



SAGE COLLEGIATE

Sandra Kinne, Executive Director
skinne@sagecollegiate.org
school: 702.906.2188 ♦ cell: 702.482.7751
www.sagecollegiate.org

Sage Collegiate Request for Proposals

Sage Collegiate is asking vendors to provide a proposal for Multifunction Copiers and Individual Printers to include a Managed Print Service Maintenance Agreement. Equipment will be distributed among one (1) school campus.

Due: Friday, March 15, 2024, by or before 2:00 p.m.

Contact: Jenni Woodard at jwoodard@sagecollegiate.org

SAGE COLLEGIATE: Proving the Possible.

Our Mission: Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.



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Project Description

Sage Collegiate asks vendors to present a cost-effective solution for facilities and janitorial services. The goals for this project are as follows:

1. Provide a cost-effective solution with a reduction in current operating costs.
2. Make multifunction copying, scanning, and faxing available to all users.
3. Make direct printing available to all users.
4. Make direct printing available to students in designated areas.
5. Make network printing available to all campus users, faculty, staff, and/or their designees.
6. Allow users to connect to copy machines and their respective functions from their respective desktops or laptops efficiently and confidentially.

Vendors are asked to examine the requirements found in the Request for Proposal (RFP) and formulate a response that meets the minimum requirements set in the RFP. Vendors may request a walk-through of the existing campus, which will be scheduled at the discretion of the campus administrator. Once minimum requirements have been met, vendors are allowed to provide additional options for increasing functionality or reducing costs, without sacrificing reliability.

Proposals must include all required supporting documentation, assurances, specifications, etc. Incomplete proposals or late proposals will not be accepted.

Sage Collegiate has the right to accept or reject any or all proposals and will make its decision based on the selection criteria outlined in the RFP. Sage Collegiate reserves the right to negotiate the final contract with the selected vendor. It is Sage Collegiate's intention to enter into a mutually beneficial contract that supports this RFP, and any other subsequent contracts that are required by the vendor must meet or exceed the terms and the conditions of this RFP.

RFP Items to Submit:

1. All original forms contained within this RFP.
2. Any additional contracts as necessary to execute this RFP.

PROPOSALS RECEIVED AFTER THE TIME SPECIFIED ON THE REQUEST FOR PROPOSAL WILL NOT BE CONSIDERED OR ACCEPTED.

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Submit proposals via email to:

Jenni Woodard, Director of Operations, jwoodard@sagecollegiate.org and Sandra Kinne, Executive Director, skinne@sagecollegiate.org.

Submit questions to: jwoodard@sagecollegiate.org or 702.530.3042.

Sage Collegiate Background

Sage Collegiate is authorized by the State Public Charter School Authority. Sage Collegiate is a K-8 School that opened with Kindergarten through 5th grade in August 2022. The school has a modified slow growth model and is growing to no more than 796 at capacity.

Mission Statement

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

Selection Criteria

Sage Collegiate will receive and review all proposals. All submitted proposals will be presented for consideration before the Sage Collegiate Board of Directors. The Board of Directors will make the final decision on which vendor will be awarded the final contract.

Areas used to determine viability of information include the following:

1. Strength and capability of the Vendor's Company (Depth of services, installations in similar educational facilities, equipment engineering, etc.)
2. Price (including all costs)
3. Implementation plan (viability, timelines, staff availability, etc.), if applicable
4. Reliable service structure, equipment maintenance, training services, average response times, delivery, if applicable
5. Company references (provide at least 3 from similar type institutions of size and needs)

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Request for Proposal Components

Address each of the following:

1. **Vendor Experience.** Please describe the company's experience in working with educational entities of similar size and the types of projects completed. Include references as described in selection criteria and any other company background / qualifications that apply.
2. **Vendor Contact Information.** Please include the company's web address.
3. **Pricing.** Complete Pricing Worksheet
4. **Maintenance Agreement**
5. **Substitutions and Exceptions.** Please list the company's ability to be creative with any options that may be in the best interest of Sage Collegiate as it relates to this plan in the areas of pricing and configuration options. Provide details regarding the options available to the base plan that you would like to include. Be sure to include details for the cost of any respective substitutions or exceptions.
6. **Invoicing.** Please detail how your invoicing is processed and list any requirement by the company for payment on Net 30 terms. Provide a sample invoice.
7. **Implementation Plan.** Provide a timeline for implementation including the services provided by the vendor and any costs associated with the implementation.

Service / Maintenance Agreement

1. Describe the Maintenance Agreement offered by the company. Be sure to include all items that may impact overall costs.
2. Describe the procedures for a school to report any issues.
3. Describe the process used to escalate and solve any issues.
4. Include average response times to service calls.

Minimum Standards List

Standard Functions / Features on Copiers:

- Capacity - largest capacity available that complies with existing power supply.
 - High Capacity B/W - 75-90 ppm
 - Medium Capacity B/W - 45-70 ppm
- Black and White printing as set default. Color printing must be selected in properties.
- Automatic document feed
- Ability to scan and email documents, as well as faxing capabilities.

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- Duplex and collate on specific devices. Staple and hole punch on specified devices.
- Multiple paper trays
- Network printing directly from existing software platforms.
- Interruption capabilities
- Color and monochrome scanning to email and network folders.
- Job queuing, bypass tray
- Confidentiality copy/print solutions
- Centralized management of user account tracking

Standard Functions / Features on Printers:

- Black and White printing, color printing
- Ability for staff member assigned to that device to easily access current print count, preferably without having to accumulate a "click."

Ongoing Maintenance provided per Maintenance Agreement:

- Toner and all other supplies needed to perform the operations of the machine with the exception of staples.
- Adequate service response times
- Onsite minor repairs
- Parts, labor, supplies shipping and handling
- Software and firmware updates
- Initial training
- Ongoing training as requested or as needed.

Terms of Contract

Notice is hereby given that Sage Collegiate, a Nevada Public Charter School, and Nevada Non-Profit Corporation, is soliciting for bids for a contract (a "Contract") to provide Sage Collegiate with landscaping services for one (1) of its campuses.

No offer of intent to enter into a Contract with any party for services should be construed from this legal notice. Sage Collegiate reserves the right, in its sole discretion, to approve or reject any proposal, or part of any proposal, or all proposals, in accordance with what it deems to be in Sage Collegiate's best interests, as well as to comply with applicable law.

All costs and expenses involved in preparing and submitting proposals to Sage Collegiate must be borne in full by the bidding party and should be included, if at all, in the total price.

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A copy of the full Request for Proposal (“RFP”) containing all of the relevant specifications may be obtained by contacting: jwoodard@sagecollegiate.org.

All prices will remain fixed for the term of the contract. The contract must allow for additions of services as requested without resetting terms of beginning new terms. Invoices should be processed for each individual campus. Under the vendor’s standard invoicing process, exceptions will be considered upon approval by Sage Collegiate.

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Vendor Authorized Contact Information

Company Name	
Mailing Address	
Phone Number	
Remittance Address (if different from above)	
Main Point of Contact Sales	
Main Point of Contact Service (include phone & email)	
Main Point of Contact Billing (include phone & email)	

RFP Authorized by: _____

Title: _____

Signature: _____

Date: _____

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