



**Request for Proposal for Copier, Printer, and Records Digitization Services**

March 2022  
Paul Cuffee Charter School  
459 Promenade Street  
Providence, RI 02908

Paul Cuffee School will receive sealed quotes for the above-designated project until TIME: 11:30 AM (EST) DATE: March 22, 2022 at the Office of the Business Manager- 459 Promenade Street, Providence, RI 02908 at which time the bids will be publicly opened. Any proposals received after 11:30 AM (EST) on March 22, 2022 will not be opened.

Questions regarding the bid specifications must be submitted in writing (e-mail) to Jeff Dronzek, Business Manager, Paul Cuffee Charter School, [jdronzek@paulcuffee.org](mailto:jdronzek@paulcuffee.org) no later than March 16, 2022. Responses to written questions will be e-mailed to all qualified bidders by March 18, 2022.

**ACCEPTANCE OR REJECTION OF RFP**

The Paul Cuffee School reserves the right to accept or reject any proposal, in whole or in part, which it considers to service the best interest of the School.

CONTRACTOR(S) must submit two (2) copies of their proposal. Proposals shall be placed in sealed envelopes that are clearly marked on the outside with the name and address of the bidder, the title of the project, COPIER, PRINTER, DIGITAL FILING RFP, as indicated above, and the scheduled date for opening of quotes, as indicated above. No responsibility will be attached to the Business Manager or Administrative Staff for the premature opening of any proposal that is not properly identified.

**MAILING OF SPECIFICATIONS:**

RFP's, which are mailed, should be addressed to Jeff Dronzek, Business Manager, Paul Cuffee School 459 Promenade Street Westminster, Providence RI 02908. The responsibility for assuring that the SCHOOL has received mailed proposals before the specified closing time, as indicated above, is the responsibility of the CONTRACTOR(S).

**Lower School**  
459 Promenade Street  
Providence, RI 02908  
P: 401.453.2626  
F: 401.453.4964

**Middle School**  
30 Barton Street  
Providence, RI 02909  
P: 401.453.2711  
F: 401.453.2715

**Upper School**  
544 Elmwood Avenue  
Providence, RI 02907  
P: 401.781.2727  
F: 401.781.2828

**GENERAL CONDITIONS**

- 1. All proposals must propose an initial three (3) year contract term. The firms should propose lease and buy options on machines. Printer capability and needs should be included. There is a major focus on creating a more paperless system so programs encouraging that will be important.
- 2. All proposals must be submitted on the forms provided and conform to all conditions contained therein. Failure to comply may result in the rejection of a proposal by the SCHOOL.
- 3. Proposals must be received by 11:30 AM (EST) on March 22, 2022, in the Office of the Business Manager at 459 Promenade Street, Providence, RI 02908. RFP’s received after the RFP opening will be returned unopened.

**TERMS:**

- 1. Ideal copier/printer program for all 3 schools:
  - a. Lower School at 459 Promenade Street, Providence, RI 02908
  - b. Middle School at 30 Barton Street, Providence, RI 02907
  - c. Upper School at 544 Elmwood Avenue, Providence, RI 02909
  - d. Offsite needs for administrative offices/home offices

\*All vendors are welcome to walk through each of the schools to assess needs. The walkthrough will be scheduled for Monday, March 14 from 10:30am-1pm. There will be a person to meet you at each school but we need times scheduled ahead, which you will do through Jeff at [jdronzek@paulcuffee.org](mailto:jdronzek@paulcuffee.org). Since there are 3 locations, we will have a person at each spot to show you the current set up, which is mostly confined to the front office and teacher break rooms.

- 2. The above should include a review of current program, and recommended adjustments, which is as follows:

Current set up plus approximate copies/print outs per School annually.

<b>Lower School</b>	<b>Status</b>
Ricoh MP 2500 - <2,000 pages	- own
Ricoh MP4001SP - 15,000 pages	- own
Ricoh 7503SP - 280,000 pages	- lease \$326.24/month for 48 months, ends Sept 2024

### **Middle School**

Ricoh MP6002SP - 75,000 pages - own  
Ricoh MP6000 - 15,500 pages - own  
Ricoh MP4002SP - <2,000 pages - own

### **Upper School**

Ricoh MP6002SP -75,000 pages - own  
Ricoh MP5002 - 5,500 pages - own  
Ricoh 6055SP - 200,000 pages - lease - \$129/month for 36 months - ends June 2024

### **Infrastructure Summary**

#### **Operating Systems Supported**

- **Chrome OS:** All teaching staff, some administrators (approx 125 employees)
- **Windows:** Some administrators (approx 10 employees)
- **Print Management** for all users: [Directprint.io](https://www.directprint.io)
- **Cloud Storage:** Google Drive
- **Primary Collaboration Platform:** Google Workspace for Education Plus

3. Service Schedule and availability - details about service program, availability, coverage.
4. Lease terms and conditions (as applicable), along with ownership options.
5. Cost of acquiring new machines or leasing machines.
6. Process and costs of handling current/older machines and eventual disposal or changeover.
7. Programs to take a high percentage of our copying/printing paperless - digital options
8. Ability and costs to digitize old files - approximately 30 full 4 drawer vertical file cabinets.
  - a. Related costs for digitizing ongoing and future files, along with storage costs for paper files required.
  - b. Ongoing digitizing needs include all invoices (after 3 years - approximately 1000 per year), all related business office files like audits, grant paperwork (around 1000 more pages). Also, includes files for employees - approximately 180 employees currently plus

- hundreds of past employees. HR paperworks includes payroll, benefits files, personnel records, evaluations, etc...
- c. Files need to remain available for 5-7 years, possibly longer in some cases.
  - d. Student files - 813 active per year -
  - e. Development office files - 5 file cabinets, ongoing about 1000 pages per year.
9. Additional services available - does not have to be copy/print/digital related\*.

\*It is the goal of the school to maximize vendor relationships and get the best service possible for the institution. In light of this, additional services that can expand the vendor relationship in any area within one vendor are welcome and serve as a potential advantage. These could include video systems, audio systems, other technology or anything else that is part of the current school environment or can be in the future.

We encourage MBO vendors to apply, and that is part of the points award process.

The bids will be awarded on the following scale:

<b>Item</b>	<b>Points</b>
Cost - lease or buy of copy/print	20
Digital Services cost - initial/long-term	40
Service schedule/availability -	15
Plan for current machines	5
Additional services	20
 Minority/Women Owned business	 6 bonus points
 Total	 100 points, 106 with points

The bids will be ranked by points with the top 2 firms being reviewed for further ability to fit into the organization structure and handle the work at hand. The top rated firm that can serve those needs will be selected at the discretion of a team to include the Business Manager, Director of Teaching and Learning, Director of Technology, Technology Manager, Executive Assistant to the Head of School. The firm chosen will be presented to the Head of School for approval and approved for contract negotiations.