SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT



Agenda Item Summary

| Meeting Date: June 16, 2021 |
|---|
| Purpose: |
| \Box Closed/Executive Session \Box Work Session \Box Discussion Only \boxtimes 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 1 st , 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: | | | |
| Superintendent: | | | |

Form Revised: November 2019



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.

| | Group/Individual Evaluation Criteria | | Xerox Business Solutions SW | Toshiba Business Solutions | CTWP | Canon | Sharp Business Systems | Ricob |
|----------|---|----------------|--------------------------------|--|----------------------------|-----------|------------------------|---------------------------|
| a 11. i | | | 300 | Solutions | CIWF | calloli | Sharp business systems | Ricon |
| Criteria | | Weighted Value | | | | | | |
| | e Purchase price Annual District-Wide Lease | | | | | | | |
| 1 Pay | yemnts, 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) |
| | e reputation of the vendor and of the vendors goods or | | | | | | | |
| | rvices: Corporate background, experience & | | | | | | | |
| | alifications. References: Vendor must provide a | | | | | | | |
| | nimum of 3 refeerences with equipment & installations | | | | | | | |
| | greater than 50 copier units or more in the greater San | | | | | | | |
| | tonio metro area. School district reference are | | | | | | | |
| 2 | | 0-20 | 15 | 15 | 2 | 10 | 10 | 15 |
| | e quality of the vendors goods or services: Equipment | | | | | | | |
| | d Technical Response, Quality of Equipment offered, | | | | | | | |
| | oduction capabilities and Functionality of products oposed, Compliance with Specifications and Technical | | | | | | | |
| | | 0-15 | 10 | | | 10 | | |
| 5 100 | durements. | 015 | 10 | , in the second se | 2 | 10 | | |
| The | e extent to which the goods or services meet the | | | | | | | |
| | stricts' needs: Support and Service response, Testing | | | | | | | |
| | oof of concenpt results, Assessment/Work plan/ | | | | | | | |
| | stallation and Implementation plan, Exceptions and | | | | | | | |
| | | 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 o |
| | e vendors past relationship with the District: Past | | | | | | | |
| | ationship with SSAISD, Past relationship with other | 0.10 | | | - | - | - | |
| | xas School Districts (ISD) e long term cost to the Distirct to acquire the venor;'s | 0-10 | 8 | | 5 | 5 | 5 | 5 |
| | ods or services: The District will evaluate whether or | | | | | | | |
| | t the vendor's proposal would create an unacceptable | | | | | | | |
| | ng term cost to the District due to factors proposed or | | | | | | | |
| 6 no | | 0-10 | 10 | 5 | 5 | 5 | 5 | 5 5 |
| | TOTAL | 0-100 | | | | | | |

____5/28/2021____ Date completed:

Evaluator's Name (print):_____Michelle Martinez_____

Evaluator's Signature:____ Michelle Martinez



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. Xerox Business Toshiba Business Group/Individual Evaluation Criteria Solutions SW Solutions CTWP Canon Sharp Business Systems Ricoh Criteria Description Weighted Value The Purchase price Annual District-Wide Lease Payemnts, Additional Charges 0-35 30 2 1 10 1! The reputation of the vendor and of the vendors goods or services: Corporate background, experience & gualifications. 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 0-20 19 2 16 15 17 18 Antonio area. 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 15 3 10 13 14 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 4 Contract. 0-10 The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other Texas School Districts (ISD) 0-10 5 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 6 factors proposed or not. 0-10 TOTAL 0-100 33 89 54 51 69 77

Date completed:_____05-27-2021_____

Evaluator's Name (print):_____Susana Q. Gonzales______ Evaluator's Signature:Suana Q. Gonzales_____



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT 1450 Gillette Boulevard (San Antonio, Texas 78224 (210) 972-7000 (Fax (210) 972-7017)

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.

| | | | Xerox Business | Toshiba Business | | | | |
|----------|---|----------------|----------------|-------------------------------|-----------------|--------|------------------------|----------|
| | Group/Individual Evaluation Criteria | | Solutions SW | Solutions | СТШР | Canon | Sharp Business Systems | Ricoh |
| Criteria | Description | Weighted Value | | | | | | |
| | The Purchase price Annual District-Wide Lease | | 25 | UVO | 20 | 20 | 35 | 25 |
| 1 | Payemnts, Additional Charges | 0-35 | | [- | 00 | | ~ ~ | |
| | 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 & | | | | | | 1 | |
| | installations of greater than 50 copier units or more in | | 105 | | 1 | \cap | | 12 |
| | the greater San Antonio metro area. School district reference are preferred, preferably in the greater San | | D | 5 | 10 | | IU | |
| z | | 0-20 | | 0 | <u> </u> | O | | |
| | The quality of the vendors goods or services: | V-20 | | | | | | |
| 1 | Equipment and Technical Response, Quality of | | | | | | | |
| | Equipment offered, Production capabilities and | | | | 01 | | . 7 | |
| | Functionality of products proposed, Compliance with | | 10 | | X | 16 | | |
| 3 | | 0-15 | 10 | | <i>v</i> | | (- |) |
| | The extent to which the goods or services meet the | | | i i | | | | |
| | Districts' needs: Support and Service response, Testing | | | | | | | |
| | proof of concenpt results, Assessment/Work plan/ | | 1 | | 2 | d | 2 | |
| | Installation and Implementation plan, Exceptions and | | 1 | | 5 | 1 | 5 | 4 |
| | Deviations to District Terms and Conditions of | | 4 | { | - | | _ | L |
| 4 | Contract | 0-10 | | | | | | |
| | The vendors past relationship with the District: Past | | | | | 2 | 1 | 2 |
| | relationship with SSAISD, Past relationship with other | | 5 | | 5 | 5 | | 3 |
| S | | 0-10 | J | 4 | - | | l | - |
| | The long term cost to the Distirct to acquire the | | | | | | | |
| | venor;'s goods or services: The District will evaluate | | | - | 1 | r | | l l |
| | whether or not the vendor's proposal would create an | | 1 | 1/ | | | | ((|
| | unacceptable long term cost to the District due to | | L J | - | r | L L | | |
| 6 | factors proposed or not. | 0-10 | | A 7 | 15-4 | - tr- | | |
| L | | 0-100 | - 65- | <u>- 61</u> | 71 | 40 | <u> </u> | 1' |
| | -last - l | | 1 | - 1 | \sim (| 1 - | | |
| | Date completed: 5 98 7 | | | / | h | | | |
| | | - MA. | 1 m | <u> </u> | $\simeq N \sim$ | | | |
| | Evaluator's Name (print): |)) c MAN | ha | Evaluator's Signature: | | | | |
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SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT 1450 Gillette Boulevard - San Antonio, Texas 78224 - (210) 977-7000 - Eax (210) 977-7017

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Request For Qualifications 2021-02: Architecture 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.

| | Group/Individual Evaluation Criteria | | Xerox Business Solutions SW | Toshiba Business Solutions | CTWP | Canon | Sharp Business Systems | , |
|----------|--|----------------|--------------------------------|-------------------------------|-------|-------------|------------------------|-------|
| Criteria | Description | Weighted Value | 544 | Solutions | CIWP | Canon | sharp business systems | Ricon |
| 1 | The Purchase price Annual District-Wide Lease Payemnts, Additional Charges | 0-35 | 05 | 08 | 06 | Ole | 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 | la | 11 | 10 | (3 |
| 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 | le | 12 | 17 | 10 | ġ | 13 |
| | 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 | 5 | 6 | 7 | 7 | 6 | 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 |
| 66 | | 0-10 | et. | 8 | 6 | 7 | 7 | 8 |
| L | TOTAL Date completed: 5-27-2021 Evaluator's Name (print) CANdy Mitc | | -33 | Evaluator's Signature: | Mital | - 47 ell | <u> </u> | -56 |



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT 1450 Gillette Boulevard - San Antonio, Texas 78224 + (210) 977-7000 + Fas (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. Xerox Business Solutions Toshiba Business Group/Individual Evaluation Criteria SW Solutions CTWP Canon Sharp Business Systems Ricoh Criteria Description Weighted Value The Purchase price Annual District-Wide Lease Payemnts, Additional Charges 1 0-35 30 35 13 34 28 The reputation of the vendor and of the vendors goods or services: Corporate background, experience & gualifications. 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. 2 0-20 20 20 20 20 20 20 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 0-15 requirements. 10 15 15 15 15 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 4 Deviations to District Terms and Conditions of Contract, 0-5 The vendors past relationship with the District: Past relationship with SSAISD, Past relationship with other 5 Texas School Districts (ISD) 0-10 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 0-15 not TOTAL 0-100 62 78 88 45 92 83

Date completed:__5-25-2020___

Evaluator's Name (print): Scott Laleman

Scatt L Evaluator's Signature:



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT 1450 Gillette Boulevard - San Astonio, Texas 78224 - (210) 977-7000 - Fas (210) 977-7017

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|----------|--|--------------------|----------------------------|------------------------------|---------------------------|---------------------------|---------------------------|-------------------------|
| | | | Request For Qualif | ications 2021-08: Copier Lea | ise Services | | | |
| | | | | Evaluation Matrix | | | | |
| The eval | uations committee will conduct a comprehensive, fair a | nd impartial evalu | ation of all proposals rec | eived in response to this | RFQ. Each proposal receiv | ed will be analyzed to de | termine overall responsiv | veness and completeness |
| as di | efined in the scope section and in the instructions on sub | mitting a proposi | al. Failure to comply with | the instructions or to su | bmit a complete proposa | may deem a proposal no | on-responsive and may at | the discretion of the |
| | | | | e be eliminated from furt | | | | |
| | | | | | | | | |
| | | | Xerox Business | Toshiba Business | | · · · · | 1 | 1 |
| | Group/Individual Evaluation Criteria | | Solutions SW | Solutions | CTWP | Canon | Sharp Business Systems | Ricoh |
| Criteria | Description | Weighted Value | | | | | | |
| | The Purchase price Annual District-Wide Lease | | | | 1 | | | 1 |
| 1 | Payemnts, Additional Charges | 0-35 | 30 | 35 | 1 | 15 | 35 | 30 |
| | 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 | | | | | | | |
| 2 | | 0-20 | 20 | 20 | 20 | 20 | 20 | 20 |
| | The quality of the vendors goods or services: | | | 1 | | | | |
| | Equipment and Technical Response, Quality of | | | | | | | |
| | Equipment offered, Production capabilities and | | | | | | | |
| | Functionality of products proposed, Compliance with | | | | | | | |
| 3 | Specifications and Technical requirements. The extent to which the goods or services meet the | 0-15 | 10 | 10 | 15 | 15 | 15 | 15 |
| | | | | | | | | |
| | 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 | | | | | | | |
| 4 | | 0-10 | 5 | 4 | 4 | 4 | 4 | 4 |
| | The vendors past relationship with the District: Past | | | | | | | |
| + | relationship with SSAISD, Past relationship with other | | _ | | | | | |
| 5 | | 0-10 | 5 | 4 | 4 | 4 | 4 | 4 |
| | 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 | | | | | | | |
| 6 | unacceptable long term cost to the District due to | 0.10 | | | | _ | | |
| - | factors proposed or not. TOTAL | 0-10 | 78 | 10 | - | 5 | 10 | |
| | | 0-100 | /8 | 1 83 | 45 | 63 | 88 | 83 |

5/27/2021

Evaluator's Signature: A Bur

Evaluator's Name (print):_Judith Benavidez



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

| | | | naquest of Quality | cations 2021-08: Copier Lea Evaluation Matrix | | | | |
|---------|--|---|---------------------------|---|-----------------------------|----------------------------|-------------------------------------|----------------------|
| - auglu | ations committee will conduct a common angine fair and in | apartial avaluation of | all proposals received in | | | | | |
| evalu | ations committee will conduct a comprehensive, fair and ir cope section and in the instructions on submitting a propo | npartial evaluation of | all proposals received in | n response to this RFQ. Ea | ch proposal received will t | e analyzed to determine of | verall responsiveness and c | ompleteness as defin |
| the s | cope section and in the instructions on submitting a propos | al. Failure to comply | | ed from further evaluation | | i non-responsive and may | at the discretion of the Eva | luation Committee b |
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| | | Charles and the second s | rox Business Solutions | A CONTRACT OF | | | | |
| | Group/Individual Evaluation Criteria | SV | V | Solutions | CTWP | Canon | Sharp Business Systems | Ricoh |
| eria | | Weighted Value | | | tepting and | | and the second second | |
| | The Purchase price Annual District-Wide Lease Payemnts, | | | | | | | |
| 1 | Additional Charges | 0-35 | 30 | 20 | 1 | 5 25 | 10 | |
| | 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. | | | | | | | |
| 2 | preferred, preferably in the greater San Antonio area. | 0-20 | 15 | 5 | | 10 | 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 | | | | | | | |
| 3 | requirements. | 0-15 | 10 | 7 | | 8 | 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 | | | | | | | |
| 4 | Deviations to District Terms and Conditions of Contract. | 0-10 | 10 | 7 | | 8 | 4 | |
| | The vendors past relationship with the District: Past | | | | | | | |
| | relationship with SSAISD, Past relationship with other | | | | | | | |
| | | 0-10 | 10 | 8 | | 9 | 3 | |
| | 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 | | | | | | | |
| ~~~ | | 0-10 | 10 | c | | , , | 4 | |
| - | TOTAL | | 75 | 49 | | 68 | 24 | |
| | TOTAL | | 15 | 1 | ball | | 24 | |

Date completed:___05/28/2021_

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

Evaluator's Signature