

RFP RECOMMENDATION

March 27, 2007

MEMO: Lou Spiegel
Associate Superintendent for Business Services

FROM: Shelley Freeman
Purchasing Agent

RE: Consideration of RFPs Received for AV and Office Equipment Repair
Parts and Service

INTRODUCTION

We request that the MISD Board of Trustees approve the recommendation as made by the Purchasing Department for awarding the RFP for AV and Office Equipment Repair Parts and Service. Completed requests for RFP #07-019 were received prior to the 10:00 a.m. RFP closing on March 19, 2007.

DISCUSSION

Attached is the Proposal Evaluation Rating Schedule for RFP #07-019. The purpose of this Request for Proposal (RFP) is to provide AV and Office Equipment Repair Parts and Service for all MISD departments and campuses. Consideration was given to cost, services provided, references, and compliance with the RFP requirements. As indicated on the Rating Schedule, General Binding Corporation is recommended to provide service for the District standard GBC laminators; Cesco is recommended to provide printer repair; Quality Audio Visual Services, Inc. will be used for multiple other AV and office equipment repairs.

RECOMMENDATION

The Purchasing Department recommends that the RFP be awarded to the above mentioned three vendors, as indicated on the attached Rating Schedule.

FUNDING

Funding is available through various 2006-2007 campus and department budgets.

ORIGINATING DEPARTMENT HEAD:
Shelley Freeman
Purchasing Agent

FOR FURTHER INFORMATION CONTACT:
Shelley Freeman 817-299-6090
Dottie Morrow 817-299-6091

RFP #07-019
AV and Office Equipment Repair Parts and Service
RATING SCHEDULE

VENDOR			Cesco, Inc.	DI Imaging and Laser Products, Inc.		General Binding Corporation	
Item/Category	Value	Rating	Reasoning	Rating	Reasoning	Rating	Reasoning
Responsiveness and Completeness of Proposal	5	5	Complete	5	Complete	5	Complete
Understanding of RFP Requirements	5	5	Complete	2	Provided alternate proposal.	5	Complete
References and Experience	10	6	42 years in business. No school district contracts.	7	23 years in business. Serviced Rockwall ISD.	9	30+ years in business. Serviced Dallas ISD, Wichita Falls ISD and Stockton USD.
Types of Equipment Serviced	15	5	Lexmark, Ricoh, Xerox, HP and Brother printers	5	Printers, Copiers and Fax machines.	5	GBC Equipment.
Convenience of Pick Up and Delivery	15	15	Pick-up service at no charge. Loan units provided at no charge for repairs over 10 days.	5	Most on-site. Cost depends on program selected.	15	All service done on-site.
Number of Licensed Technicians on Payroll	10	7	3 Licensed Technicians	9	22 Licensed Technicians.	10	115 Licensed Technicians
Employment Procedure for Technicians	10	10	Criminal records checked. Random drug testing done. Technicians wear uniforms.	10	Criminal records checked. Random drug testing done. Technicians wear uniforms.	10	Criminal records checked. Random drug testing done. Technicians wear uniforms.

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VENDOR			Cesco, Inc.	DI Imaging and Laser Products, Inc.		General Binding Corporation	
Item/Category	Value	Rating	Reasoning	Rating	Reasoning	Rating	Reasoning
Cost	40	30	\$89.00 plus parts (15% discount on parts) for field service; \$65.00 per unit plus parts (15% discount on parts) for shop labor	5	Various programs available that require the purchase of cartridges from the vendor. The charge for service/maintenance of the equipment varies depending on the program selected.	15	\$115.00 per hour for on-site repairs. Trip charge of \$40.00 is charged for each call. A 15% discount off list price for parts is used.
Total Score	100	83		48		74	

Committee:
Shelley Freeman, Purchasing Agent, MISD
Dottie Morrow, Buyer, MISD
Pam Fennell, Buyer, MISD

RFP #07-019
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RATING SCHEDULE

VENDOR		Quality Audio Visual Services, Inc.		Quality High-Tech Services, Inc.	
Item/Category	Value	Rating	Reasoning	Rating	Reasoning
Responsiveness and Completeness of Proposal	5	5	Complete	5	Complete
Understanding of RFP Requirements	5	5	Complete	5	Complete
References and Experience	10	10	27 years in business. Serviced Arlington ISD, Crowley ISD, Fort Worth ISD, Grapevine-Colleyville ISD, Keller ISD, Carrollton-Farmers Branch ISD, Dallas County Community College District, Grand Prairie ISD, HEB ISD, Lewisville ISD, Plano ISD and Tarrant County College.	9	20 years in business. Serviced Hooks ISD, Peak Academy, Richardson ISD, DeSoto ISD, Wichita Falls ISD, Tyler ISD and many private schools.
Types of Equipment Serviced	15	10	All Audio Visual Equipment. No printers.	8	Digital LCD projectors, TVs and LCD displays, office equipment such as desktop and laptop computers, laser, inkjet, impact and thermal transfer printers as well as multifunctional printers.
Convenience of Pick Up and Delivery	15	12	Will pick-up and deliver to the Mansfield ISD Warehouse all items needing repair on a weekly basis (free of transportation charges). Vendor must be notified of equipment being on-site prior to pickup. If a request is made to go to a campus/department, a transportation fee of \$6.00 per item is charged round trip.	8	\$40.00 trip charge to each individual campus. If volume dictates, they are willing to pickup at the MISD Distribution Center on Tuesdays and Thursdays at no charge. If the item must be sent out to factory for repair, a trip charge of \$40.00 will be assessed as well as the actual freight charges. In addition, a \$95.00 per hour (billed in quarter hour increments) shall be assessed on all pickups and deliveries where the driver is delayed beyond 15 minutes upon arrival of a location. This would include, but not limited to, waiting for a class to dismiss, locate teacher or piece of equipment or other delays beyond the company's control.
Number of Licensed Technicians on Payroll	10	7	3 Licensed Technicians	8	13 Licensed Technicians
Employment Procedure for Technicians	10	0	No criminal history checks or drug testing done. There are no uniforms required.	9	Criminal records checked. Random drug testing done. No uniform required, but typically wear company shirt.

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VENDOR		Quality Audio Visual Services, Inc.		Quality High-Tech Services, Inc.	
Item/Category	Value	Rating	Reasoning	Rating	Reasoning
Cost	40	40	\$36.00 per hour for AV repairs and \$44.00 per hour video equipment. See above transportation charges. There is an up-charge for parts based on the following formula: if their cost is \$0.01 to \$9.99 multiply by 2; if cost is \$10.00 to \$19.99 divide by .6; if cost is \$20.00 divide by .7; if cost is \$100.00 or above divide by .8. Equipment can be sent for an estimate, but a small fee is charged if they refuse approximately \$10.00 for AV and \$12.00 for video equipment. If item is being shipped directly to factory for service instead of serviced by Quality AV, MISD will be charged a \$25.00 handling fee, shipping and insurance.	20	\$95.00 hourly rate for on-site or off-site repairs will be charged. A 20% GPM markup shall be assessed on all parts. Any declined repairs will be charged a diagnostic fee of \$47.50 per hour (.5 hourly rate). The diagnostic fee is included in all repair charges that are done. They also have a program where they will service laser printers that have counters at a rate of \$.02 for BW and \$.25 for color per print. This includes all toner and maintenance.
Total Score	100	89		72	