



**Dallas Center-Grimes
Community School District**
2405 W. 1st Street • Grimes, IA 50111

**Request for Proposals:
Multifunction Printer/Copier Replacement (Qty: 3)**

Notice to Vendors

The Dallas Center - Grimes Community School District (DCG) is requesting proposals to replace three (3) black & white multifunction printer/copier machines in the district. Proposals should include all costs to install, deliver, license, and configure the devices in our environment. This is an equipment-only RFP. Service contracts will not be considered as part of this proposal.

Proposals will be accepted either electronically or in writing until **4:00 PM CST on May 26, 2025**. Interested parties may submit proposals via email to Steven Hopper, Director of Technology, at steven.hopper@dcgschools.com or via delivery to our administration offices located at 2405 W 1st Street, Grimes, IA 50111. Late submissions will not be accepted.

The district reserves the right to accept any proposals in full, in part, or cancel this request and reject all offers. All inquiries regarding this RFP must be submitted via email to the Director of Technology.

I. Background Information

DCG currently deploys a total of 17 networked MFPs devices across the district

- **Canon iR Adv. 6575i (6)***
- Canon iR Adv. DX C7770i (1)
- Canon iR Adv. DX 6780i (8)
- Canon iR Adv. 6575i-II (2)

This proposal is intended to replace three of the six Canon iR Adv. 6575i machines in the summer of 2025. The remaining 6575i's are slated to be replaced next summer, followed by additional models in subsequent years. The average annual volume per machine to be replaced ranges from 163,000 to 474,000.

The district maintains a managed print server leveraging Papercut (Version 23.0.9) for print management on a Windows server. We use Chrome, Mac, and Windows clients in our environment and any MFP equipment must be able to support all three types of clients. Papercut capabilities (badge scanning, scan-to-email, etc.) currently run on all MFPs and should be supported in any proposed equipment.

II. Minimum Equipment Specifications

Vendor proposals should address the purchase, delivery, licensing, and configuration of all required components. The district used the **Canon imageRUNNER ADVANCE DX 6980i** to identify our minimum expectations but is open to considering other manufacturer makes and models with equivalent performance and features.

- Print/Copy Speed: Up to 80 ppm (BW, Letter)
- Scan Speed: Up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18';
- Minimum of two paper drawers and two paper cassettes
- Included Accessories:
 - Staple Finisher
 - 2 and 3-Hole Punch Options
 - Integrated Card or Badge Reader w/ PaperCut Capability
 - All Necessary Power Cables, Power Supplies, etc

III. Evaluation Matrix & Selection Process

Proposals will be scored on a 100-point scale based on the following criteria:

- Cost of Equipment (**50 Points**)
- Compatibility with Existing Print Environment (**25 Points**)
- Vendor Reputation and Experience (**15 Points**)
- Alignment w/ Board Economic Development Goals (**10 Points**)

It is the intent of DCG to select the winning proposals(s) at the next board meeting following the close of the bid window. All questions about the evaluation matrix or the final recommendation should be addressed to the Director of Technology.

IV. Questions Submitted by Vendors

The district will entertain all questions and clarifications from interested vendors provided the request is submitted in writing to the Director of Technology prior to the close of the bid window.

Appendix A: School Board Policy 705.01: Purchasing - Bidding - Procurement

Original Adopted Date: 01/01/1990, Last Revised Date: 05/01/2022, Last Reviewed Date: 05/01/2022

The board supports economic development in Iowa. As permitted by law, purchasing preference will be given to Iowa goods and services if other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition funds, geographical preference is allowed only for unprocessed agricultural food items as a part of the response evaluation.

It shall be the responsibility of the Superintendent to approve purchases, except those authorized by or requiring direct board action. The Superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of \$50,000 or more.

The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$57,000 without prior board approval. For goods and services costing more than \$57,000 and less than \$139,000 the superintendent will receive quote(s) of the goods and services to be purchased prior to approval of the board. Competitive sealed bids are required for purchases, other than emergency purchases, for goods and services that cost \$139,000 or more, including school buses. The board may elect to exempt certain professional services from the thresholds and procedures outlined above by board action.

The purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the board.

The District shall comply with all federal and state laws and regulations required for procurement on public improvement contracts, including the selection and evaluation of contractors. The District shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding competitive bidding or competitive quotations shall be followed. In addition to the District's standard procurement and purchasing procedures, the following procedures for vendors/contractors paid with federal funds are required.

Rules for procuring with federal funds are located in Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the "Uniform Guidance." For procurement, all non-Federal entities must follow 2 CFR Part 200 Subsections §200.318 General procurement standards through §200.326, and Appendix II required contract provisions. Accessible online at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

When federal, state, and local requirements conflict, the federal requirement, or strictest requirement, will be followed. Federal cost principles are found in 2 CFR Part 200 Subpart E, accessible online at 2 CFR PART 200 SUBPART E.

No District employee, officer, or agent may participate in the selection, award and administration of contracts supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. District officers, employees, and agents may neither solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of this requirement may result in disciplinary action for the District employee, officer, or agent.

All vendors and/or contractors paid with federal funds shall be checked for suspension and debarment on www.sam.gov. Documentation of this check will be retained with procurement and grant records. The District shall not enter into transactions with parties that are debarred, suspended, or otherwise ineligible for participation in federal assistance programs or activities.

The District shall take all necessary affirmative steps as required by federal law to assure minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (1) placing such businesses on solicitation lists; (2) soliciting such businesses whenever they are potential sources; (3) when economically feasible, dividing contracts into smaller tasks or quantities to allow participation from such businesses; (4) establishing delivery schedules that encourage participation by such businesses; (5) when appropriate, utilizing the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) requiring the primary contractor, when applicable, to follow these steps with respect to subcontractors.

Procurement for contracts paid with federal funds may be conducted by noncompetitive proposals when one or more of the following circumstances apply: (1) the item is only available from a single source; (2) public exigency or emergency will not permit the delay resulting from competitive bids; (3) the Federal awarding agency expressly authorizes noncompetitive proposals; or (4) competition is inadequate after solicitation of a number of sources.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- A. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- B. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements

do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- J. See §200.322 Procurement of recovered materials.

The board and the superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. If it is determined that a targeted small business which bid on the project may be unable to perform the contract, the superintendent will notify the Department of Economic Development. The board will enter into such contract or contracts as the board deems in the best interests of the District.