

PLEASANT VALLEY RECREATION & PARK DISTRICT
REQUEST FOR PROPOSALS
FOR
DISTRICT-WIDE PRINTER SERVICES AND EQUIPMENT SOLUTIONS



RFP RELEASE DATE:

Monday, September 7th, 2026

PROPOSALS DUE:

Friday, October 9th, 2026

No Later Than 5:00 PM PDT

DELIVER PROPOSALS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Alison Bohorquez

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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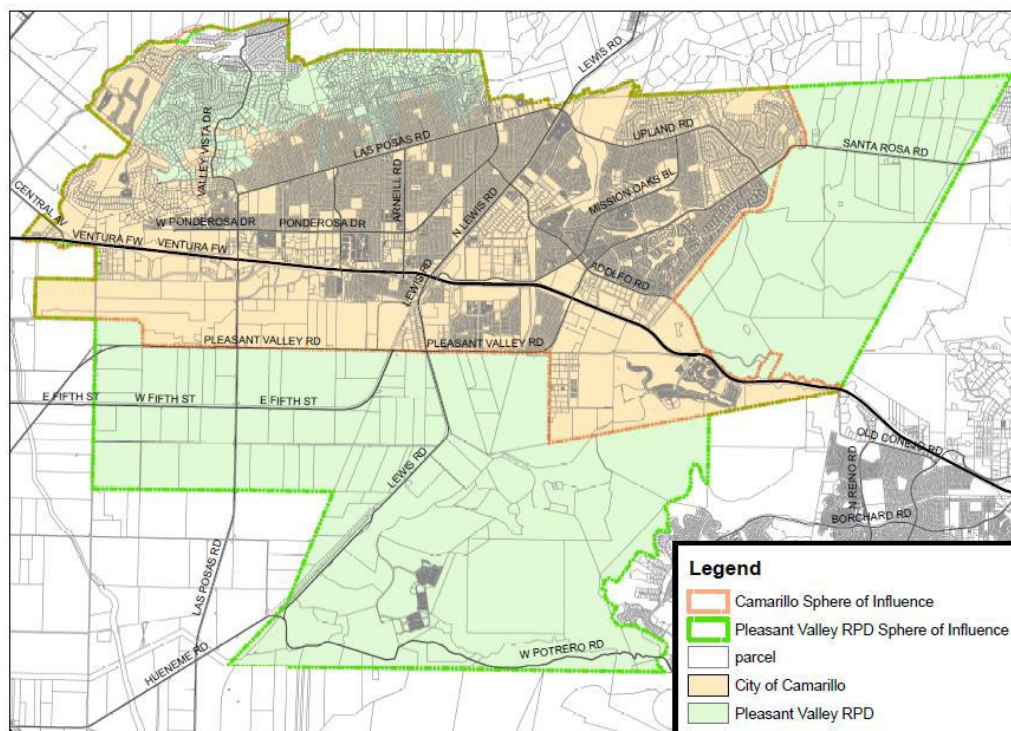
Introduction

The Pleasant Valley Recreation and Park District (“District”) is issuing this Request for Proposals (“RFP”) from qualified firms to provide printer-related services across multiple District facilities. The District is seeking proposals for maintenance services, supplies, and equipment solutions, including leasing options for high-volume printer equipment.

District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 59 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that it operates independently of the District.

Below is a map that displays the District’s and the City’s respective Spheres of Influence:



Project Goal

The goal of this project is to evaluate and implement a cost-effective, reliable, and scalable printer services program across the District. The District is seeking flexible solutions that may include maintenance-only services, full-service printer support (including supplies), and/or equipment leasing options.

The selected vendor should provide high-quality service, minimize downtime, and support efficient day-to-day operations across multiple facilities.

Project Scope

The District is seeking proposals from qualified vendors to provide managed print services across multiple District facilities. Services should include printer maintenance, repair, supplies, and equipment leasing.

The District operates out of the following facilities: Community Center Park Administration Building, Community Center Park Senior Center, Pleasant Valley Aquatic Center (Pool), and the Park Office at Freedom Park.

The District currently owns several small office printers located at each site and leases one high-volume copier located at the Community Center Administration Building. The District is evaluating service delivery models to determine the most efficient and cost-effective approach for managing these assets.

Equipment Inventory (Current State)

District-Owned Equipment

- One (1) printer located at the Community Center
- One (1) printer located at the Senior Center
- One (1) printer located at the Aquatic Center
- One (1) printer located at the Park Office (final inclusion subject to confirmation)

Leased Equipment

- One (1) high-volume copier located at the Community Center

Vendor Requirements:

- A Service Level Agreement (SLA) that guarantees service response and systems performance.
- A level of service excellence with recognition by manufacturer or industry analyst.
- Managed Printer Service (MPS) Certifications and processes to effectively manage and support laser printers and MFPs.
- Local Dispatch for service requests and parts supplies inventory

Base Proposal: Maintenance Services

The Base Proposal shall include maintenance and support services for all District-owned printer equipment.

Services shall include, but are not limited to:

- Preventative maintenance and routine service
- Repair services including labor and replacement parts

- Troubleshooting and technical support
- Service Level Agreements (SLAs) outlining response and resolution times
- On-site service and support as needed
- Optional reporting on service history and equipment performance

This option assumes the District may independently purchase or retain existing equipment and is seeking a qualified vendor to maintain and support those assets.

Alternate Proposal#1: Supplies and Maintenance

Alternate Proposal #1 shall include all services outlined in the Base Proposal, in addition to full supply management.

Services shall include:

- Maintenance and repair services as described in the Base Proposal
- Provision and installation of toner
- Provision of other printer or copier related supplies
- Monitoring of supply levels (if available)
- Pricing structured as:
 - Cost-per-print (black & white and color), or
 - Bundled monthly service model

Vendors shall clearly identify all costs associated with supplies and service, including any minimum usage requirements or overage charges.

Alternate Proposal #2: Supplies, Maintenance, and Equipment Leasing

Alternate Proposal #2 shall include a full-service managed print solution that includes all services outlined in Alternate Proposal #1, plus equipment leasing.

Services shall include:

- Maintenance, repair, and supplies services as described in the Alternate Proposal #1
- Lease of one (1) high-volume copier for the Community Center
- Delivery, installation, and configuration of equipment
- Ongoing maintenance, repair, and technical support
- Equipment replacement or upgrade options during the lease term (if available)
- Usage tracking and reporting (if available)

Vendors shall provide detailed lease terms, including:

- Lease duration options (e.g., 3-year, 5-year)
- Monthly lease costs
- Cost-per-print structure (if applicable)
- End-of-term options (buyout, upgrade, return, etc.)

Minimum System Requirements – Equipment Leasing:

- Copy print speed - a minimum of 51 pages per minute for color and 55 for black and white
- Single-pass duplex scanning speed - up to 100 images per minute
- Document Feeder Capacity - a minimum of 150 sheets
- Booklet stapler finisher with 2/3 hole-punching and tri-fold capability
- Minimum of 4 paper sources, including the bypass tray
- Minimum standard RAM capacity - 8GB
- Minimum standard storage capacity - 256 GB

- Handle paper sizes 3-7/8" x 5-1/2" up to 12" x 18"
- Handle paper stock 14lb to 140lb index
- Postscript and PCL printing
- Advanced box for documentation collaboration - 15GB
- Standard media USB interface for scanning, printing, and PDF printing
- Ethernet network interface
- Supports environment initiatives, Energy Star Qualified
- Envelope Feeder

Submission Requirements

Interested proposers must submit five (5) copies, plus an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below shall not be considered.

1. Transmittal Letter to the Selection Committee

- a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the firm's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.

2. Description and Qualifications of the Firm

- a. A description of the firm's organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a description of the firm's qualifications and experience on projects of similar nature to those described in the proposal as well as projects/clients where consultant has performed as an extension of staff.

3. Staffing

- a. Provide an organizational chart identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.
 - i. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.

4. References

- a. A list of no more than three (3) references for the proposer and no more than three (3) references for any subconsultants, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify how much experience the firm and sub consultant, if needed, has had with public agencies.

- b. A minimum of two (2) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide a brief description of these selected projects including when the project began, its current status, a description of the proposer's role/involvement in the project, and any specific information on how the community was responsive to the project.

5. Scope of Work

- a. A clear and concise statement of the proposer's understanding of the nature and extent of the services required.
- b. Description of the firm's approach to providing services, including methodology for maintenance, repair, supply management, and equipment leasing (if applicable).
- c. Description of Service Level Agreements (SLAs), including response times, resolution times, and escalation procedures.
- d. Description of any tools or systems used to track service calls, monitor equipment, or provide usage reporting.

6. Project Budget & Other Financial Information

- a. Proposals must clearly separate pricing for the Base Proposal and each Alternate Proposal. The proposer shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal.
 - i. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
 - ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
 - iii. A detailed description of services and pricing structure for all proposed solutions, including an itemization of services and associated costs. This should include pricing for the Base Proposal (Maintenance Only), Alternate Bid #1 (Supplies and Maintenance), and Alternate Bid #2 (Supplies, Maintenance, and Equipment Leasing). Include descriptions of service, cost-per-print (if applicable), and any service components included in each option.
 - iv. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
 - v. A disclosure of all personal, professional or financial relationships with any officer and/or employee of the District.

Evaluation Criteria

The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the District may not select the lowest cost proposal.

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the objectives mentioned above and the following criteria with a given point value listed below.

Selection Criteria—RFP	Points Available
Understanding of Scope of Work and Proposed Approach	25
Cost and Pricing Structure (including Base and Alternate Bids)	15
Demonstrated Experience in Providing Similar Services	25
Qualifications and Experience of Key Staff	20
References & Past Performance	15
Total Points Available Per Proposal	100

Total scores will be tabulated, and the highest ranked firm will enter into negotiations. If the District requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have not been scheduled and are not anticipated at this time. However, if the District elects to set up interviews and your firm is invited to give a presentation to the committee, notice will be given with a set date.

Firm Selection & Notification

The issuance of this RFP is the first step in the process that will eventually lead to the execution of an agreement with the most qualified firm. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful Consultant to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason and or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify, any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and or the program, which is outlined within this RFP at any time if doing so would serve the interest of the District. Contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Consultants with significant concerns about the sample agreement should not submit on this RFP.

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

Estimated Selection & Approval Schedule

Request for Proposals Open	September 7, 2026
Optional Walk Through – 10:00 am	September 18, 2026
Questions/Clarifications Due	September 24, 2026
Answers Provided by	October 2, 2026
Deadline for Proposals	October 9, 2026
Evaluation of Proposals	October 12-15, 2026
Announce Decision	November 4, 2026
Contract Negotiations	November 2026
Target Equipment Switch-Out Date	December 14, 2026

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFP, all Consultant communications concerning the RFP should be directed to Alison Bohorquez, Administrative Analyst via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Ms. Bohorquez.

Name: Alison Bohorquez, Administrative Analyst
Address: Pleasant Valley Recreation & Park District
 1605 E. Burnley Street, Camarillo, CA 93010
Email: abohorquez@pvrpd.org

Submittal Instructions

Proposals must be received no later than 5:00 p.m. PDT on Friday, October 9, 2026.

Proposals shall be mailed or hand delivered to:

Pleasant Valley Recreation & Park District

Attn: Alison Bohorquez

1605 E. Burnley Street

Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Printer Services RFP."