



Squaxin Island Tribe

**Little Creek Casino Resort**

91 West State Route 108

Shelton, WA 98584

800-667-7711

REQUEST FOR PROPOSALS

For

**Enterprise Printer, Copier & Cloud-Print Enabled Fleet**

The Squaxin Island Tribe's Little Creek Casino Resort (LCCR) invites qualified bidders to submit proposals for contract services to:

Little Creek Casino Resort  
Renay VanDelden, Procurement & Supply Chain Manager  
[Renay.VanDelden@LittleCreek.com](mailto:Renay.VanDelden@LittleCreek.com)

**Issue/Posting Date:** Monday, May 11, 2026  
**Notice of Intent to Participate:** Monday, May 18, 2026  
**Proposals Due:** Tuesday, June 9, 2026 at 3PM

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### 1. Background and Scope of Work

See additional *Section 15. Scope of Work Pictures* at end of RFP

Little Creek Casino Resort (LCCR), owned by the Squaxin Island Tribe, is seeking proposals for a comprehensive Managed Print Services (MPS) solution. The selected vendor will provide a turnkey solution including equipment, software, installation, service, and lifecycle management.

Objectives include reducing total cost of ownership, improving reliability, enhancing security, and modernizing the fleet.

LCCR operates casino, hotel, food & beverage, marketing, security, and administrative departments. The current print environment includes a mix of devices with varying utilization and service performance.

Detailed fleet and usage data is provided in Exhibit A.

#### Scope of Services

- Fleet assessment and right-sizing
- Equipment provisioning and installation
- Centralized print management solution
- Secure print release functionality
- Maintenance and support
- Automated supply management
- Training and lifecycle management

#### Functional & Performance Requirements

- Secure print release (badge/PIN)
- Centralized monitoring and reporting
- Integration with Active Directory
- Cloud-enabled printing
- Minimum 98% uptime
- Response times: Critical ≤4 hours, Non-critical ≤8 hours

### Implementation Approach

- Site assessment and placement recommendations
- Phased implementation plan
- Migration with minimal disruption
- Training for users and administrators

### Pricing & Financial Requirements

- Cost per device and per page (B/W and color)
- Lease, purchase, and subscription options
- Implementation and support costs
- Consumables pricing
- 5-year Total Cost of Ownership (TCO)

Category	Description	Unit Cost	Notes
Device Cost	Per device by tier		
Cost per Page (B/W)	Per page		
Cost per Page (Color)	Per page		
Implementation	One-time		
Support & Maintenance	Monthly		

### Vendor Innovation

Vendors are encouraged to propose:

- Fleet reduction opportunities
- Cost-saving strategies
- Workflow automation improvements
- Alternative technology solutions

## 2. Mandatory Pre-Bid Site Visit

A mandatory pre-bid site visit will be held on the date listed below (unless marked as N/A). Bidders must RSVP and are expected to sign in. Firms that do not RSVP may not be authorized to attend. Any updated/additional bid information will be distributed to those on the list. Those who do not attend will not qualify to submit bids.

The Little Creek Casino Resort will conduct a pre-bid site visit on:

Date	Thursday, May 21, 2026	
Time	11:00AM	<input type="checkbox"/> N/A
Location	Hotel Lobby	

## 3. Contractor/Consultant Qualifications

- ≥5 years supporting enterprise hospitality or similar environments.
- Technicians certified on proposed devices; manufacturer authorization.
- Experience with tribal enterprises preferred.
- Ability to support high-availability 24/7 operations.
- At least 3 comparable references with contact info.

**4. Instructions to Prospective Contractors – Submittal Instructions**

Renay VanDelden, Procurement & Supply Chain Manager, will receive submittals on behalf of the Little Creek Casino Resort. Please note that the Tribe prefers a digital version of your submission. Bound hard copies are also acceptable, but must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the name of the RFP.

A complete submittal should contain:

- Executive summary
- Company overview & qualifications
- Proposed solution overview
- Implementation plan
- Service model
- Pricing proposal
- Assumptions & exceptions
- References

**5. Review Process**

The Respondent’s proposal will be reviewed by the LCCR’s RFP Committee with the following criteria in mind:

Technical compliance	30%
Security features	20%
Total cost of ownership	20%
Vendor experience & references	15%
Support model & SLAs	10%
Innovation / Value-added features	5%

**6. Proposal Due Date and Time**

Interested vendors must submit their proposals no later than Tuesday, June 9, 2026, at 3PM.

Deliver to: Renay VanDelden, Procurement & Supply Chain Manager  
[Renay.VanDelden@LittleCreek.com](mailto:Renay.VanDelden@LittleCreek.com)

Bids will be delivered to the Little Creek Casino Resort and privately opened by The Tribe within 24 hours of the due date. See Notification to Award below for result information.

**7. Conflict of Interest**

Information regarding possible conflicts of interest should be provided as part of the qualification response. Such information will be taken into consideration in making a decision on the selection of the contractor. Should a conflict arise during preparation for or while undertaking these services, the contractor must immediately advise Procurement and Supply Chain Manager, Renay VanDelden, of such conflict by email [Renay.VanDelden@LittleCreek.com](mailto:Renay.VanDelden@LittleCreek.com).

**8. Davis-Bacon Wages**

Davis-Bacon Wages     Apply     Do Not Apply    to this RFP

**9. Inquiries**

All inquiries concerning this RFP should be directed to Renay VanDelden, Procurement & Supply Chain Manager – [Renay.VanDelden@LittleCreek.com](mailto:Renay.VanDelden@LittleCreek.com). Any firm that contacts another member of our operations team regarding this RFP will be disqualified from bidding. Inquiries must be submitted at least one (1) week prior to RFP submission deadline. All inquiries and provided answers will be shared anonymously with all competing bidding firms within three (3) business days of inquiry submission.

**10. Native American Preference Policy**

Applicants may assert a claim for tribal preference on the *Contractor/Consultant Qualifications Form* and provide supporting documentation.

Indian preference may be used in the purchase of goods or services. Indian preference is preferential treatment in securing goods and services from Alaska Natives and Indians, or Indian Owned Enterprises, as provided in Public Law 93-638, Section 7(b) Indian Self Determination and Education Assistance Act, January 1975.

All awarding contracts or subcontracts for supplies, services, labor, or materials in the amount of \$35,000 or more, where the majority of the work on the contract or subcontract will occur on lands subject to the jurisdiction of the Squaxin Island Tribe, shall give preference to Indian Owned Enterprises in the award of such contracts or subcontracts.

Unless federal law or the source of funds requires a different consideration, an Indian Owned Enterprise shall be considered among all preference applicants.

Preference will apply to bids that are within the percentages below of the lowest bid submitted by a qualified bidder not claiming preference, provided that the successful Indian Owned Enterprise agrees to perform the work at the cost of the lowest bid submitted by a qualified bidder not claiming preference.

Bid Preference Table:

Where the lowest responsive bid is:	Bid preference amount:
Less than \$100,000	10%
At least \$100,000 but less than \$500,000	5%
At least \$500,000 but less than \$1,000,000	3%
\$1,000,000 or more	1%

In circumstances where issues in addition to cost form a part of the decision-making, for example, design, experience, and/or timeliness, preference will be considered in the cost element only. In such circumstances, the bid document will identify the relevant elements and the scoring methodology to be used.

**11. Tribal Sovereignty**

Nothing herein shall be deemed to waive the sovereign immunity of the Tribe, the Squaxin Island Tribe, or the enterprises, agents, or employees of any of them.

**12. Right to Reject**

The Squaxin Island Tribe and their agents reserve the right to reject any or all bids, or any part thereof, to waiver irregularities or informalities in the bid or bidding process.

**13. Notification of Award**

The Squaxin Island Tribe reserves all rights to award, or not award, any of the individual items listed under the scope of work above upon issuance of an Award of Contract. The Tribe will provide written notice to the successful bidder of actual items awarded.

It is expected that a decision selecting the successful Interested Contractor/Consultant will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Contractors/Consultants submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful firm. No other competing bid information will be provided outside of the notification process.

**14. Scope of Work Pictures**

**Exhibit A – Current Fleet Baseline**

The following figures reflect one recent billing period and are provided solely to enable apples-to-apples TCO modeling. Vendors must propose device tiering and pricing that meets or improves upon these baselines.

Department	Model	Black Vol (mo)	Color Vol (mo)
Hotel	Sharp MX-3571	5877	2823
Facilities	Sharp MX-3571	28	265
HR	Sharp MX-7081	5511	8224
Sports Book Dept	Sharp MX-7081	2156	1653
Marketing	Sharp MX-5071	168	2149
Finance	Sharp MX-M7570 (mono)	17924	0
F&B	Sharp MX-4071	2490	2647
Security	Sharp MX-M2651 (mono)	1169	0
Sales & Catering	Sharp MX-2651	103	2023
Salish Pro Shop	Sharp MX-2651	546	1093
*New – Admin			
*New – Exec			
*New – Warehouse			

Wide-format device currently in use: Canon iPF TM-305 (Marketing). Vendors shall address media, calibration, service SLAs, and pricing for this class of device.