of the proposed dedicated team of personnel	
References	AAL may contact references directly to inquire about the quality and type of services being provided to other customers.	
Cost Proposal	AAL will evaluate aggregate services based on the overall cost-effective approach to providing the services requested in the RFP.	

APPENDIX A – CURRENT EQUIPMENT INVENTORY AND AVERAGE USAGE

<b>Device</b>	<b>B/W Volume</b>	<b>Color Volume</b>
Canon iR C7570i	11,462	15,134
Canon iR 6565i	43,958	
Canon iR 6565i	33,013	
Lexmark XC4140	1,376	2,511
Lexmark XC4140	359	1,490
Lexmark XC4140	622	679
Lexmark M3150	197	
Lexmark M3150	134	
Canon iR C7570i	11,761	15,381
Lexmark XC4140	301	994
Canon LBP712Cdn	301	
Canon C5535i	1,082	1,551