



Stockbridge-Munsee Community

MIS

Telephone: (715)793-5155

N8705 Mo He Con Nuck Road

Bowler, WI 54416

Stockbridge-Munsee Community Copier Fleet Replacement Proposal Guidelines

Background:

The Stockbridge-Munsee Community is seeking proposals for replacing its existing copier fleet consisting of 55 Konica Minolta and HP copiers and printers that have reached the end of their usable life. This document outlines the specific project objectives, scope of work, required qualifications, and submission guidelines for vendors interested in submitting proposals.

Project Objectives:

The goal of this project is to replace the current copier fleet with new devices that meet the following objectives:

1. **Improve Efficiency and Reduce Costs**
 - Provide a cost-effective and efficient copier solution.
 2. **Enhance Functionality and User-Friendliness**
 - Ensure the new equipment meets the evolving needs of the community and offers advanced, user-friendly features.
 3. **Environmentally Friendly Practices**
 - Choose equipment and technologies that minimize environmental impact.
 4. **Secure Printing Capabilities**
 - Integrate secure print features to ensure sensitive documents are not left unattended on the printers.
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Scope of Work:

The vendor will be required to:

- **Quantity of Equipment:** Supply **55** new copier/scanner combination units.
- **Specifications:** Refer to **Appendix A** for the current fleet details and required functionality.
- **Installation:** Work with the IT staff to install new Multi-Function Printers (MFP) and implement secure print capabilities.
- **Service Requirements:** Provide a comprehensive service and support package, including maintenance, warranty terms, and troubleshooting.
- **Training:** Provide end-user training on the new copier functionality, with a focus on secure printing capabilities.



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Required Walkthrough:

All interested vendors are required to conduct a **walkthrough** of the Stockbridge-Munsee Community facilities to assess current copier usage and determine the best solution for the community's needs. This walkthrough will help vendors tailor their proposals more accurately.

- **Walkthrough Dates:** December 9th and 10th, 2024 (Time to be scheduled)
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Proposal Submission Requirements:

To submit a proposal, vendors must include the following:

1. **Company Background and Experience**
 - Provide an overview of your company, including years in business, experience in similar projects, and any certifications or qualifications.
 2. **Detailed Product Information and Specifications**
 - Provide specific details on the copier/scanner models you propose, including technical specifications and key features.
 3. **Pricing Structure**
 - Provide a complete pricing breakdown, including the cost of the equipment, installation, and any ongoing costs for maintenance, service, and supplies.
 4. **Maintenance and Support Options**
 - Outline the service level agreements (SLAs), maintenance schedules, and any support options available, including response times and remote troubleshooting capabilities.
 5. **References**
 - Provide at least two references from previous clients with similar needs to demonstrate your company's capability to meet the project's objectives.
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Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. **Compliance with Specifications**
 - How well the proposal meets the required technical and functional specifications.
2. **Pricing**



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- Competitiveness and transparency of the pricing structure.
 - 3. **Company Reputation and References**
 - Vendor's track record and the quality of references provided.
 - 4. **Service and Support Offerings**
 - Quality and reliability of maintenance and support options, including turnaround times and availability.
 - 5. **Environmental Considerations**
 - Vendor's commitment to sustainability through energy-efficient devices and environmentally responsible practices.
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Submission Timeline:

- **RFP Release Date:** November 19, 2024
 - **Walkthrough Dates:** December 9 and 10, 2024 (scheduling required)
 - **Proposal Submission Deadline:** January 10, 2025, at 4:00 p.m. CST
 - **Submission Format:** PDF format via email to jody.hartwig@mohican-nsn.gov or mailed to:
 - **Mailing Address:** Stockbridge-Munsee Community, PO Box 70, Bowler, WI 54416
 - **Vendor Selection Date:** January 17th 2025
 - **Contract Start Date:** TBD
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Contact Information:

For inquiries regarding this RFP, please contact:

- **Brian McDonald**
CIO
Email: brian.mcdonald@mohican-nsn.gov
Phone: (715) 793-3043
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This RFP is an opportunity to partner with the Stockbridge-Munsee Community in upgrading their office equipment. All proposals must be submitted in adherence to the outlined criteria and timeline.



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Appendix A:

Item desc.	Location name		
Konica Minolta Bizhub C3351	ADMIN 1ST FL A/R	color	
Konica Minolta Bizhub 368	ADMIN 1ST FL OUTSIDE TAMMYS OFFICE	color\scan\fax	
Konica Minolta Bizhub C458	ADMIN 1ST FL COPY ROOM	scan\fax	
Konica Minolta Bizhub 458	ADMIN 2ND FL WORKROOM	scan to email	
Konica Minolta Bizhub 458	ADMIN BASEMENT	scan to email	
Konica Minolta Bizhub C3351	CHILD SUPPORT MAIN AREA	color\fax	
Konica Minolta Bizhub C458	COMMUNICATIONS	Color	
MFP 4101fdw	ECONOMIC SUPPORT ROLANDA	scan to email	
MFP 4101fdw	ECONOMIC SUPPORT CRYSTAL	scan to email	
MFP 4101fdw	ECONOMIC SUPPORT ROSE	scan to email	
MFP 4101fdw	ECONOMIC SUPPORT TINA	scan to email	
MFP 4101fdw	EDUCATION LOBBY AREA	color secure print	
MFP 4101fdw	Enrollmnet Office 1	scan to email	
MFP 4101fdw	Enrollmnet Office 1	scan to email	
MFP 4101fdw	Enrollmnet Office 1	scan to email	
Konica Minolta Bizhub 368	EMERGENCY MANAGEMENT	color\scan\fax	
Konica Minolta Bizhub C3351	HISTORIC PRESERVATION	color	



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Konica Minolta Bizhub C3351	ELDERLY SERVICES N8651 MAPLEWOOD ST.,BOWLER,WI,54416	color\scan\fax
HP MANAGED MFP E87660Z	ELDERLY SERVICES N8651 MAPLEWOOD ST.,BOWLER,WI,54416	scan to email
Konica Minolta Bizhub C3351	ELLA B BLDG	scan\fax\color
Konica Minolta Bizhub C308	ENVIRONMENTAL OFFICE	scan\fax\color
Konica Minolta Bizhub C308	FAMILY CENTER FRONT DESK	color\scan\fax
Konica Minolta Bizhub C458	FOOD DISTRIBUTION BLDG	color\scan\fax
Konica Minolta Bizhub C458	HEADSTART	color\scan\fax
Konica Minolta Bizhub C458	HOUSING FRONT DESK	color\scan\fax
Ricoh Lanier IM C4500	KONKAPOT 1ST FLOOR	color\scan\fax
Ricoh Lanier IM C4500	KONKAPOT 2ND FLOOR	color\scan\fax
Konica Minolta Bizhub C308	LAND ENROLLMENT	color\scan\fax
Konica Minolta Bizhub 368	LEGAL BLDG	scan to email
Konica Minolta Bizhub C3351	LITTLE STAR CONVENIENCE STORE	color\scan\fax
Konica Minolta C3851FS Bundle	LP GAS BACK OFFICE	color\scan\fax
Konica Minolta Bizhub C308	MAINTENANCE	color\scan\fax
Konica Minolta Bizhub C458	MUSEUM OFFICE	color\scan\fax
Konica Minolta Bizhub C458	PUBLIC SAFETY	color\scan\fax
HP-E47528F	PUBLIC SAFETY	scan to email
Konica Minolta Bizhub 458	TRIBAL COURT CLERK	color\scan\fax
Konica Minolta Bizhub 368	TRIBAL MAIL AREA BY SIMONE	scan to email
Konica Minolta Bizhub C658	TRIBAL RECEPTION	color\scan\fax



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Health Center		scan to email
Konica Minolta Bizhub C458	Behavioral Health	color\secure print
Konica Minolta Bizhub C458	Business Office	color
Konica Minolta Bizhub C3351	PRC (rm. 238)	color\secure print
HP LaserJet MFP M426fdn	PRC (rm. 240)	secure print
Konica Minolta Bizhub 4050	Dental	secure print
HP LaserJet Pro M402dne	Dental (rm. 207)	secure print
HP LaserJet Pro M402dne	Dental (rm. 208)	secure print
HP LaserJet M402dne	Lab	secure print
HP LaserJet MFP M426fdn	Lab	secure print
Konica Minolta Bizhub C458	Medical (rm. 285)	color\secure print
Konica Minolta Bizhub 458	Reception	scan to email
HP LaserJet 400 Color M451dn	Administration (rm. 225)	color\secure print
HP LaserJet Pro M402dne	Administration (rm. 227)	scan to email
Konica Minolta Bizhub C658	Medical Records	color\secure print
HP LaserJet MFP M426fdn	Safety (rm. 148)	scan to email
Konica Minolta Bizhub 4050	Pharmacy	scan to email
HP LaserJet Pro M402dne	Pharmacy	scan to email
HP E57540 MFP	Pharmacy	scan to email