

ISSUE DATE: Friday, April 11, 2025

REQUEST FOR PROPOSALS:

# **BUILDING PRINTERS REPLACEMENTS**

DUE DATE/TIME:

Friday, May 30, 2025

4:00 PM

Send responses to:

Chad Olson

Technology Director

[colson@stcroixprep.org](mailto:colson@stcroixprep.org)

## **GENERAL INFORMATION:**

1. St. Croix Preparatory Academy invites a select list of qualified companies to respond to this solicitation. Respondents must be responsible, regularly and practically engaged in providing the services requested, and possess ample resources for providing the supplies, materials, equipment and services identified.
2. All communications in regard to this solicitation will be by email to **colson@stcroixprep.org**
3. All proposals will be evaluated after the scheduled proposal due date.
4. Submitted responses to this solicitation shall remain effective for a period of not less than 45 days following the proposed due date.
5. Successful contractor will be notified by email or through phone no later than Wednesday, May 31
6. The following factors will be considered in the selection decision:
  - a. Adherence to specifications
  - b. Price
  - c. Timelines of responses/communication
  - d. Ability to deliver products in July 2025

## **TIMELINE:**

1. RFP ISSUE DATE - Friday, April 11, 2025
2. PROPOSAL DUE DATE - Friday, May 30 at 4:00pm
3. NOTIFICATION - Successful Contractor will be contacted via phone or email no later than Friday, June 13, 2025
4. HARDWARE ARRIVAL - Hardware shipping arrive date should be coordinated/communicated to **colson@stcroixprep.org**

## **GENERAL CONDITIONS:**

1. St. Croix Preparatory Academy reserves the right to reject any or all responses or portions thereof, and to accept any response or portions thereof that may be most advantageous. St. Croix Preparatory Academy also reserves the right to waive technicalities.
2. Respondents may include additional information and data that is believed to be helpful to the school in the evaluation of the product or services.
3. Any respondent that contacts any School Board Member or any member of the school staff with the intent to influence selection decisions will be disqualified from further consideration.
4. Refer questions concerning solicitation by email to Technology Director Chad Olson (**colson@stcroixprep.org**) as identified on the cover page.
5. Respondent shall note any deviation or exceptions from the specifications on their submitted response.



6. St. Croix Preparatory Academy is exempt from federal and state excise and sales tax. All prices quoted shall reflect the tax-exempt status.

### **GENERAL SCOPE OF PROJECT:**

We are currently evaluating proposals from qualified vendors for a comprehensive multifunction printer (MFP) lease and support solution. We have a current 5 year lease agreement using Canon Printers managed by an on-premise UniFLOW, and we are assessing competitive vendor alternatives for Canon printers managed by uniFLOW Cloud. This RFP outlines our current printer fleet, service expectations, and required software functionality.

We are seeking a 5-year lease term beginning prior to the conclusion of our existing agreement on July 21, 2026.

### **DETAILS OF CURRENT LEASE:**

- Monthly Lease Cost: \$5,181.00
- Annual Volume Included: 1,400,000 B&W and 70,000 Color images
- Overages: \$0.004 per B&W image; \$0.04 per Color image
- Remaining Lease Obligation (as of 14 months out): \$72,534.00
- Current provider covers return shipping costs (est. \$600 per printer x 8 = \$4,800.00)
- Canon printers are currently managed using on-premise UniFLOW Server

### **HARDWARE/SOFTWARE/SERVICE REQUIREMENTS:**

#### **Hardware:**

- **(4) 95ppm Canon BW production printers**  
*(Required accessories for each device: large paper deck, hole punch, fax, and staple unit. One printer has a booklet finisher)*
- **(2) 45ppm Canon BW printers**  
*(Required accessories for each device: 4 paper drawers and external staple)*
- **(2) 45ppm Canon COLOR printers**  
*(Required accessories for each device: 4 paper drawers, fax, (one of these must include booklet unit as well))*

#### **Software/Service:**

- 5 years of all service and support included
- 100% cloud based UniFLOW Cloud Management
- HID authentication
- Follow me print
- Ability to change a job setting at the printer
- Access to online portal



## **PROPOSAL GUIDELINES**

Submitted proposals should include:

- Full equipment specifications
- Monthly and total 60-month lease cost
- Details on included volume and overage rates
- Breakdown of accessories and configurations
- Service level agreement (SLA) and response times
- Details and screenshots (if available) of software functionality
- Plan and pricing for buyout of current lease
- Plan and pricing of converting on-premise UniFLOW server to UniFLOW Cloud
- Information on return shipping support

We look forward to reviewing your proposal and identifying a partner that can meet our printing, service, and software needs effectively and competitively.

Chad Olson  
Technology Director  
chadolson@stcroixprep.org  
651-395-5943

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