



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: June 16, 2021

Purpose:  Presentation/Report  Recognition  Discussion/ Possible Action

Closed/Executive Session  Work Session  Discussion Only  Consent

From: Dr. Marc Puig, Superintendent

Item Title: Copier Lease Service Provider

Description: The district solicited responses from potential vendors for RFP 2021-08 District-wide Copier/Multifunctional Device (MFD) Fleet Lease Services to replace the existing copiers used throughout the district. The solicitation called for fleet replacement for an initial term of three (3) years beginning August 1st, 2021 with the option to renew for two (2) additional one (1) year terms

Historical Data: Copier lease services have been in place throughout the district since 2003. The district has solicited vendors for proposals on several occasions through the years.

Recommendation: Approve the selection of Toshiba Business Solutions to provide District-wide Copier/Multifunctional Device (MFD) Fleet Lease Services.

District Goal/Strategy:

Strategy 1 We will engage all school community members through transparency and effective communication to promote a positive perception and create a strong brand.

Funding Budget Code and Amount: 199

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

\_\_\_\_\_

\_\_\_\_\_

CFO Funding Approval:

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Superintendent:

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\_\_\_\_\_



**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**  
 1450 Gillette Boulevard · San Antonio, Texas 78224 · (210) 977-7000 · Fax (210) 977-7017

Request For Qualifications 2021-08: Copier Lease Services

Evaluation Matrix

The evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFQ. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

Criteria	Group/Individual Evaluation Criteria Description	Weighted Value	Xerox Business Solutions	Toshiba Business	CTWP	Canon	Sharp Business Systems	Ricoh
			SW	Solutions				
1	The Purchase price Annual District-Wide Lease Payemnts, Additional Charges	0-35	35(\$257.15 month per un	35(163.32)	5(491.28) ( stapler & \$25	15(378.4)	15(211.9)	5(223.42)
2	The reputation of the vendor and of the vendors goods or services: Corporate background, experience & qualifications. References: Vendor must provide a minimum of 3 references with equipment & installations of greater than 50 copier units or more in the greater San Antonio metro area. School district reference are preferred, preferably in the greater San Antonio area.	0-20	15	15	2	10	10	15
3	The quality of the vendors goods or services: Equipment and Technical Response, Quality of Equipment offered, Production capabilities and Functionality of products proposed, Compliance with Specifications and Technical requirements.	0-15	10	8	2	10	8	8
4	The extent to which the goods or services meet the Districts' needs: Support and Service response, Testing proof of concept results, Assessment/Work plan/ Installation and Implementation plan, Exceptions and Deviations to District Terms and Conditions of Contract.	0-10	10(20 techs to SSAISD)	5 (2 techs to SSAISD)	1(1 tech with 4 backups)	9	1	2 (There will be a team of trained technicians that will work with the district)
5	The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other Texas School Districts (ISD)	0-10	8	5	5	5	5	5
6	The long term cost to the District to acquire the vendor's goods or services: The District will evaluate whether or not the vendor's proposal would create an unacceptable long term cost to the District due to factors proposed or not.	0-10	10	5	5	5	5	5
TOTAL		0-100						

Date completed: \_\_\_\_\_ 5/28/2021 \_\_\_\_\_

Evaluator's Name (print): \_\_\_\_\_ Michelle Martinez \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ *Michelle Martinez* \_\_\_\_\_



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Group/Individual Evaluation Criteria			Xerox Business Solutions SW	Toshiba Business Solutions	CTWP	Canon	Sharp Business Systems	Ricoh
Criteria	Description	Weighted Value						
1	The Purchase price Annual District-Wide Lease Payemnts, Additional Charges	0-35	5	30	10	15	25	20
2	The reputation of the vendor and of the vendors goods or services: Corporate background, experience & qualifications. References: Vendor must provide a minimum of 3 referrences with equipment & installations of greater than 50 copier units or more in the greater San Antonio metro area. School district reference are preferred, preferably in the greater San Antonio area.	0-20	5	19	16	15	17	18
3	The quality of the vendors goods or services: Equipment and Technical Response, Quality of Equipment offered, Production capabilities and Functionality of products proposed, Compliance with Specifications and Technical requirements.	0-15	10	15	13	7	5	14
4	The extent to which the goods or services meet the Districts' needs: Support and Service response, Testing proof of concenpt results, Assessment/Work plan/ Installation and Implementation plan, Exceptions and Deviations to District Terms and Conditions of Contract.	0-10	4	9	6	5	7	8
5	The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other Texas School Districts (ISD)	0-10	5	7	3	4	8	9
6	The long term cost to the Distrcit to acquire the venor;'s goods or services: The District will evaluate whether or not the vendor's proposal would create an unacceptable long term cost to the District due to factors proposed or not.	0-10	4	9	6	5	7	8
<b>TOTAL</b>		<b>0-100</b>	<b>33</b>	<b>89</b>	<b>54</b>	<b>51</b>	<b>69</b>	<b>77</b>

Date completed: 05-27-2021

Evaluator's Name (print): Susana Q. Gonzales Evaluator's Signature: Susana Q. Gonzales



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Criteria	Group/Individual Evaluation Criteria	Weighted Value	Xerox Business Solutions SW	Toshiba Business Solutions	CTWP	Canon	Sharp Business Systems	Ricoh
1	The Purchase price Annual District-Wide Lease Payemnts, Additional Charges	0-35	25	40	20	20	35	35
2	The reputation of the vendor and of the vendors goods or services: Corporate background, experience & qualifications. References: Vendor must provide a minimum of 3 referrences with equipment & installations of greater than 50 copier units or more in the greater San Antonio metro area. School district reference are preferred, preferably in the greater San Antonio area.	0-20	10	8	6	8	14	13
3	The quality of the vendors goods or services: Equipment and Technical Response, Quality of Equipment offered, Production capabilities and Functionality of products proposed, Compliance with Specifications and Technical requirements.	0-15	10	5	8	10	12	15
4	The extent to which the goods or services meet the Districts' needs: Support and Service response, Testing proof of conceprt results, Assessment/Work plan/ Installation and Implementation plan, Exceptions and Deviations to District Terms and Conditions of Contract.	0-10	4	1	3	4	3	4
5	The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other Texas School Districts (ISD)	0-10	5	5	5	3	1	3
6	The long term cost to the Distirct to acquire the vendor;'s goods or services: The District will evaluate whether or not the vendor's proposal would create an unacceptable long term cost to the District due to factors proposed or not.	0-10	1	2	2	1	1	1
TOTAL		0-100	55	61	44	46	66	71

Date completed: 5/28/21  
 Evaluator's Name (print): Gregory J. Mathison

Evaluator's Signature:



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Request For Qualifications 2021 02: Architecture Services

**Evaluation Matrix**

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Group/Individual Evaluation Criteria		Xerox Business Solutions SW	Toshiba Business Solutions	CTWP	Canon	Sharp Business Systems	Ricoh	
Criteria	Description	Weighted Value						
1	The Purchase price Annual District-Wide Lease Payemnts, Additional Charges	0-35	05	08	06	06	08	
2	The reputation of the vendor and of the vendors goods or services: Corporate background, experience & qualifications. References: Vendor must provide a minimum of 3 references with equipment & installations of greater than 50 copier units or more in the greater San Antonio metro area. School district reference are preferred, preferably in the greater San Antonio area.	0-20	9	13	12	11	13	
3	The quality of the vendors goods or services: Equipment and Technical Response, Quality of Equipment offered, Production capabilities and Functionality of products proposed, Compliance with Specifications and Technical requirements.	0-15	6	12	11	10	13	
4	The extent to which the goods or services meet the Districts' needs: Support and Service response, Testing proof of concept results, Assessment/Work plan/ Installation and Implementation plan, Exceptions and Deviations to District Terms and Conditions of Contract.	0-10	5	6	7	7	8	
5	The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other Texas School Districts (ISD)	0-10	4	5	6	6	6	
6	The long term cost to the District to acquire the vendor's goods or services: The District will evaluate whether or not the vendor's proposal would create an unacceptable long term cost to the District due to factors proposed or not.	0-10	4	8	6	7	8	
TOTAL		0-100	33	52	48	47	44	56

Date completed: 5-27-2021

Evaluator's Name (print): Candy Mitchell

Evaluator's Signature: C Mitchell



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Criteria	Group/Individual Evaluation Criteria Description	Weighted Value	Xerox Business Solutions	Toshiba Business	CTWP	Canon	Sharp Business Systems	Ricoh
			SW	Solutions				
1	The Purchase price Annual District-Wide Lease Payemnts, Additional Charges	0-35	30	35	1	13	34	28
2	The reputation of the vendor and of the vendors goods or services: Corporate background, experience & qualifications. References: Vendor must provide a minimum of 3 references with equipment & installations of greater than 50 copier units or more in the greater San Antonio metro area. School district reference are preferred, preferably in the greater San Antonio area.	0-20	20	20	20	20	20	20
3	The quality of the vendors goods or services: Equipment and Technical Response, Quality of Equipment offered, Production capabilities and Functionality of products proposed, Compliance with Specifications and Technical requirements.	0-15	7	10	15	15	15	15
4	The extent to which the goods or services meet the Districts' needs: Support and Service response, Testing proof of concept results, Assessment/Work plan/ Installation and Implementation plan, Exceptions and Deviations to District Terms and Conditions of Contract.	0-5	3	4	4	4	4	4
5	The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other Texas School Districts (ISD)	0-10	5	4	4	4	4	4
6	The long term cost to the Distirct to acquire the vendor;'s goods or services: The District will evaluate whether or not the vendor's proposal would create an unacceptable long term cost to the District due to factors proposed or not.	0-15	13	15	1	6	15	12
<b>TOTAL</b>		<b>0-100</b>	<b>78</b>	<b>88</b>	<b>45</b>	<b>62</b>	<b>92</b>	<b>83</b>

Date completed: 5-25-2020

Evaluator's Name (print): Scott Laleman

Evaluator's Signature: 



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Criteria	Group/Individual Evaluation Criteria Description	Weighted Value	Xerox Business	Toshiba Business	CTWP	Canon	Sharp Business Systems	Ricoh
			Solutions SW	Solutions				
1	The Purchase price Annual District-Wide Lease Payemnts, Additional Charges	0-35	30	35	1	15	35	30
2	The reputation of the vendor and of the vendors goods or services: Corporate background, experience & qualifications. References: Vendor must provide a minimum of 3 refeerences with equipment & installations of greater than 50 copier units or more in the greater San Antonio metro area. School district reference are preferred, preferably in the greater San Antonio area.	0-20	20	20	20	20	20	20
3	The quality of the vendors goods or services: Equipment and Technical Response, Quality of Equipment offered, Production capabilities and Functionality of products proposed, Compliance with Specifications and Technical requirements.	0-15	10	10	15	15	15	15
4	The extent to which the goods or services meet the Districts' needs: Support and Service response, Testing proof of concepnt results, Assessment/Work plan/ Installation and Implementation plan, Exceptions and Deviations to District Terms and Conditions of Contract.	0-10	5	4	4	4	4	4
5	The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other Texas School Districts (ISD)	0-10	5	4	4	4	4	4
6	The long term cost to the Distirct to acquire the venor;'s goods or services: The District will evaluate whether or not the vendor's proposal would create an unacceptable long term cost to the District due to factors proposed or not.	0-10	8	10	1	5	10	10
	<b>TOTAL</b>	<b>0-100</b>	<b>78</b>	<b>83</b>	<b>45</b>	<b>63</b>	<b>88</b>	<b>83</b>

5/27/2021

Evaluator's Name (print): Judith Benavidez

Evaluator's Signature: 



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Criteria	Group/Individual Evaluation Criteria Description	Weighted Value	Xerox Business Solutions	Toshiba Business	CTWP	Canon	Sharp Business Systems	Ricoh
			SW	Solutions				
1	The Purchase price Annual District-Wide Lease Payemnts, Additional Charges	0-35	30	20	15	25	10	5
2	The reputation of the vendor and of the vendors goods or services: Corporate background, experience & qualifications. References: Vendor must provide a minimum of 3 references with equipment & installations of greater than 50 copier units or more in the greater San Antonio metro area. School district reference are preferred, preferably in the greater San Antonio area.	0-20	15	5	4	10	3	2
3	The quality of the vendors goods or services: Equipment and Technical Response, Quality of Equipment offered, Production capabilities and Functionality of products proposed, Compliance with Specifications and Technical requirements.	0-15	10	7	5	8	4	2
4	The extent to which the goods or services meet the Districts' needs: Support and Service response, Testing proof of concept results, Assessment/Work plan/ Installation and Implementation plan, Exceptions and Deviations to District Terms and Conditions of Contract.	0-10	10	7	5	8	4	2
5	The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other Texas School Districts (ISD)	0-10	10	8	6	9	3	1
6	The long term cost to the Distirct to acquire the venor,'s goods or services: The District will evaluate whether or not the vendor's proposal would create an unacceptable long term cost to the District due to factors proposed or not.	0-10	10	9	7	8	4	2
<b>TOTAL</b>		<b>0-100</b>	<b>75</b>	<b>49</b>	<b>36</b>	<b>68</b>	<b>24</b>	

Date completed: 05/28/2021

Evaluator's Name (print): Elizabeth V. Padron

Evaluator's Signature: 