



REQUEST FOR PROPOSALS (RFP) for:  
**Multi-Functional Printing**

NEWTON COMMUNITY SCHOOL DISTRICT  
1302 1<sup>st</sup> Avenue West NEWTON, IOWA 50208

## Request for Proposal

**For:** The Newton Community School District (NCSD) is seeking proposals for printing/scanning/copying at all locations. All services are to be completed within the local and state guidelines and regulations.

**At:** Newton Community School District

**Owner:** Newton Community  
School District  
1302 1<sup>st</sup> Ave. West  
Newton, Iowa 50208

### Objective:

The Newton Community School District hereinafter referred to as “The Customer” or “Newton CSD”. The bidder will be referred to as “The Vendor”. The terms “Bid” and “Proposal” will be used interchangeably throughout this document.

The Newton Community School District (NCSD) is requesting proposals from qualified vendors to analyze and submit their best solution for our Printing and Scanning Environment.

### Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses, and a final schedule will be established prior to contracting with the successful Vendor.

	Event	Date
1	Release RFP to Vendors	January 13th, 2025
2	Response received from Vendors	February 14th — by 5:00 pm CST
3	Evaluation of responses	February 20th, 2025
4	Contract Award	Potential action on February 24 or March 10, 2025

***All Proposals must include the following:***

**Lease Plus Service and Purchase with Service**

- Vendors must provide pricing for both lease plus service and purchase with service options.
- Lease terms should be for a minimum of three to five years.
- Service contracts should include all parts and labor, as well as supplies and on-site support.

**B/W and Cost per Copy**

- Vendors must provide pricing for both black and white and color copies.
- Cost per copy should be based on a monthly B/W volume of 515,000 copies.
- Cost per copy should be based on a monthly color volume of 22,500 copies.

**Scanning and Encrypted Fax Solution**

- Vendors must provide a scanning solution that is compatible with the school district's existing document management system.
- Vendors must also provide an encrypted fax solution that meets the school district's security requirements.

**PaperCut Environment**

- All printers must be compatible with the school district's PaperCut environment.
- Vendors must provide documentation and support for PaperCut integration.
- Newton Community School has a two-year offset with Papercut MF

**Walkthrough with Michael Butler**

- All vendors must schedule a walkthrough with Michael Butler, the school district's IT manager, to assess the school district's needs and to ensure that the proposed solution meets those needs.

**Evaluation Criteria**

- The school district will evaluate proposals based on the following criteria:
  - Price
  - Features and functionality
  - Service and support
  - Compatibility with PaperCut environment
  - Vendor experience and qualifications

**Evaluation Procedures:**

The Customer may, at its discretion and at no fee to the Customer, contact any Vendor for questioning during response evaluation for the purpose of clarifying statements in the response.

The evaluators will consider how well the vendor's proposed solution meets the needs of the District as described in the vendor's response to each requirement and form. It is important that the responses be clear, concise, and complete so that the evaluators can adequately understand all aspects of the proposal in a succinct fashion. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the District select the right vendor with the best combination of professional attributes, experience, and relevant skill-sets, including that of price, based on the evaluation factors. The District reserves the right to require that a subset of finalists make a presentation to the evaluation team for consideration.

This RFP provides general and technical information, as well as the required format for responses. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal. No other source of information submitted, written or verbal, will be considered part of your proposal. The criteria for selection of the Vendor will entail several specific considerations.

The Customer reserves the right at any time to request documentation or additional information/clarification on any of the following but not limited to: Vendor qualifications; Vendor understanding of the project scope of work and overall goal; Vendor compliance with specifications detailed in RFP; Vendors demonstrated ability to perform.

The following rubric will be used for evaluation:

<b>Scoring Criteria</b>	<b>Maximum Points Awarded</b>
Overall Cost of Solution	35
Solution Aligns with District Standards	25
District's Prior Experience with Vendor	20
Warranty/Maintenance/Service Support	15
Vendor References	5

The Customer reserves the right to cancel this RFP, reject submitted proposals, or portions of proposals at any time prior to the awarding of the project. The Customer is not required to provide a statement of reason as to why any proposal is deemed as not being most advantageous to the goals of the Customer. The Customer is not obligated to commit to any

products or services as a result of the publication of this document. All proposed solutions will be presented to the Customer for final approval. No work or purchases will commence until the aforementioned approval is obtained from the Customer.

## **Cost Summary**

### **System Cost Summary**

The Vendor will provide a system cost summary.

### **Purchase Price**

The bid must include the complete purchase price for the described system, including the warranty for the proposed system.

### **Itemized List of Components**

The Vendor will provide a complete equipment/parts breakdown of the system.

## **Bid Responsibility**

### **Bid Preparation**

Any expenses for developing the bid are the responsibility of the Vendor and the Customer must not be charged for these expenses in any manner. This RFP with subsequent addendums and the Bid submitted by the selected Vendor with approved changes will become part of the contract between the Customer and the selected Vendor.

### **Customer Information Summary for Vendor**

This section outlines the basic information necessary for the Vendor to complete their RFP submission. All information below is found throughout the RFP and is ONLY organized below as a quick point of reference for the Vendor. These are points of reference for the Vendors and specific requirements mandated in this RFP are detailed in the appropriate sections. ***The Vendor should refer to those sections when developing the response to this RFP.***

### **Customer Proposal Summarized for the Vendor**

The Customer requires a proposal to specify and install the equipment listed below (or equivalent):

Qualified vendors will provide the appropriate configurations and location for hardware.

- The Customer requires a minimum 1-3 year warranty for all hardware.
- The bidding process opens January 13th, 2025.
- Questions on the RFP must be submitted in writing via email to Michael Butler, Manager of Technology. Email address: butlerm@newton.k12.ia.us

- All responses to the RFP must be received from the Vendor on February 14th, 2025 by 5:00 pm CST
- Responses should be sent via email to:

**Tim Bloom, Board Secretary**  
[bloomt@newton.k12.ia.us](mailto:bloomt@newton.k12.ia.us)

- Contract will be awarded on February 24th, 2025 or March 10th, 2025 pending board review.

### **Submission Instructions**

- Proposals must be submitted electronically to the school district's purchasing department by 5:00 PM on February 14th, 2025.
- If delivered in Person proposals must be in a sealed envelope and clearly marked "Copier RFP."
- Late proposals will not be considered.

### **Deadline for Questions from Vendors**

Questions with regard to the RFP may be asked via email, phone call or facility tours. Official answers will be e-mailed to all proposing vendors.

In order to make information available to all proposing vendors, no questions will be answered past February 14th, 2025. **Right of Selection/Rejection - Waiver of Informalities or Irregularities**

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

### **RFP Revisions**

The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be posted to the District's technology website. It is the sole responsibility of the proposer to monitor the District's technology website for the posting of such information.

## **Compensation**

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

## **Commitments**

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Newton Community School District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply the system as described. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor **Contract Award and Execution**

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor.

No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

## **Payment Terms and Conditions**

The proposal must contain a fee schedule that includes line items for equipment, software, professional services, warranties, project management, and installation and training fees.

If you have questions regarding RFP, please contact Michael Butler via email at [butlerm@newton.k12.ia.us](mailto:butlerm@newton.k12.ia.us)