

Vicksburg Warren School District

Notice of Solicitation

The Vicksburg Warren School District will receive **Request for Proposals (RFP)** for the following:

COST-PER-IMAGE AGREEMENT FOR COPYING AND PRINTING SERVICES RFP #25-26-05

The Vicksburg Warren School District is soliciting sealed competitive proposals (hereafter called proposals) for the services per the specifications stated elsewhere in this solicitation document. Proposals shall be submitted in an envelope marked on the outside with the offeror's name and address and proposal number RFP #25-26-05 to:

Vicksburg Warren School District
Attn: Kathy R. Hughes
1500 Mission 66
Vicksburg, MS 39180

Proposals will be received at the above address until **3:00 PM Wednesday, July 2, 2025**. Proposals will be opened on **10:00 AM Thursday, July 10, 2025**. To ensure that required components are present, prices will not be read, nor disclosed in any other manner until award is made.

No RFP shall be accepted or considered after such scheduled time. The Board of Trustees of the Vicksburg Warren School District reserves the right to waive informalities and to reject any/or all bids as might be in the best interest of the school.

Faxed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time shown on the RFP. VWSD will not be responsible for mail delivered from the post office. Vendors must submit sealed proposals in the form of the executed Offer Form and Price Offer Sheets together with any material required by this RFP by the time and date specified.

The Vicksburg Warren School District ("the District"), through its Information Technology Department, is publishing a Sealed Request for Proposal ("RFP") soliciting vendor proposals and qualifications for the provision and installation and maintenance of copying and printing devices.

This RFP will not be distributed in paper form. All distributions will be through the District website at <https://www.vwsd.org/o/vwsd/page/business-office>.

No RFP shall be accepted or considered after such scheduled time. The Board of Trustees of the Vicksburg Warren School District reserves the right to waive informalities and to reject any/or all RFP's as might be in the best interest of the school district.

Performance Dates:

Advertise 06 June 2025

Advertise 13 June 2025

Dr. Toriano Holloway
Superintendent

Dr. Cedric Magee
Deputy Superintendent

Eric Green
Associate Superintendent



VWSD Board of Trustees
District 1 - Bryan Pratt
District 2 - Alonzo Stevens
District 3 - James Stirgus, Jr.
District 4 - Linda Patterson
District 5 - Joe Loviza

REQUEST FOR PROPOSAL (RFP)

COST-PER-IMAGE AGREEMENT FOR COPYING AND PRINTING SERVICES

Vicksburg Warren School District 1500 Mission 66
Vicksburg, MS 39180

I. Delivery Summary Statement The Vicksburg Warren School District (VWSD) invites sealed bids from qualified vendors for a cost-per-image copying and printing services agreement, pursuant to the specifications outlined herein. Bids will be publicly opened at 10:00 a.m., July 10, 2025, in the Central Office Board Room located at the above address. Service agreements for 2 years will be executed upon board acceptance of the selected bid.

II. Submission Instructions

1. Each bid must be sealed and clearly labeled on the envelope as follows:
 - "Proposal"
 - RFP 25-26-05
 - "Cost-per-Image Proposal for Copying and Printing Services"
 - Submission Date
 - Name of submitting organization
 - License number
2. Submit 1 original and 3 copies of the bid.
3. Bids may be mailed or hand-delivered
4. Envelopes must be properly marked to avoid rejection. Late bids will be rejected.
5. For questions regarding the RFP or submission, contact Lisa Jones at lisa.jones@vwsd.org.

IV. General Conditions and Specifications VWSD reserves the right to:

- Appoint evaluators
- Reject any/all bids
- Adjust quantities as needed
- Determine the lowest and best qualified bid
- Accept the best value proposal based on service, performance, and not necessarily the lowest price

V. Evaluation Criteria Proposals will be scored based on the following weights:

- Cost of proposed products: 30%

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- Quality of vendor's services/products: 20%
- Reputation and ability to perform: 15%
- Remote monitoring/supply and service program: 15%
- Installation and implementation plan: 20%

VI. Scope of Work VWSD seeks a single vendor to provide managed print services across all district locations, including schools and administrative offices. Services must include:

- New, latest model print and multifunction devices
- No refurbished/remanufactured parts
- OEM consumables only
- Proactive web portal-based fleet monitoring
- Secure print features
- Duplex scanning, PIN-secured printing, color capability
- Print controller language (PCL) and PostScript drivers
- Compatible with Windows 10, Windows Server, Chrome OS

VII. Installation and Support Requirements

- Full project management including delivery, setup, and connectivity
- One-hour phone response / four-hour service response
- Remote monitoring and automated supply fulfillment
- Onsite and virtual training for end users, key operators, and IT staff
- Coordination with VWSD IT department on pre-install planning

VIII. Vendor Qualifications Vendors must submit:

- Company overview and structure
- Number of customers, support staff, warehouse locations
- Corporate affiliations and environmental initiatives
- Service technician training and certification details

IX. Insurance and Legal Compliance Bids must include:

- Certificate of Insurance with coverage: \$1M per occurrence / \$2M aggregate General Liability, \$1M Auto, Statutory Workers' Comp
- VWSD must be listed as additional insured
- E-Verify compliance for all employees
- Mississippi business license

XII. Contractor Responsibilities

- Employ skilled, vetted personnel with proper identification
- Enforce zero tolerance for smoking, drug use, and misconduct

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Phone: 601-638-5122 www.vwsd.org

- Maintain a supervisor to oversee quality
- Maintain OSHA and other safety compliance
- Adhere to all applicable federal, state, and local regulations

XIII. References Provide five current references of similar scope, preferably other school districts or large organizations.

XIV. Additional Terms

- No withdrawal of bid within 45 days of opening
- Pricing firm for full contract term
- Monthly detailed billing required
- Overages reconciled annually only if district-wide minimums are exceeded

XV. Questions and Clarifications Submit all questions via email by June 27, 2025, 4:00 p.m. to Lisa Jones at lisa.jones@vwsd.org. Subject line: "Cost-Per-Image Agreement RFP - Questions".

XVI. Award Process Contract will be awarded based on total evaluation score. Vendor demonstrations may be requested. Installation must begin promptly upon award and coordination with VWSD.

XVII. Contract and Compliance Vendor will execute a contract based on this RFP and their proposal. Compliance with all applicable employment, tax, safety, and environmental laws is required.

XX. Required Submittals Checklist

- Pricing Sheet
- Vendor Qualification Documents (in RFP order)
- References
- Sample Contract
- Certificate of Insurance

XXI. Bid Submission Details:

- Proposals must be submitted in a sealed envelope clearly marked: **'RFP No. 25-26-05 - COST-PER-IMAGE AGREEMENT FOR COPYING AND PRINTING SERVICES**
- **Submit 1 original and 3 copies of the bid.**
- Addressed to: Vicksburg Warren School District, Office of the Superintendent, 1500 Mission 66, Vicksburg, MS 39180.
- Proposals must be received no later than 3:00 p.m. CST on Wednesday, July 2, 2025.
- Late submissions will not be considered.

By submitting a proposal, the vendor agrees to the terms set forth in this Request for Proposal and acknowledges full compliance with all applicable laws and RFP specifications.

The Vicksburg Warren School District thanks you for your interest in partnering to serve our students and community with efficient, high-quality printing and copying solutions.

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