



**REQUEST FOR PROPOSALS
FOR FACILITIES PROJECT
DOCUMENT REPRODUCTION,
SCANNING AND DIGITAL
PLAN ROOM SERVICES**

RFP NO. 22-021

REQUEST FOR PROPOSALS ISSUED:	April 11, 2022
DEADLINE FOR QUESTIONS:	April 18, 2022
ADDENDUM, IF APPLICABLE	April 19, 2022
PROPOSAL DEADLINE:	April 25, 2022

**REQUEST FOR PROPOSALS
FOR FACILITIES PROJECT DOCUMENT REPRODUCTION, SCANNING AND
DIGITAL PLAN ROOM SERVICES**

I. NOTICE OF RFP

Notice is hereby provided that the Twin Rivers Unified School District, located in McClellan, California ("District") has issued a Request for Proposals for Facilities Project Document Reproduction, Scanning and Digital Plan Room Services. Specifically, the District is seeking an experienced and reliable service provider to provide reprographic services for current projects, scan historic Facilities documents to establish an archive, and create a digital plan room for current and future project documentation.

It is the desire of the District to select a Vendor that can meet or exceed the District's requirements as specified herein, and complete the project by Dec. 31, 2022.

Qualified vendors are invited to submit their bids **in a sealed envelope** no later than **3:00 p.m. on Thursday August 26, 2021**, to the following address:

Twin Rivers Unified School District
Attn: Debbie Gordon, Manager of Contract & E-Rate Services
3222 Winona Way, Suite 200
North Highlands, CA 95660

Respondents must also email one pdf copy of the proposal to: debbie.gordon@twinriversusd.org.

Please do not submit proposals in 3-ring binders or notebooks.

II. OVERVIEW OF THE DISTRICT

The Twin Rivers Unified School District ("District") is a K-12 public school district located in northeastern Sacramento County with a 2021-22 enrollment of approx. 24,000 students. In 2008, four area school districts, Grant Joint Union High School District and the Rio Linda, North Sacramento and Del Paso Heights Elementary School Districts, unified to create the Twin Rivers Unified School District.

The districts serve the communities of North Sacramento, Del Paso Heights, Rio Linda, North Highlands and Foothill Farms. The district has four high schools, two junior high schools, three charter junior high schools, one creative arts junior high school, one technology academy (middle school grades), 30 elementary schools, two alternative schools, two adult schools and one special education preschool.

The District is in an economically diverse region characterized by a mix of residential development and light industry. Although there is a potential for growth, a moratorium has been placed on construction in the Natomas area. In terms of family income, 90% of District students are currently eligible for Federal Free and Reduced price meals.

The district is governed by a seven member Board of Trustees and is under the day-to-day leadership of Steven Martinez, Ed.D. who was appointed District Superintendent effective July 1, 2013.

III. GENERAL INSTRUCTIONS and REQUIRED INFORMATION

Proposals must be clear, concise, complete and well-organized. Proposals may not be altered after submission to the District and should be reviewed for accuracy beforehand. The District will not be responsible for errors or omissions in any Proposals. The District reserves the right to reject any and all Proposals, to waive any irregularities, or informalities in the Proposals, to award a contract to more than one vendor, or not to award a contract pursuant to this RFP. The submission of company literature and brochures is generally discouraged. If pertinent for illustration of product, or for reference, you may include literature in an appendix. Responses should otherwise be submitted in print, and must be limited to the maximum number of pages indicated.

a. **Signatures** – Your proposal must be signed an authorized representative or officer of the firm.

b. **Q&A** - Questions regarding this RFP may be submitted by email no later than April 18, 2022 the following email address: debbie.gordon@twinriversusd.org

If applicable, an Addendum with summary Q&A will be posted to the District website by April 19, 2022.

c. **District Required Forms** – Your response must include the District Required Forms in Appendix 1: *Offer to Enter Into Contract; General Terms and Conditions; Qualification Certification and NonCollusion Declaration.*

d. **Organizational Structure**

Your proposal should include a description of your firm’s organizational structure. Supply the name or names of the principals who will be responsible for your relationship with the District, and provide brief resumes for these individuals.

e. **Legal Issues**

- Is there any pending or past litigation against your firm regarding your provision or delivery of services?
- Does your firm have any contractual relationship that could be construed as a potential conflict of interest? If so, please explain.

Thank you for your interest in Twin Rivers USD. The District welcomes your firm’s proposal.

IV. SCOPE OF SERVICES

The District is seeking an experienced and reliable service provider to provide reprographic services for current projects, scan historic Facilities documents, including blueprint sized project plans as well as documents stored currently in file boxes, to establish an archive, and create a digital plan room for current and future project documentation. The selected firm will need to organize, label/index and scanning thousands of pages of documents, providing high-quality digital files for upload into the District's document management system, which the firm will also create and provide. The document management system must be equipped to store and manage all historic and future project plans and documents.

A. DISTRICT NEEDS, REQUIREMENTS, SPECIFICATIONS

Below is a listing of the District's needs and requirements. In your proposal, please explain how your firm is qualified to meet or exceed these requirements (5 page maximum):

- Scanning of approximately **100,000 Large Format Drawings**
- Scanning of approximately **150 standard file boxes** (15x12x10) of Small Format Documents, with a mix of Single-Sided and Double-Sided sheets, containing up to **525,000 images**
- The Large Format Documents must be Indexed *per plan set* with the following fields:
District, Campus, Project
- The Large Format Documents must be Indexed *per sheet* with the following fields: ***As Built, Discipline, Sheet Number***
- The Small Format Documents must be Indexed with the following fields: ***Project Name and Binder or Folder Title***
- Provide **cloud-based digital plan room** to store & manage plans and project documents.
- Scan all files and upload into digital plan room.

Provide the following services on-site at Twin Rivers USD:

- Go through the District's paper files and barcode and label each Cabinet and Shelf containing targeted documents for conversion
- Barcode each folder/binder as they are removed from the shelf, and placed into storage boxes
- Provide inventory spreadsheet to record the exact inventory of each folder, its source location, and its transport box contained therein
- Load secured boxes into company provided transport vehicle
- Secure transport of boxes to company facility

Provide the following services off-site:

- Document preparation, if required
- Image Acquisition
- Scanned Image QC
- Document Indexing
- Document Re-assembly
- Processing of QC'd Images

- Close out chain of custody process controls
- Return of hard copy originals or secure shredding of all hard copy pages, upon release from TRUSD Officials.

SPECIALIZED SERVICES: In addition to the above general requirements and specifications, the District is seeking a cloud-based document management and storage system with the following capabilities:

- Search function that searches inside the document
- Allows storage of various files types (not just pdf files)
- Accessible on any device and platform
- No storage limits
- Enhanced security
- Ease of file uploads
- Ability to order prints directly from document storage system and have delivered to specific location

B. PROPOSAL CONTENTS

Your proposal should fully address the District's needs, requirements and specifications laid out in Sec. IV-A above, within the 5-page maximum limit. In addition, please return your response with the following items and information:

District-Required Forms – Appendix 1. Complete, Sign and return the forms provided in Appendix 1 with your proposal.

COST PROPOSAL. Please provide your cost proposal (per sheet/per box etc.) for both large-size and regular size documents, including scanning, indexing, labeling and barcoding. Please also include your cost proposal to set up and maintain the digital plan room for ongoing and future District needs.

Additional Information. Please provide the following information with your proposal:

1. **Company Profile** – name, years in businesses, owners'/principals' bios (1 page max)
2. **Related Licenses/Certificates/Authorizations**
3. **References** – list of other schools/districts for which you have provided like product/services, including a contact name and email address
4. **Explanation of all warranties, service and support your company provides**
5. **DELIVERY DATE** – Time is of the essence. The District is seeking a vendor who can complete this project by **Dec. 31, 2022**. Please indicate your commitment to meeting this date.
6. **Additional Benefits.** Description of any additional or unique benefits or services your company offers.

COVID-19 REQUIREMENTS

The District is maintaining compliance at all school sites, consistent with Federal CDC, State and County health and safety requirements to mitigate the spread of COVID-19 pandemic and CDC and District health and safety guidelines, onsite assembly/installation. These requirements apply to all visitors, and to vendors working on District sites and are expected to be in effect during the coming months.

V. PROPOSALS DUE – APRIL 25, 2022

Proposals must be received by the District no later than **3:00 p.m. Thursday, April 21, 2022**. Once submitted, responses become the property of the District. No corrected or resubmitted proposals will be accepted after the deadline. **Late proposals will not be accepted and will be returned unopened.**

Submit one signed proposal, **in a sealed envelope**, by regular or express delivery to the address below:

**Twin Rivers Unified School District
Attn: Debbie Gordon
Manager of Contract & E-Rate Services
3222 Winona Way, Suite 200
North Highlands, CA 95660**

Please also email a pdf version to: debbie.gordon@twinriversusd.org

PLEASE DO NOT SUBMIT PROPOSALS IN 3-RING BINDERS OR NOTEBOOKS.

VI. EVALUATION OF PROPOSALS AND AWARD OF CONTRACT.

To be deemed “Responsive”, proposals must be received by the deadline, include the District-required forms, and address all requirements of this RFP. Responsive proposals will be scored by a District panel using the following criteria:

- Demonstrated understanding of, and responsiveness to, the RFP. *10 points*
- Ability to meet and/or exceed the requirements of this RFP. *25 points*
- Cost proposal. *25 points*
- Past experience and references. *15 points*
- Delivery date. *15 points*
- Additional benefits of the firm’s offering. *10 points*

Award of contract(s) will be based upon the proposal scores and, if required, follow-up interviews, at the District’s option. Contract awards are conditional on final approval by the Twin Rivers USD Board of Trustees. The District reserves the right to:

- Select the firm that, in the District’s judgment, will best meet the District’s needs. Price is an important factor, but are not the sole factor in the proposal score.
- Reject any and all proposals or waive any non-statutory informality.
- Award a contract, multiple contracts, or portions of the whole, to more than one firm.
- Not to award a contract, either as a result of proposals received, or any other reason.

The decision of the District panel and Board will be final. May 10, 2022 is the target date for award of contract by the Twin Rivers Board of Trustees. Thank you for your interest in Twin Rivers USD. We invite you to respond and look forward to receiving your firm's proposal.



APPENDIX 1

DISTRICT REQUIRED FORMS

Offer to Enter Into Contract
General Terms and Conditions
Qualification Certification
Non-Collusion Declaration

OFFER TO ENTER INTO CONTRACT

The undersigned hereby proposes to enter into an agreement with the Twin Rivers Unified School District and to furnish services as described in this Request for Proposal.

Name and Address of Firm:

Name: _____

Address: _____

City and State: _____

Telephone Number: _____

Email Address: _____

Signature of Authorized Officer/Representative of Firm:

Authorized Signature: _____

Printed or typed name: _____

Title: _____

Date: _____

GENERAL TERMS AND CONDITIONS

1. **INSTRUCTIONS AND USE OF FORMS.** In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District-required forms with their proposals.
2. **ACCEPTANCE OR REJECTION OF RESPONSES.** The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified vendors. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.
3. **PROPOSAL PROTESTS.** The following instructions must be followed by a Respondent who wishes to challenge the District's selection and award of any contract pursuant to this RFP:
 - a) Any protest must be submitted in writing to the Manager, Contract & E-Rate Services, Twin Rivers Unified School District, 3222 Winona Way, Suite 200, North Highlands, CA 95660, before 3:00 p.m. on the fifth (5th) business day following the District's notification of its intention to award a contract pursuant to this RFP.
 - b) Only vendors who submitted a proposal in response to this RFP may file a protest.
 - c) Protests must contain the following specific information:
 - Protestor's name, address, tele. no. and email address;
 - Date on which protestor's Response was submitted to the District;
 - Protestor's specific, detailed basis for the protest, which must be supported by facts and/or documentation. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.
 - d) The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
 - e) The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
 - f) If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District RFPs or contracts.
4. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.
5. **NO CONTACT WITH BOARD OF TRUSTEES.** Respondents may not contact any member of the Twin Rivers USD Board of Trustees regarding this RFP unless specifically invited to an interview conducted by the Board.
6. **NON-DISCRIMINATION.** The Twin Rivers Unified School District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by contractors and

subcontractors, and may require the successful vendor(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement, in compliance with Government Code 12990.

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

Name of Firm: _____

Authorized Signature and Date

Printed Name: _____

Title: _____



Qualification Certification

I, the undersigned, certify and declare, with specific reference to the California False Claims Act, Government Code sections 12650, *et seq.*, that I have reviewed all of the information presented in this submittal and know its contents. The matters stated in the submittal are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Name of Firm: _____

Date: _____



**NONCOLLUSION DECLARATION TO BE EXECUTED
AND RETURNED WITH PROPOSAL**
(Public Contract Code Section 7106)

_____deposes and says that
(Name of Authorized Representative)

he/she is _____ of _____,
(Title) (Firm Name)

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

(Signature)

(Typed or Printed Name)