




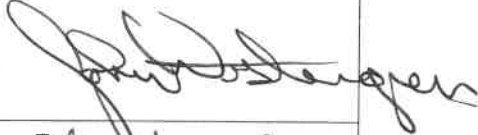



NEWPORT NEWS PUBLIC SCHOOLS

MANDATORY PRE-PROPOSAL CONFERENCE

DATE : November 28, 2023
TIME: 11:00 A.M. (EST)
LOCATION: NNPS Print Shop – 12551 Patrick Henry Drive Newport News, VA
RFP: #003-0-2024/SNB
TITLE: Print Shop Production Equipment and Related Software
NUMBER OF ATTENDEES: 19

COMPANY NAME	REPRESENTATIVE'S NAME AND TITLE (PRINTED)	REPRESENTATIVE'S NAME (SIGNATURE)
Canon	Carol Wilkerson	
CANON	Quentin Pickup	
CANON	TODD ESPASITO	
CANON	CHUCK BRAGG Production Systems	
Offix	Brent Penny	
OFFIX	JOHN WESTERGAARD	
OMNI	Elijah Trower	

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Omni	David Feliciano	David Feliciano
Ricoh	Stom Kirby	Stom Kirby
KMBS	Debra Meagher	Debra Meagher
KMBS	Willard Page	W. Page
KMBS	Rob Frayser	Rob Frayser
ESI Xerox	Devon Azar	Devon Azar
ESI XEROX	CATHY SAWYER MAJOR ACCT. MGR	Cathy Sawyer
NNPS	Shannon Baitey Director of Procurement	Shannon Baitey
NNPS	R. Jenkins COO	R. Jenkins
NNPS	William Chambers	William Chambers
NNPS	Shawn Philip	Shawn Philip
NNPS	Dora Muehlbauer	Dora Muehlbauer



Mandatory Pre-Proposal Conference Agenda

November 28, 2023 at 11:00 AM

RFP #003-0-2024/SNB Print Shop Production Equipment and Related Software

Location: 12551 Patrick Henry Dr. Newport News, VA 23606

Introductions:

Shannon Bailey, Director of Procurement

Dora Muehlbauer, Print Shop Coordinator

William Chambers, Supervisor Technology Operations

Shawn Philip, Digital Operator

Prospective Offeror Introductions

Mandatory Pre-Proposal Conference: This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Potential offerors will have the opportunity to view existing equipment and observe the current layout and operations of the Print Shop.

- 1. Purpose:** The purpose of this RFP is to solicit sealed proposals from qualified offerors to provide print production equipment and related billing software for the NNPS Print Shop. The proposals sought under this RFP will be for equipment to be leased for a five-year term, with three additional five-year lease renewal terms at the division's discretion. The school division expects the successful offeror to be able to deliver its equipment, install, and be fully operational by the end of June 2024.
- 2. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent.

All questions and communication shall only be made with the Procurement Officer facilitating the RFP.

- 3. RFP Deadline:** Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be retained in the Purchasing Office and marked "Late". **Proposals are due Thursday, December 14, 2023 at 2:00 PM EST, unless otherwise changed in a subsequent addendum. Sealed proposals must be received at 12465 Warwick Blvd in the Purchasing Dept.**
- 4. Deadline for Questions:** Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office at Shannon.bailey1@nn.k12.va.us no later than **December 1, 2023 at 2:00 pm EST**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral discussions do not form a part of the Proposal documents.



5. **RFP Submission:** Offerors shall submit proposals in a sealed envelope or package, and label the envelope or package with the Request for Proposal's number and the name and address of the Offeror. Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted. **Submit the one (1) original, three (3) hard copies and one (1) electronic copy (CD or USB drive) of the proposal. Refer to the RFP, Special Terms and Conditions, Section H for further detail. If you wish to redact any information, submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "PROPRIETARY" or your firm can submit a redacted version of your proposal submission marked "REDACTED."**

6. **Contract Term:** The resulting term contract shall be for a five (5) year lease, commencing on the date of final installation of equipment. This contract may be extended upon mutual agreement of both parties for three (3) additional, five (5) year lease periods, as negotiated and agreed upon between NNPS and Contractor.

7. **Evaluation: Each proposal will be evaluated on the following criteria:**

Evaluation Criteria	Weight
Experience, Expertise, and Qualifications	30 points
Capability and Skills	25 points
Services to be Provided	20 points
Cost	15 points
Customer Service Accessibility and Response Time	10 points
Total	100 points

8. **Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP.

9. **Take questions from Prospective Offerors / begin site tour**