

COLLEGE STATION I.S.D.
1812 WELSH, COLLEGE STATION, TX. 77840
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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
DATE: November 10, 2014
SUBJECT: Copier and Manage Print Services RFP #15-002

The district was advised in June that the Texas Comptroller of Public Accounts (TPASS) would no longer be awarding or managing copier contracts for the State of Texas effective September 1, 2014. Since most of the district's copier leases were due to expire in August, the Technology Department began looking for one vendor to provide a print management solution, for both printers and copiers throughout the district.

RFP# 15-002, Copier and Manage Print Services was released on September 9, 2014 and advertised September 10 and September 17 seeking proposals to replace the existing copiers with new devices, management and maintenance of the existing (240) printers and implement a district wide print management solution encompassing all print/copy operations. Responses were also required to be structured on a pay per impression basis for copies and prints made, with no minimums or maximums, providing the opportunity to lower costs by reducing the number of impressions made per campus.

A pre-proposal meeting was held on September 26 with bidders given the scope of work and the opportunity to ask questions. Complete responses were received from four vendors:

<u>Bidder</u>	<u>Total Annual Solution</u>
CTWP	\$624,552.70
ImageNet – Compatible Toner	\$557,605.90
ImageNet – OEM Toner	\$653,491.69
Ricoh Option 1 without Card Readers	\$648,138.16
Ricoh Option 2	\$657,586.86
Ricoh Option 3 with Print Migration costs	\$606,450.97
Xerox Corporation Option 2	\$546,894.18

A committee of staff members from the Technology, Purchasing and Curriculum Departments and three campuses evaluated the proposals based on price, quality of goods, services, relationship with the district, reputation and long term costs to the district. A summary of the evaluation matrix is attached.

Upon analyzing and scoring the proposals, it is the recommendation of the committee to accept the proposal from ImageNet for Copier and Print Management Services – Compatible Toner Option, providing copier service, printer maintenance and print management software for an estimated annual amount of \$557,605.90 and to finalize the deployment plan for implementation on January 1, 2015 and extending through December 31, 2018. Canon multi-function devices will be furnished as a forty- eight (48) month lease per DIR Contract #SDD-1662.



Mark Pantel, Director of Purchasing



David Hutchison, Director of Technology



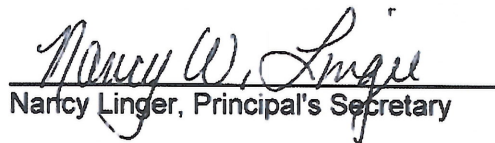
Greg McIntyre, Deputy Superintendent
For Curriculum and Instruction



Missy Broyles, Technician Coordinator



Josh Symank, Assistant Principal



Nancy W. Linger, Principal's Secretary



Kim Voelker, Budget Analyst

**COLLEGE STATION INDEPENDENT SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP) # 15-002 -- COPIER AND MANAGE PRINT SERVICE**

Item Evaluated	ImageNet - Compatible Toners	ImageNet - OEM Toners	Ricoh Option 1	Ricoh Option 2	Ricoh Option 3	CTWP	Xerox Option #2
1.0 Price: \$lowest price / _____ x 45 = _____ (Lowest Price) (Proposers Price) (Maximum Points)	308.95	263.62	265.79	261.98	284.07	275.83	313.45
2.0 The reputation of the vendor and of the vendor's goods and/or services (0-5) =	35.00	35.00	23.00	23.00	23.00	22.00	21.00
3.0 Quality of the vendor's goods or services including print devices, supplies, software and service; (0-15) =	99.00	103.00	87.00	89.00	88.00	88.00	91.00
4.0 Extent to which the goods or services meet the District's needs as defined in this RFP; (0-15) =	93.00	100.00	84.00	85.00	82.00	86.00	85.00
5.0 The vendor's past relationship with the district (0-10) =	57.00	57.00	35.00	35.00	35.00	39.00	33.00
6.0 The total long-term cost to the district to acquire the vendor's goods or services; (0-5) =	21.00	28.00	20.00	15.00	8.00	22.00	15.00
7.0 For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: A) Has its principal place of business in this state; or B) Employs at least 500 persons in this state; (0-5) =	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Sum of Points by Contractor (Sum of above 700 Max.) =	648.95	621.62	549.79	543.98	555.07	567.83	593.45
Averaged Points by Vendor: (Sum of above - 100 Max.) =	92.71	88.80	78.54	77.71	79.30	81.12	84.78

Recommended Vendor: ImageNet Compatible Toners

EVALUATORS:

David Hutchison, Greg McIntyre, Missy Broyles, Josh Symank, Kim Voelker,
Mark Pantel, Nancy Linger

Date: 10/24/2014

Recommended Vendor: ImageNet Compatible Toners

**College Station Independent School District
Request for Proposals (RFP) #15-002 Copier and Manage Print Services - Final**

College Station ISD MFD/Copiers Replacement Model and Pricing	Amtek	CTWP	Documentation	ImageNet - Compatible	ImageNet - OEM	OfficeDepot/ OfficeMax	Ricoh Option 1	Ricoh Option 2	Ricoh Option 3	Texas Document Solutions	Xerox Option 1	Xerox Option 2
Campus	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost
A&M Consolidated Annual HS MFD Total:	\$ 611,280.38	\$ 64,468.02	\$ 69,071.2700	\$ 67,898.46	\$ 67,898.46	No bid	\$ 63,656.92	\$ 63,656.9200	\$ 63,656.9200	No bid	Proposal withdrawn	\$ 55,121.4500
A&M Consolidated MS Annual MFD Total:	\$ 163,016.83	\$ 10,950.37	\$ 18,302.5400	\$ 18,072.98	\$ 18,072.98		\$ 16,351.48	\$ 16,351.4900	\$ 16,351.4900			\$ 14,634.5900
Creek Hills ES Annual MFD Total:	\$ 73,249.59	\$ 10,860.84	\$ 12,170.6900	\$ 12,080.26	\$ 12,080.26		\$ 9,369.95	\$ 9,369.9500	\$ 9,369.9500			\$ 9,839.7200
Creek View ES/Annual MFD Total:	\$ 18,055.34	\$ 13,665.53	\$ 14,578.1900	\$ 15,891.30	\$ 15,891.30		\$ 12,409.05	\$ 12,409.0500	\$ 12,409.0500			\$ 12,961.3600
College Station MS Annual MFD Total:	\$ 336,041.81	\$ 63,957.12	\$ 67,329.4400	\$ 66,862.85	\$ 66,862.85		\$ 61,097.31	\$ 61,097.3100	\$ 61,097.3100			\$ 60,411.9900
Administration - Const. Annual MFD Total:	\$ 341,816.21	\$ 2,879.40	\$ 3,172.6000	\$ 4,028.56	\$ 4,028.56		\$ 2,444.29	\$ 2,444.2900	\$ 2,444.2900			\$ 3,283.1000
College Station MS Annual MFD Total:	\$ 220,808.49	\$ 20,177.44	\$ 22,286.1700	\$ 22,058.61	\$ 22,058.61		\$ 12,567.20	\$ 12,567.2000	\$ 12,567.2000			\$ 16,115.6800
Creek View ES Annual MFD Total:	\$ 18,055.34	\$ 18,416.81	\$ 20,732.9900	\$ 21,792.00	\$ 21,792.00		\$ 17,966.68	\$ 17,966.6800	\$ 17,966.6800			\$ 8,578.9200
Forest Ridge ES Annual MFD Total:	\$ 104,876.06	\$ 10,910.91	\$ 13,772.8300	\$ 14,619.33	\$ 14,619.33		\$ 11,954.30	\$ 11,954.3000	\$ 11,954.3000			\$ 11,025.8600
Greens Prairie ES Annual MFD Total:	\$ 66,034.56	\$ 10,348.47	\$ 11,694.0400	\$ 12,540.97	\$ 12,540.97		\$ 9,523.58	\$ 9,523.5800	\$ 9,523.5800			\$ 8,834.4500
Oakwood IS Annual MFD Total:	\$ 249,134.36	\$ 14,237.04	\$ 15,617.6000	\$ 16,954.80	\$ 16,954.80		\$ 13,094.31	\$ 13,094.3100	\$ 13,094.3100			\$ 5,627.6000
Pebble Creek ES Annual MFD Total:	\$ 1,378,512.00	\$ 9,293.80	\$ 12,054.0500	\$ 12,067.68	\$ 12,067.68		\$ 9,898.80	\$ 9,898.8000	\$ 9,898.8000			\$ 9,379.9600
Rock Prairie ES Annual MFD Total:	\$ 122,909.16	\$ 13,891.29	\$ 13,989.3400	\$ 15,538.40	\$ 15,538.40		\$ 14,240.99	\$ 14,240.9900	\$ 14,240.9900			\$ 12,437.4400
South Knoll ES Annual MFD Total:	\$ 106,060.45	\$ 16,113.81	\$ 16,692.1200	\$ 20,144.72	\$ 20,144.72		\$ 16,269.35	\$ 16,269.3500	\$ 16,269.3500			\$ 16,868.1000
Southwood Valley ES Annual MFD Total:	\$ 58,884.89	\$ 6,889.72	\$ 7,588.6500	\$ 7,474.87	\$ 7,474.87		\$ 6,576.05	\$ 6,576.0500	\$ 6,576.0500			\$ 5,911.8400
Administration Annual MFD Total:	\$ 71,627.56	\$ 2,992.85	\$ 3,730.1900	\$ 3,442.59	\$ 3,442.59		\$ 2,888.45	\$ 2,888.4500	\$ 2,888.4500			\$ 3,764.5600
Annual MFD Total:	\$ 3,942,363.05	\$ 295,788.42	\$ 322,780.7100	\$ 331,468.36	\$ 331,468.36		\$ 279,988.6100	\$ 279,988.6100	\$ 279,988.6100			\$ 248,186.7800
College Station ISD Printer Fleet - Pricing												
Campus	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost	Annual Cost
A&M Consolidated HS Print Total:	\$ 14,928.8400	\$ 29,811.64	\$ 16,625.4343	\$ 22,385.7252	\$ 22,385.7252		\$ 36,494.31	\$ 36,494.3100	\$ 28,673.6000			\$ 25,573.1400
A&M Consolidated MS Print Total:	\$ 6,039.7200	\$ 11,989.26	\$ 8,074.4738	\$ 10,764.1488	\$ 10,764.1488		\$ 14,963.66	\$ 14,963.6600	\$ 11,710.2400			\$ 10,169.0400
Administration Print Total:	\$ 4,308.9600	\$ 8,674.38	\$ 5,335.5103	\$ 6,316.2012	\$ 6,316.2012		\$ 9,287.26	\$ 9,287.2600	\$ 9,287.2600			\$ 7,887.7200
Administration / SPED Print Total:	\$ 54,265.3200	\$ 110,472.07	\$ 65,763.2981	\$ 121,016.3160	\$ 121,016.3160		\$ 101,855.50	\$ 101,855.5000	\$ 4,150.2900			\$ 105,779.7000
Barbara Bush Parent Center Print Total:	\$ 1,035.0600	\$ 2,063.92	\$ 1,600.6080	\$ 1,666.8996	\$ 1,666.8996		\$ 2,473.56	\$ 2,473.5600	\$ 2,473.5600			\$ 1,791.1800
Child Nutrition Print Total:	\$ 270.8400	\$ 528.14	\$ 219.3804	\$ 325.0080	\$ 325.0080		\$ 793.56	\$ 793.5600	\$ 793.5600			\$ 406.2600
College Hills ES Print Total:	\$ 4,957.1400	\$ 9,917.73	\$ 7,829.4198	\$ 9,769.3488	\$ 9,769.3488		\$ 11,439.33	\$ 11,439.3300	\$ 6,398.9200			\$ 8,752.0800
College Station HS Print Total:	\$ 22,327.2000	\$ 45,059.99	\$ 29,561.7458	\$ 36,398.6508	\$ 36,398.6508		\$ 46,617.88	\$ 46,617.8800	\$ 32,653.9700			\$ 41,462.9400
College Station MS Print Total:	\$ 5,455.2000	\$ 10,904.38	\$ 7,120.9241	\$ 10,191.4392	\$ 10,191.4392		\$ 12,080.85	\$ 12,080.8500	\$ 5,404.2300			\$ 9,580.0200
Comm. Ed Print Total:	\$ 1,066.5600	\$ 2,079.79	\$ 983.9136	\$ 1,279.8720	\$ 1,279.8720		\$ 3,125.02	\$ 3,125.0200	\$ 3,125.0200			\$ 1,062.8000
Creek View ES Print Total:	\$ 6,069.7200	\$ 12,209.80	\$ 5,666.5913	\$ 10,981.4280	\$ 10,981.4280		\$ 13,115.11	\$ 13,115.1100	\$ 6,066.5900			\$ 4,628.8000
Curr. And Instruction Print Total:	\$ 1,700.4000	\$ 3,402.72	\$ 1,780.3608	\$ 2,619.3120	\$ 2,619.3120		\$ 3,914.88	\$ 3,914.8800	\$ 2,073.7400			\$ 1,921.6000
Cypress Grove IS Print Total:	\$ 2,613.7800	\$ 5,166.65	\$ 3,777.8456	\$ 4,741.8156	\$ 4,741.8156		\$ 6,517.25	\$ 6,517.2500	\$ 4,679.1000			\$ 4,980.9200
Forest Ridge ES Print Total:	\$ 4,914.1800	\$ 9,931.36	\$ 6,094.4465	\$ 8,563.1292	\$ 8,563.1292		\$ 3,678.51	\$ 3,678.5100	\$ 2,195.5000			\$ 9,197.8200
Greens Prairie ES Print Total:	\$ 1,710.0000	\$ 3,442.99	\$ 2,084.0256	\$ 3,010.2144	\$ 3,010.2144		\$ 1,400.07	\$ 1,400.0700	\$ 1,400.0700			\$ 1,598.8400
Head Start Print Total:	\$ 477.8400	\$ 931.79	\$ 387.0504	\$ 573.4080	\$ 573.4080		\$ 7,871.50	\$ 7,871.5000	\$ 5,628.9900			\$ 11,062.8000
Oakwood IS Print Total:	\$ 3,547.4400	\$ 7,037.21	\$ 5,018.0376	\$ 6,363.5316	\$ 6,363.5316		\$ 1,450.00	\$ 1,450.0000	\$ 1,450.0000			\$ 8,752.0800
Operations Print Total:	\$ 721.8400	\$ 965.02	\$ 400.8528	\$ 593.8560	\$ 593.8560		\$ 1,450.00	\$ 1,450.0000	\$ 1,450.0000			\$ 5,948.1600
Pebble Creek ES Print Total:	\$ 3,230.5200	\$ 6,472.89	\$ 4,282.1132	\$ 5,763.8272	\$ 5,763.8272		\$ 7,337.03	\$ 7,337.0300	\$ 4,288.4500			\$ 7,742.3200
Purchasing Print Total:	\$ 897.2600	\$ 1,768.32	\$ 1,112.1312	\$ 1,304.7252	\$ 1,304.7252		\$ 1,701.28	\$ 1,701.2800	\$ 1,701.2800			\$ 1,570.2200
Rock Prairie ES Print Total:	\$ 3,149.3400	\$ 4,463.30	\$ 3,376.7472	\$ 4,211.8672	\$ 4,211.8672		\$ 6,416.46	\$ 6,416.4600	\$ 6,239.1000			\$ 2,510.5200
South Knoll ES Print Total:	\$ 1,642.4400	\$ 3,211.70	\$ 1,504.2989	\$ 3,121.5384	\$ 3,121.5384		\$ 4,702.53	\$ 4,702.5300	\$ 4,702.5300			\$ 2,510.5200
Southwood Valley ES Print Total:	\$ 6,297.0600	\$ 12,683.29	\$ 7,950.3228	\$ 11,367.6540	\$ 11,367.6540		\$ 13,490.57	\$ 13,490.5700	\$ 7,602.1300			\$ 11,561.8600
Timber Academy Print Total:	\$ 2,622.9600	\$ 5,251.86	\$ 3,001.5816	\$ 3,697.7712	\$ 3,697.7712		\$ 6,002.35	\$ 6,002.3500	\$ 6,002.3500			\$ 4,652.5200
Transportation Print Total:	\$ 1,365.4800	\$ 2,748.11	\$ 1,919.4768	\$ 2,818.6612	\$ 2,818.6612		\$ 2,952.13	\$ 2,952.1300	\$ 2,952.1300			\$ 2,465.7000
Print Fleet Annual SubTotal:	\$ 157,589.1000	\$ 311,208.28	\$ 193,280.5823	\$ 289,166.3688	\$ 289,166.3688		\$ 329,798.3600	\$ 329,798.3600	\$ 166,764.9200			\$ 282,187.6800
Migration of New Printers												
Print Fleet Annual Total:	\$ 157,589.1000	\$ 311,208.2820	\$ 193,280.5823	\$ 289,166.3688	\$ 289,166.3688		\$ 329,798.3600	\$ 329,798.3600	\$ 278,682.4800			\$ 282,187.6800

