

College Station Independent School District



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MEMORANDUM

To: Dr. Clark Ealy, Superintendent

From: Mike Martindale, Deputy Superintendent

Date: November 7, 2018

Subject: Consider action to award RFP #19-001 Copier and Manage Print Services

Agenda Item: J – 4.

BACKGROUND

Request for Proposals (RFP) #19-001, Copier and Manage Print Services was released and advertised according to Texas Education Code and CSISD Board Policy CH (LEGAL) and CH(LOCAL). The purpose of this published and advertised RFP was to identify one vendor to provide a management solution for both printers and copiers throughout the district. By utilizing one vendor for all print and copier services, coupled with a unified print management solution, the district will be able to continue to decrease staff support time and more efficiently utilize devices. According to the RFP, award criteria are based on the most advantageous combination of factors to ensure quality copier and manage print services for CSISD.

The RFP was mailed and posted on the district website on Thursday, September 20 and advertised in the local newspaper on Monday, September 17 and Monday, September 24. A pre-proposal meeting was held on Friday, September 28 and attended by representatives from Office Depot, Dahill, ImageNet, Ricoh, CTWP, Kyle Office Products (Xerox), Marimon, Hewlett Packard, and Zeno. Bidders were given the scope of work and had the opportunity to ask questions. Additionally, all vendors had an opportunity to submit questions for one week following the pre-bid meeting. Based upon all questions received, a comprehensive question and answer document was developed and made available to all vendors via an addendum issued on Monday, October 8, 2018. Proposals were accepted from vendors until Tuesday, October 16 at 2:00 pm.

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Mike Martindale
Deputy Superintendent -
Chief Financial Officer

1812 Welsh Avenue
College Station, TX 77840
979-764-5400 -- www.csisd.org

CLARK C. EALY, Ph.D.
Superintendent of Schools

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Five (5) complete responses, including alternate bids, were received from three (3) vendors including CTWP, ImageNet, and Dahill. All three vendors submitting complete proposals were invited to interview with a district committee. Kyle Office Products (Xerox), did not submit a complete proposal; however, they were also was invited to interview with the district committee based upon prior work history with the district and proposal pricing.

On Monday, October 22, the district committee consisting of ten professional and paraprofessional staff met to hear presentations from vendors. The previously referenced four vendors provided a presentation and answered a set of scripted questions pertaining to their products and services. Following presentations to the district committee, references were obtained for the vendors that were interviewed.

All proposals submitted were scored according the Texas Education Code 44.031 (b) criteria. The evaluation matrix consisted of price, reputation of vendor and vendor's goods and services, quality of goods and services, extent to which goods and services meet the District's needs as defined in the RFP, vendor's past relationship with the district, total long-term costs to the district, and the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. Although the location of the parent company or majority owner was included on the scoring matrix, all vendors received no score in this category due to Federal Grant Regulations (EDGAR – 2 CFR 200) prohibiting the inclusion of this factor. Price was 44% of the total score on the matrix. The submitted proposals were scored individually by all ten (10) committee members and compiled to help determine a final recommendation.

The ImageNet Compatible Toner proposal was the lowest priced complete proposal and had the highest total score on the evaluation matrix. This, combined with presentations, interviews and references, the committee recommends ImageNet – Compatible Toner Option as the best option for the district.

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RECOMMENDATION

It is recommended that CSISD Board of Trustees award RFP #19-001 Copier and Manage Print Services to ImageNet – Compatible Toner Option, for an estimated annual amount of \$412,553.84 effective January 1, 2019 and extending through December 31, 2022.

Mike Martindale
*Deputy Superintendent -
Chief Financial Officer*

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