

**SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY  
REQUEST FOR PROPOSAL  
RFP: 2026-09**

**Managed Print Services**

**APRIL 30, 2026**

RFP Number: **2026-09**

Posted Date: April 30, 2026

Proposal Due Date: June 2, 2026 by 2PM

The South Dakota Science and Technology Authority (SDSTA) is seeking a qualified partner organization to provide a fleet of leased printing devices, along with preventive maintenance and related services, to support the ongoing operations of the Sanford Underground Research Facility (SURF). Selection will be based on demonstrated expertise and qualifications for the required work.

- This announcement is open to all businesses regardless of size. To be eligible for contract award the firm (individual) must be registered as a business entity with the South Dakota Secretary of State, the System for Award Management (SAM) and E-Verify.

Documents included in this Request for Proposal include:

- Draft Contract 2026-09
- Exhibit A: Insurance Requirements
- Exhibit B: Environment, Safety, and Health (ESH) Requirements
- Exhibit C: Federal Terms and Conditions
- Exhibit D: Acknowledgement of Risk Waiver
- Exhibit E: Release, Agreement Not to Sue, and Waiver

## **1.0 Background**

SDSTA is a quasi-governmental agency established by the State of South Dakota to operate and manage SURF at the former Homestake Gold mine in Lead, SD. This facility has been rehabilitated and developed to support a variety of scientific experiments, including physics, biology, geology, and others. Our mission is to advance world-class science and inspire learning across generations

## **2.0 Project Overview**

The SDSTA is requesting proposals to establish a master agreement with a qualified vendor for managed print services on a lease basis. We are seeking multifunction devices, single-function laser printers, and software packages that support and enhance the productivity and capabilities of the equipment. There are currently 27 leased devices in various locations, all on the surface at SURF, as detailed in TABLE 1, including their annual black-and-white and color usage.

The majority of copiers have inner finisher, hole punch and stapling unit. The multiple drawers with bypass feed are required on a select few in the administration building. The period of performance for the contract will initially be three years with an option to extend up to total of five (5) years.

## **3.0 Scope**

3.1 Printer Services and Maintenance: The vendor will provide proactive maintenance and services to keep printers consistently operating.

3.1.1 Services to be performed within SDSTA business hours: Monday-Friday 7am-4pm MST

3.1.2 Multi-functioning devices designed with adjustable sizing capabilities, incorporate printing and scanning that work independently of each other.

- 3.1.3 Technicians performing maintenance & repairs must be trained and certified to service devices.
- 3.1.4 Provide lifecycle of device with replacement of the failed or outdated unit required to be newer than predecessor.
- 3.1.5 Environmental Sustainability: Devices to be compatible with recycled paper up to and including 100% post-consumer recycled paper.
- 3.1.6 Implementation: Plan development for installation, setting up drivers and component parts along with relocation of equipment as needed.

3.2 Technical Support and Issue Resolution

- 3.2.1 Help Desk Support: The vendor will serve as a responsive support partner, addressing technical challenges as they arise. This includes troubleshooting and resolving errors, restoring system functionality and stability.
- 3.2.2 Software: Drivers supplied need to be compliant with Windows 11, Mac OS Sequoia and Tahoe and universal software drivers.
- 3.2.3 Quality Assurance: Provide quarterly device summaries and reports as requested, including but not limited to black-and-white (B/W) and color device meter usage.
- 3.2.4 Provide remote monitoring for meter reading, automated toner replacement, patching and software updates.

3.3 TABLE 1

MODEL	QTY			
SHARP MX-3551	8			
HPI W1Y44A#BGJ (M454DN)	12			
HPI W1A53A#BGJ (M404DN)	3			
HPI 3GX99A#BGJ (E55040DN)	1			
HPI 3GY25A#BGJ (E57540DN)	1			
HPI W1A29A#BGJ (M428FDN)	1			
Lexmark 40N9390 (XC2326)	1			
<b>SDSTA Owned: Cartridge Replacement ONLY</b>				
HPI W1Y44A#BGJ (M454DN)	1			
HP LaserJet Pro MFP 3101fdw	1			

  

COPIERS	Est. Monthly	Est. Annual Usage
B/W	6,500	78,000
COLOR	13,500	162,000

  

PRINTERS	Est. Monthly	Est. Annual
B/W	1,250	15,000
COLOR	3,250	39,000

## 4.0 SDSTA Additional Requirements

4.1 Company Profile and Experience

- 4.1.1 Overview of the firm’s description with evidence of qualifications to perform services.
- 4.1.2 Include contact information and email address of professional appointed to this contract.
- 4.1.3 Provide a minimum of two client references provided with similar services.

4.2 Support and Communication

- 4.2.1 Proposed communication practices with SDSTA staff.
- 4.2.2 Description of the vendor’s process for training, applying updates, testing and deploying changes.

## 5.0 Schedule

The activities noted in the Scope section above should commence following the award of the contract. The schedule for completion of this project is negotiable and flexible to accommodate the contractor's availability. The proposed schedule for the project is:

RFP Posted .....	April 30, 2026
Questions Submitted by 2PM.....	May 18, 2026
Q&A Posted by 2PM .....	May 20, 2026
<b>RFP Responses Due by 2PM .....</b>	<b>June 2, 2026</b>
Contract Awarded By (Target).....	June 10, 2026

## 6.0 Submission Requirements

The bid in response to this RFP, maximum of 15 pages, must contain the following:

- 6.1 Proposal referencing RFP #2026-09 detailing the capabilities to perform the services outlined in the scope of work and additional requirements.
- 6.2 Pricing Structure: Rates to be submitted in form of monthly fixed costs for preventive and maintenance services. Include delivery, labor, parts (not limited to ink cartridges, toner, staples, waste toner bottles, rollers and pads and maintenance kits) and installation.
- 6.3 Include anticipated costs for annual increase of usage overage rates to be billed quarterly.
- 6.4 Provide list and specifications of equipment. Photos of equipment optional. Vendor encouraged to expand on specifications with upgraded equipment that would be consistent with the scope.
- 6.5 The vendor shall provide their designated response time, ensuring responses are within SDSTA business hours, whether remotely or on-site, for troubleshooting. The vendor shall supply a quote for repairs that fall outside the standard scope of services, to be addressed through a change order.
- 6.6 Any tiered service packages or minimum commitments.
- 6.7 Provide a detailed list of exceptions to bid.

## 7.0 Proposal Requirements

- 7.1 Bidders should submit an electronic copy of the bid in PDF format to Eva M. Omdahl at [eomdahl@sanfordlab.org](mailto:eomdahl@sanfordlab.org).
- 7.2 Questions must be sent in writing by email to Eva M. Omdahl at [eomdahl@sanfordlab.org](mailto:eomdahl@sanfordlab.org). Answers will be emailed to all prospective proposers and posted to the sanfordlab.org website.
- 7.3 The bid period may be extended at the discretion of the SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective proposers.
- 7.4 All communications regarding this procurement between RFP release and contract award shall be directed to Eva M. Omdahl. Communications with other SDSTA staff regarding this procurement in advance of the contract award is not allowed.

## 8.0 Selection Process

The SDSTA will review all submitted bids for adherence to this request's requirements and capabilities and select the firm providing the Best Value.