

COLLEGE STATION I.S.D.  
9304 ROCK PRAIRIE ROAD, COLLEGE STATION, TX. 77845  
(979) 764-5408 \* FAX (979) 694-5636

PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Martindale  
DATE: November 1, 2018  
SUBJECT: Copier and Manage Print Services RFP #19-001

Request for Proposal (RFP) #19-001 Copier and Manage Print Services was mailed and posted on the district website on September 20, 2018 and advertised September 17 and September 24, 2018. A pre-proposal meeting was held on September 28, 2018 with bidders given the scope of work and the opportunity to ask questions.

This RFP included the replacement of existing copiers or multi-function devices (MFD) with new devices as needed, management and maintenance of the existing printers and MFD's and 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.

Proposals were received from eight vendors:

<u>Bidder</u>	<u>Total Solution-Annual</u>
CTWP	\$557,967.39
Cesco, Inc.	\$557,373.66
Dahill Office Technology Corporation	\$490,605.17
Dahill Office Technology Corporation - Alternate Proposal	\$441,911.01
ImageNet Consulting	\$446,680.79
ImageNet Consulting - Alternate Proposal	\$412,553.84
Marimon	\$356,186.37
Marimon - Alternate Proposal	\$383,090.37
Ricoh USA, Inc.	\$535,257.82
Ricoh USA Inc. - Alternate Proposal	\$537,281.30
Xerox Corporation/Kyle Office Products	\$385,816.77
Xerox Corporation/Kyle Office Products-Alternate Proposal	\$396,105.32
Zeno Imaging	\$432,078.51

Four bidders, CTWP, Dahill Office Technology Corporation, ImageNet Consulting and Xerox/Kyle Office Products were selected for vendor presentations which were held on October 22, 2018. A committee of staff members from Technology, Purchasing, Business and Administration and five campuses evaluated and scored the proposals based on the evaluation criteria in the RFP. ImageNet received the highest total score for both the base and alternate proposals per the attached evaluation summary.

It is the recommendation of Mark Pantel, Director of Purchasing and David Hutchison, Director of Technology to accept the proposal from ImageNet for Copier and Print Management Services – Compatible Toner Option for an estimated annual amount of \$412,553.84 and to finalize the agreement effective January 1, 2019 through December 31, 2022 with the option to renew the agreement for one (1) additional year and the deployment plan for implementation on January 7, 2019. As current leases expire, new Canon devices will be furnished as forty- eight (48) month leases directly with ImageNet.



Mark Pantel, Director of Purchasing



David Hutchison, Director of Technology

[illegible]

**COLLEGE STATION INDEPENDENT SCHOOL DISTRICT  
PROPOSALS (RFP) # 19-001 – COPIER AND MANAGE**

Item Evaluated	ImageNet Consulting w/Dem Toner	ImageNet Consulting w/Compatible Toner	Zeno Imaging	Dahill Office Technology Corporation - Base	Dahill Office Technology Corporation- Alternate	Maintron Option A- Base	Maintron Option B- Alternate	CTWP Document Imaging	Ricoh USA, Inc.- Base	Ricoh USA, Inc.- Alternate	Xerox Corporation and Kyle Office Products - Base	Xerox Corporation and Kyle Office Products- Recommended by Kyle- Alternate	Casco, Inc.
1.0 Price: \$356,186.37 / x .44 = (Lowest Price)	350.86	379.88	352.72	319.45	354.65	440.00	409.10	280.88	292.90	291.69	406.21	395.66	281.18
2.0 The reputation of the vendor and of the vendor's goods and/or services. (0-5) =	38	38	17	45	45	20	20	33	22	22	35	35	17
3.0 Quality of the vendor's goods or services including print devices, supplies, software and service. (0-15) =	119	109	68	132	127	68	66	105	68	69	115	113	61
4.0 Extent to which the goods or services meet the District's needs as defined in this RFP. (0-15) =	133	119	67	132	127	68	67	115	67	66	104	108	65
5.0 The vendor's past relationship with the district (0-10) =	78	78	50	69	69	50	50	66	50	50	70	70	50
6.0 The total long-term cost to the district to acquire the vendor's goods or services; (0-10) =	98	98	64	90	89	58	58	76	71	71	72	74	63
7.0 the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; small, minority owned or labor surplus area firms. (0-1) =	0	0	0	0	0	0	0	10	0	0	0	0	10
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;													
Sum of Points by Contractor (Sum of above 1000 Max.) =	0	0	0	0	0	0	0	0	0	0	0	0	0
Recommended Vendor: ImageNet	816.86	821.88	628.72	787.45	811.65	734.00	672.10	675.88	570.80	559.69	802.21	795.66	547.18

Date: 10-31-18