



WOODFORD COUNTY PUBLIC SCHOOLS

330 Pisgah Pike • Versailles, Kentucky 40383-9214 • (859) 879-4600
D. Scott Hawkins, Superintendent

Request for Proposal

Project Name: Woodford Copy Machine Lease/Service Contract

RFP Information and Specifications

Woodford County Public Schools (WCPS) is taking Request for Proposals from qualified vendors to provide a solution for upgrading our district-wide copy machine lease/service contract. This contract will be replacing our current copy machine/service contract that finalizes with the 2019-20 school year. All proposals must be submitted with the understanding that implementation may be dependent on budgetary requirements and WCPS reserves the right to reject any or all proposals without explanation.

The proposed start date with machines up and running is July 1, 2020.

District Requirements for Proposals

- 3-year term of contract for lease and service (July 1st, 2020 through June 30th, 2023).
- One color capable machine in school offices and central office with a default setting configured for black and white.
- Machines to be configured either the same or similar to current machine listing.
- Machines to be capable of OCR scanning, networked, PaperCut compatible, Paxton access card reader compatible, and capable of printing from Chromebooks.
- Click charges must cover toner and service cost for all machines.
- Service – must arrive within 4 school hours of contact.
- Machines to be Google Cloud Print ready.
- PaperCut software pricing to be included per machine and listed separately.
- Training for faculty and staff of each building on how to utilize all features of machines.
- Bid to separate pricing on lease and service (i.e., click charges for B/W and color).
- Bid to indicate set price for purchasing staple cartridges during the contract duration.

All questions must be submitted in writing to bob.gibson@woodford.kyschools.us with the subject line of Woodford Copy Machine Lease/Service Contract. All proposals must be submitted by 5:00 pm EST Friday, November 15th, 2019 via email or in writing by sealed envelope to the attention of: Bob Gibson, Chief Information Officer, Woodford County Public Schools, 330 Pisgah Pike, Versailles, KY 40383 with the words “Woodford Copy Machine Lease/Service Contract” clearly marked on the outside of the envelope.

The Board of Education reserves the right to determine the ability of any vendor to perform the service and provide the machines. In determining the qualifications and responsibilities of the vendor, WCPS shall take into consideration the vendor’s skill, experience, facility, previous work standing, financial standing, capacity and ability to handle work in addition to that in progress.

- WCPS Facilities to provide machines and services are:
 - Hometown Elementary, 120 Woodburn Hall Road, Versailles, KY 40383
 - Northside Elementary, 500 Northside Drive, Midway, KY 40347
 - Simmons Elementary, 830 Tyrone Pike, Versailles, KY 40383

BOARD MEMBERS

Ambrose Wilson IV, Chair – Debby Edelen, Vice Chair
Allison Richardson – Dani Bradley – Sheri Springate

Equal Education and Employment Opportunities

- Southside Elementary, 1300 Troy Pike, Versailles, KY 40383
- Woodford County Middle School, 100 School House Road, Versailles, KY 40383
- Woodford County High School, 180 Frankfort Street, Versailles, KY 40383
- Safe Harbor Academy, 134 Macey Ave, Versailles, KY 40383
- Woodford County Bus Garage, 207 Simmons Street, Versailles, KY 40383
- Woodford County Central Office, 330 Pisgah Pike, Versailles, KY 40383
- Adult Education Center, 209 North Main St., Versailles, KY 40383

Evaluation

The factors to be considered in the evaluation of the proposals are as follows:

- The proposal that is determined by district staff and the board of education to be the most advantageous to the district.
- Reliability of the proposed machines and service.
- Flexibility/Expandability of the features for proposed machines.
- Initial and monthly lease/service costs.
- On-going support and maintenance costs.
- Costs to upgrade the machines/service.
- Potential to take advantage of future technologies.

Timeline

Proposals are due by November 15, 2019 at 5:00 PM EDT and should be clearly marked “Woodford Copy Machine Lease/Service Contract” to the attention of Bob Gibson, Chief Information Officer, Woodford County Public Schools, 330 Pisgah Pike, Versailles, KY 40383. Bids will be reviewed after November 15th and the board will be presented with a recommendation for which bid to accept.

Contact Information

Bob Gibson, Chief Information Officer, Director of Technology
Woodford County Public Schools
330 Pisgah Pike
Versailles, KY 40383
Phone: 859-879-4600 ext 2120
Fax: 859-879-3961
Email: bob.gibson@woodford.kyschools.us

| DEVICE NAME | HOSTNAME | Kyocera Model | Volume 17-18 | Volume 18-19 |
|--------------------------------------|-----------------|----------------------|---------------------|---------------------|
| device\BG - Copier | 10.224.24.40 | TA 6501i | 61,328 | 48,288 |
| device\CE - Copy Room | 10.224.32.32 | TA 3511i | 91,155 | 91,860 |
| device\CO - Bookkeeping | 10.224.20.41 | TA 6501i | 38,819 | 47,491 |
| device\CO - First Floor Hallway | 10.224.20.49 | TA 3511i | 72,571 | 45,142 |
| device\CO - Food Services | 10.224.20.37 | TA 356ci | 16,581 | 29,314 |
| device\CO - Psychological Services | 10.224.20.39 | TA 3511i | Did not have one | 80,055 |
| device\CO - Second Floor Hallway | 10.224.20.38 | TA 8001i | 185,794 | 97,798 |
| device\CO - Superintendent Secretary | 10.224.20.36 | TA 3551ci | 11,667 | 5,375 |
| device\CO - Technology Center Copier | 10.224.16.42 | TA 3551ci | 4,870 | 7,960 |
| device\HE - Office Copier | 10.224.48.38 | TA 5551ci | 78,885 | 142,760 |
| device\HE - Staff Workroom 1 | 10.224.48.35 | TA 6501i | 308,166 | 341,086 |
| device\HE - Staff Workroom 2 | 10.224.48.36 | TA 8001i | 526,860 | 391,195 |
| device\HS - Guidance Copier | 10.224.80.54 | TA 3511i | 71,419 | 56,801 |
| device\HS - Office Copier | 10.224.80.53 | TA 5551ci | 55,367 | 73,127 |
| device\HS - Staff Workroom 1 | 10.224.80.56 | TA 8001i | 706,435 | 561,297 |
| device\HS - Staff Workroom 2 | 10.224.80.57 | TA 8001i | 630,427 | 637,881 |
| device\HS - Upstairs Copier | 10.224.80.58 | TA 8001i | 736,789 | 671,613 |
| device\MS - Office Copier | 10.224.128.47 | TA 3551ci | 126,548 | 128,143 |
| device\MS - Teacher Workroom 1 | 10.224.128.50 | TA 8001i | 448,948 | 589,235 |
| device\MS - Teacher Workroom 2 | 10.224.128.57 | TA 8001i | 505,545 | 559,515 |
| device\MS - Teacher Workroom 3 | 10.224.128.56 | TA 8001i | 483,344 | 631,371 |
| device\NS - Office Copier | 10.224.112.50 | TA 5551ci | 57,523 | 96,414 |
| device\NS - Staff Workroom 1 | 10.224.112.46 | TA 6501i | 272,852 | 282,796 |
| device\NS - Staff Workroom 2 | 10.224.112.48 | TA 6501i | 480,570 | 474,026 |
| device\SE - Office Copier | 10.224.144.44 | TA 3551ci | 57,431 | 50,163 |
| device\SE - Staff Workroom 1 | 10.224.144.41 | TA 6501i | 518,322 | 418,971 |
| device\SE - Staff Workroom 2 | 10.224.144.42 | TA 6501i | 407,315 | 314,335 |
| device\SH - Office Copier | 10.224.28.41 | TA 356ci | 55,826 | 48,556 |
| device\SS - Downstairs Copier | 10.224.32.46 | TA 6501i | 834,077 | 552,643 |
| device\SS - Office Copier 1 | 10.224.32.43 | TA 8001i | 756,189 | 526,254 |
| device\SS - Office Copier 2 | 10.224.32.35 | TA 3551ci | 70,813 | 94,406 |
| Total | | | 8,672,436 | 8,095,871 |

Executive summary

Printers = device\BG - Copier, device\CE - Copy Room, device\CO - Bookkeeping, device\CO - First Floor Hallway, device\CO - Food Services, device\CO - Psychological Services, device\CO - Second Floor Hallway, device\CO - Superintendent Secretary, device\CO - Technology Center Copier, device\HE - Office Copier, device\HE - Staff Workroom 1, device\HE - Staff Workroom 2, device\HS - Guidance Copier, device\HS - Office Copier, device\HS - Staff Workroom 1, device\HS - Staff Workroom 2, device\HS - Upstairs Copier, device\MS - Office Copier, device\MS - Teacher Workroom 1, device\MS - Teacher Workroom 2, device\MS - Teacher Workroom 3, device\NS - Office Copier, device\NS - Staff Workroom 1, device\NS - Staff Workroom 2, device\SE - Office Copier, device\SE - Staff Workroom 1, device\SE - Staff Workroom 2, device\SH - Office Copier, device\SS - Downstairs Copier, device\SS - Office Copier 1, device\SS - Office Copier 2, e601fs\BG - Copier, e601fs\CE - Copy Room, e601fs\CO - Bookkeeping, e601fs\CO - First Floor Hallway, e601fs\CO - Food Services Copier, e601fs\CO - Psychological Services, e601fs\CO - Second Floor Hallway, e601fs\CO - Superintendent Secretary, e601fs\CO - Technology Center Copier, e601fs\HE - Office Copier, e601fs\HE - Staff Workroom 1, e601fs\HE - Staff Workroom 2, e601fs\HS - Guidance Copier, e601fs\HS - Office Copier, e601fs\HS - Staff Workroom 1, e601fs\HS - Staff Workroom 2, e601fs\HS - Upstairs Copier, e601fs\MS - Office Copier, e601fs\MS - Teacher Workroom Copier 1, e601fs\MS - Teacher Workroom Copier 2, e601fs\MS - Teacher Workroom Copier 3, e601fs\NS - Office Copier, e601fs\NS - Staff Workroom 1, e601fs\NS - Staff Workroom 2, e601fs\SE - Office, e601fs\SE - Staff Workroom 1, e601fs\SE - Staff Workroom 2, e601fs\SH - Office Copier, e601fs\SS - Downstairs Copier, e601fs\SS - Office Copier 1, e601fs\SS - Office Copier 2

| General Statistics | |
|-----------------------|-----------|
| Days in period: | 365 |
| Active Users: | 526 |
| Active Printers: | 60 |
| Total Printed Pages: | 8,772,153 |
| Total Printed Sheets: | 6,200,544 |
| Total Jobs: | 366,016 |
| Pages per day: | 24,033 |
| Sheets per day: | 16,987 |

| Color Composition | PAGES | %/TOTAL |
|-------------------|-----------|---------|
| Grayscale: | 8,672,436 | 98.86% |
| Color: | 99,717 | 1.14% |

| Duplex Composition | PAGES | %/TOTAL |
|--------------------|-----------|---------|
| Duplex: | 5,143,218 | 58.63% |
| Simplex: | 3,628,935 | 41.37% |

| Job Type Composition | PAGES | %/TOTAL |
|----------------------|-----------|---------|
| Print: | 1,602,368 | 17.94% |
| Copy: | 7,169,785 | 80.28% |
| Scan: | 148,386 | 1.66% |
| Fax: | 10,226 | 0.11% |

| Top Printers | PAGES | %/TOTAL |
|--------------------------------|---------|---------|
| device\SS - Downstairs Copier | 724,928 | 8.26% |
| device\SS - Office Copier 1 | 625,252 | 7.13% |
| device\HS - Staff Workroom 1 | 624,446 | 7.12% |
| device\HS - Staff Workroom 2 | 560,337 | 6.39% |
| device\HS - Upstairs Copier | 549,915 | 6.27% |
| device\HE - Staff Workroom 2 | 482,381 | 5.50% |
| device\SE - Staff Workroom 1 | 443,710 | 5.06% |
| device\MS - Teacher Workroom 2 | 428,120 | 4.88% |
| device\MS - Teacher Workroom 3 | 400,310 | 4.56% |
| device\NS - Staff Workroom 2 | 397,304 | 4.53% |

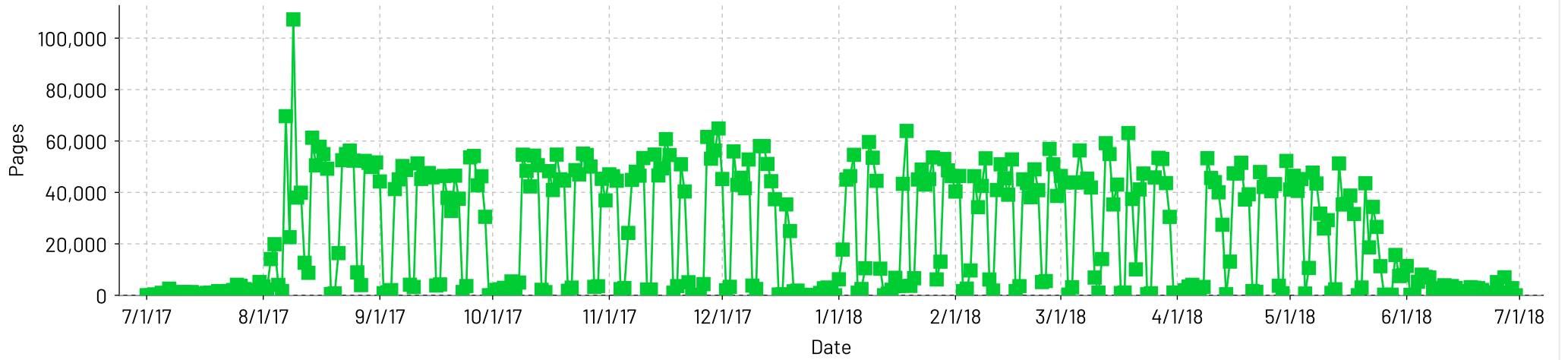
| Top Users | PAGES | %/TOTAL |
|---------------------------------------|---------|---------|
| southside-sub (southside-sub) | 435,223 | 4.96% |
| simmons-volunteer (simmons-volunteer) | 163,075 | 1.86% |
| training (Training Account) | 113,851 | 1.30% |
| pduncan (Duncan, Pam) | 102,028 | 1.16% |
| jhumes (Humes, Judy) | 87,815 | 1.00% |
| jsmith (Smith, Jennifer) | 70,380 | 0.80% |
| smartin (Martin, Sara) | 69,354 | 0.79% |
| asergent (Sergent, Amber) | 68,152 | 0.78% |
| rgiles (Giles, Robyn) | 62,420 | 0.71% |
| shoyt (Hoyt, Sara) | 61,317 | 0.70% |

| Environmental Impact | |
|-----------------------|-------------------|
| Trees Consumed | 744.07 trees |
| CO2 Produced | 78,746.9 kg |
| Equivalent Bulb Hours | 4,930,465.9 hours |

| Top Printer Groups | PAGES |
|--------------------|-----------|
| High School | 1,802,688 |
| Southside | 1,402,215 |
| Middle School | 1,278,992 |
| Simmons | 868,778 |
| Huntertown | 820,879 |
| Northside | 686,893 |
| Central Office | 182,271 |
| Preschool / ETC | 55,511 |
| Safe Harbor | 37,296 |
| Transportation | 34,262 |

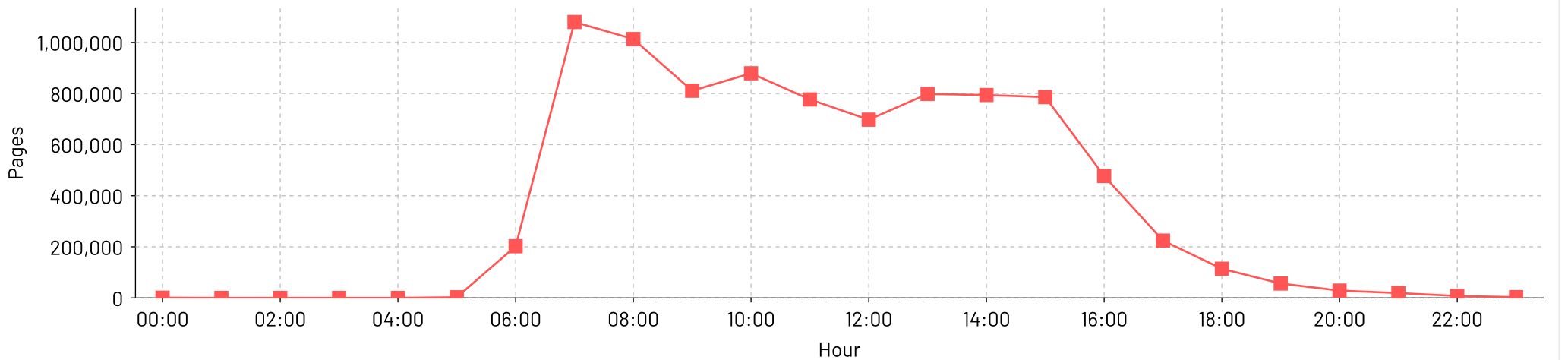
Daily Page Total - Jul 1, 2017 to Jun 30, 2018.

Pages per day



Hourly Page Total - Jul 1, 2017 to Jun 30, 2018.

Time of day



Executive summary

Printers = device\BG - Copier, device\CE - Copy Room, device\CO - Bookkeeping, device\CO - First Floor Hallway, device\CO - Food Services, device\CO - Psychological Services, device\CO - Second Floor Hallway, device\CO - Superintendent Secretary, device\CO - Technology Center Copier, device\HE - Office Copier, device\HE - Staff Workroom 1, device\HE - Staff Workroom 2, device\HS - Guidance Copier, device\HS - Office Copier, device\HS - Staff Workroom 1, device\HS - Staff Workroom 2, device\HS - Upstairs Copier, device\MS - Office Copier, device\MS - Teacher Workroom 1, device\MS - Teacher Workroom 2, device\MS - Teacher Workroom 3, device\NS - Office Copier, device\NS - Staff Workroom 1, device\NS - Staff Workroom 2, device\SE - Office Copier, device\SE - Staff Workroom 1, device\SE - Staff Workroom 2, device\SH - Office Copier, device\SS - Downstairs Copier, device\SS - Office Copier 1, device\SS - Office Copier 2, e601fs\BG - Copier, e601fs\CE - Copy Room, e601fs\CO - Bookkeeping, e601fs\CO - First Floor Hallway, e601fs\CO - Food Services Copier, e601fs\CO - Psychological Services, e601fs\CO - Second Floor Hallway, e601fs\CO - Superintendent Secretary, e601fs\CO - Technology Center Copier, e601fs\HE - Office Copier, e601fs\HE - Staff Workroom 1, e601fs\HE - Staff Workroom 2, e601fs\HS - Guidance Copier, e601fs\HS - Office Copier, e601fs\HS - Staff Workroom 1, e601fs\HS - Staff Workroom 2, e601fs\HS - Upstairs Copier, e601fs\MS - Office Copier, e601fs\MS - Teacher Workroom Copier 1, e601fs\MS - Teacher Workroom Copier 2, e601fs\MS - Teacher Workroom Copier 3, e601fs\NS - Office Copier, e601fs\NS - Staff Workroom 1, e601fs\NS - Staff Workroom 2, e601fs\SE - Office, e601fs\SE - Staff Workroom 1, e601fs\SE - Staff Workroom 2, e601fs\SH - Office Copier, e601fs\SS - Downstairs Copier, e601fs\SS - Office Copier 1, e601fs\SS - Office Copier 2

| General Statistics | |
|-----------------------|-----------|
| Days in period: | 365 |
| Active Users: | 508 |
| Active Printers: | 62 |
| Total Printed Pages: | 8,207,369 |
| Total Printed Sheets: | 5,788,068 |
| Total Jobs: | 371,926 |
| Pages per day: | 22,485 |
| Sheets per day: | 15,857 |

| Color Composition | PAGES | %/TOTAL |
|-------------------|-----------|---------|
| Grayscale: | 8,095,871 | 98.64% |
| Color: | 111,498 | 1.36% |

| Duplex Composition | PAGES | %/TOTAL |
|--------------------|-----------|---------|
| Duplex: | 4,838,602 | 58.95% |
| Simplex: | 3,368,767 | 41.05% |

| Job Type Composition | PAGES | %/TOTAL |
|----------------------|-----------|---------|
| Print: | 1,602,957 | 19.19% |
| Copy: | 6,604,412 | 79.07% |
| Scan: | 135,475 | 1.62% |
| Fax: | 10,258 | 0.12% |

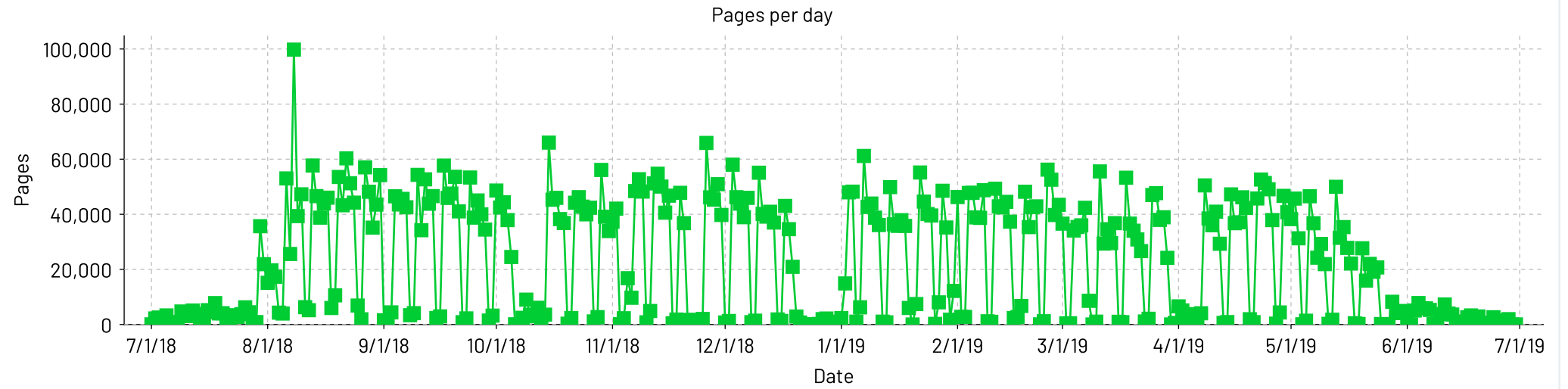
| Top Printers | PAGES | %/TOTAL |
|--------------------------------|---------|---------|
| device\HS - Staff Workroom 2 | 559,019 | 6.81% |
| device\HS - Upstairs Copier | 531,168 | 6.47% |
| device\MS - Teacher Workroom 3 | 530,598 | 6.46% |
| device\MS - Teacher Workroom 1 | 503,450 | 6.13% |
| device\HS - Staff Workroom 1 | 487,489 | 5.94% |
| device\SS - Downstairs Copier | 461,995 | 5.63% |
| device\MS - Teacher Workroom 2 | 457,783 | 5.58% |
| device\SS - Office Copier 1 | 443,305 | 5.40% |
| device\NS - Staff Workroom 2 | 396,796 | 4.83% |
| device\HE - Staff Workroom 2 | 342,264 | 4.17% |

| Top Users | PAGES | %/TOTAL |
|---|---------|---------|
| sgodman (Godman, Susan) | 116,972 | 1.43% |
| wcps-sub (Substitute, WCPS) | 102,827 | 1.25% |
| simmons-volunteer (simmons-volunteer) | 93,807 | 1.14% |
| hdoss (Doss, Hadassah) | 72,420 | 0.88% |
| ssimmons (Simmons, Sandra) | 64,793 | 0.79% |
| rwatson (Watson, Rachel) | 62,958 | 0.77% |
| southside-volunteer (southside-volunteer) | 59,748 | 0.73% |
| gledbetter (Ledbetter, Genny) | 58,940 | 0.72% |
| pduncan (Duncan, Pam) | 58,410 | 0.71% |
| sgreene (Greene, Susan) | 58,258 | 0.71% |

| Environmental Impact | |
|-----------------------|-------------------|
| Trees Consumed | 694.57 trees |
| CO2 Produced | 73,508.5 kg |
| Equivalent Bulb Hours | 4,602,478.7 hours |

| Top Printer Groups | PAGES |
|--------------------|-----------|
| High School | 1,654,326 |
| Middle School | 1,558,044 |
| Southside | 975,477 |
| Huntertown | 769,234 |
| Northside | 722,484 |
| Simmons | 650,747 |
| Central Office | 155,571 |
| Preschool / ETC | 65,121 |
| Safe Harbor | 28,183 |
| Transportation | 25,225 |

Daily Page Total - Jul 1, 2018 to Jun 30, 2019.



Hourly Page Total - Jul 1, 2018 to Jun 30, 2019.

