

Contoocook Valley School District-SAU#1
106 Hancock Road
Peterborough, NH 03458
(603)924-3336
(603)924-6707 (fax)

Request for Proposal

MFP (Multi-Functional Product)/Digital Copier Fleet
&
Print Management Solution

Notice for Proposal

The Contoocook Valley School District is currently seeking proposals for the replacement of 23 Digital Multi-Functional Products (MFP) and a Print Management Solution throughout the district.

Information & Instructions

Submission Requirements

All RFP documents must be submitted to:

Mindy Ryan
Business Administrator
Contoocook Valley School District
106 Hancock Rd.
Peterborough, NH 03458
(603)924-3336
(603)924-6707 (fax)
mryan@conval.edu

The RFP should be clearly labeled **'Request for Proposal- MFP & Print Management Solution'**. Proposal shall be received at the SAU 1 Office up until April 30, 2018, no later than 3:00pm. No late, telephone, fax or e-mail submissions or modifications will be accepted. The School District reserves the right to accept or reject any proposal or part of any proposal for any reason, or no reason, without recourse by any proposer and to award a contract to any proposer on any basis which the School District, in its sole and absolute discretion, determines to be in the best interest of the School District.

Service Contract

Service contracts will include all service/maintenance, parts and supplies, including staples but not including paper for 416,666 (5,000,000 per year) Black & White images per month. Color images will be pay-as-you-go. Overages will be charged on an annual basis on June 30th. All pricing is to be fixed for the duration of the lease term.

Maintenance Support and Software Upgrade Assurance are required for all print management solutions.

Training

The successful proposer will provide basic training on all multi-functional devices to school district staff at no charge including copier, printer, scanner, fax and basic configuration training. The successful proposer will also include all basic training on the print management solution to all school district staff and IT at no charge including implementation, maintenance and reporting tools.

Delivery & Installation

Delivery fees should be included in initial pricing. No additional fees will be paid for delivery. All copy, print, scan, fax and basic configuration installation for the multi-functional devices is also to be included in the initial pricing.

All installation of the print management solution is to be included in the initial pricing.

Removal of District Owned Equipment

All successful proposers will be required to remove and dispose of the current 23 district owned machines, free of charge to the district, which will be replaced by machines being proposed.

Pricing

All proposers should include at least two (2) procurement options:

- 48 Month FMV (Fair Market Value) lease
- 60 Month FMV (Fair Market Value) lease

Pricing should be given as a monthly lease payment that includes the price of all 23 multi-functional devices, the price of service for all 23 multi-functional devices including the 416,666 B&W images/month, the price of the print management solution and the price of maintenance on the print management solution.

References

Proposers must provide at least three (3) current, local references from school districts that your company has serviced for at least the past three (3) years, to be listed on the reference form at the end of this document.

Multi-Functional Devices

All equipment must be new, current production models, with certification from manufacturer attesting to current production status

- New is defined as newly assembled for first-time use with new components & wherein serial numbers, chassis, parts or any components have not been previously used.
- Current production shall mean that the model is currently being manufactured & marketed to the commercial marketplace as brand new equipment.

Support Material

All proposers must include brochures/flyers for all multi-functional devices and print management solutions proposed.

Paperwork Requirements

All lease agreements and paperwork must include a statement of non-appropriation that in the event no funds or insufficient funds are appropriated & budgeted for the agreement, that the agreement would terminate & be rendered null & void on the last day of the fiscal period of which appropriations were made without penalty, liability or expense to the District of any kind.

Extension of Contract

Selected provider shall agree to lease contract term selected. The award resulting from the RFP will be a firm fixed contract for the duration of the lease term. The contract will not auto renew but will go into month to month contract at the conclusion of the contract unless either the successful vendor or Contoocook Valley School District notifies the other of its intent to terminate the contract at the end of the initial contract period. The notice to terminate the contract at the end of or after the initial contract period must be written at least 30 days prior to the termination date.

Presentation to School Administrators

All proposers must agree to conduct a presentation to School Administrators that outlines how your company can provide Managed Print Services in Contoocook Valley School District.

No vendor should contact any school based personnel or school without first contacting the Business Administrator.

All questions and concerns shall be submitted to, Business Administrator, Mindy Ryan at (603)924-3336 x 2029 or mryan@conval.edu.

Proposal Specifications

As the proposer can you meet all of the criteria listed in each section above? If no, please explain why not.

<u>Criteria</u>	<u>Vendor Response</u>
Service Contract	
Training	
Delivery & Installation	
Removal of District Owned Equipment	
Pricing	
References	
Multi-Functional Devices	
Support Material	
Paperwork Requirements	
Extension of Contract	

Equipment Specifications

(see following pages for exact machine specs)

1. **Contoocook Valley School District (CVSD) - Main Office** - 90 page per minute B&W machine
2. **Contoocook Valley School District (CVSD) - Main Office** - 90 page per minute B&W machine
3. **Contoocook Valley School District (CVSD) - Main Office** - 31 page per minute Color desktop machine
4. **South Meadow Middle School (SMS) – Main Office** - 50 page per minute B&W machine
5. **South Meadow Middle School (SMS) – Copy Room** - 90 page per minute B&W machine
6. **South Meadow Middle School (SMS) – South End Copy Room** - 90 page per minute B&W machine
7. **Contoocook Valley Regional High School (CVHS) – Main Office** - 50 page per minute B&W machine
8. **Contoocook Valley Regional High School (CVHS) – Library** - 90 page per minute B&W machine
9. **Contoocook Valley Regional High School (CVHS) – Counseling Office** - 90 page per minute B&W machine
10. **Contoocook Valley Regional High School (CVHS) – Lower Level Copy Room** - 90 page per minute B&W machine
11. **Contoocook Valley Regional High School (CVHS) – Athletic Office** - 30 page per minute B&W machine
12. **Great Brook Middle School (GBS) – Main Office** - 50 page per minute B&W machine
13. **Great Brook Middle School (GBS) – Atrium** - 90 page per minute B&W machine
14. **Great Brook Middle School (GBS) – 7/8 Wing Copy Room** - 90 page per minute B&W machine
15. **Peterborough Elementary School (PES) – Main Office** - 90 page per minute B&W machine
16. **Peterborough Elementary School (PES) – Copy Room** - 90 page per minute B&W machine
17. **Antrim Elementary School (AES) – Copy Room** - 90 page per minute B&W machine
18. **Pierce (Bennington) Elementary School (BES) – Teachers Room** - 50 page per minute B&W machine
19. **Dublin Consolidated School (DCS) – Computer Lab** - 50 page per minute B&W machine
20. **Francestown Elementary School (FES) – Main Office** - 50 page per minute B&W machine
21. **Greenfield Elementary School (GES) – Main Office** - 50 page per minute B&W machine
22. **Hancock Elementary School (HES) - Main Office** - 50 page per minute B&W machine
23. **Temple Elementary School (TES) – Main Office** - 50 page per minute B&W machine

***For all “no” responses listed below, please state what is offered instead.**

Machine #1 - CVSD Main Office - 90 PPM B&W Machine

Minimum MFP Requirements	Vendor Response
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Saddle Stitch Booklet Stapler	
2,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #1 - CVSD Main Office - 90 PPM B&W Machine

Minimum MFP Requirements	Vendor Response
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #3 - CVSD Main Office - 31 PPM Color Desktop Machine

Minimum MFP Requirements	Vendor Response
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
31 PPM B&W and Color Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
4.3" LCD Color Touch Control Panel Display	
Java VM Enabled	
1.5 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
31 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
850 sheet paper capacity	
16-58 lb. Bond paper weight range	
Bypass Tray- Supports up to 8.5" x 14" Paper	
100 sheet capacity	
16-58 lb. Bond paper weight range	
Digital Surge Protector	
Automatic Meter Reads	
120/60Hz/15A power requirement	
Energy Star Compliant	

Machine #4 - SMS – Main Office - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #5 - SMS – Copy - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #6 - SMS – South End Copy Room - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #7 - CVHS – Main Office - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #8- CVHS - Library - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #9- CVHS – Counseling Office - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #10 – CVHS - Lower Level Copy Room - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #11 – CVHS – Athletic Office - 30 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
30 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
79 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,150 sheet paper capacity	
14-42 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,150 sheet capacity	
14-42 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-42 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #12 – GBS – Main Office - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #13 – GBS – Atrium - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #14 – GBS –7/8 Wing Copy Room - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #15 – PES – Main Office - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #16 – PES – Copy Room - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #17 – AES – Copy Room - 90 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
90 PPM B&W Output Speed	
Copy/Print/Scan Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
250 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
1200 x 1200 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
176 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
4,300 sheet paper capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14lb. Bond- 18 lb. Cover paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
3,000 Sheet Stacking Capacity	
50 Sheet Stapler	
2/3 Hole Punch	
Digital Surge Protector	
Automatic Meter Reads	
208-220V/60Hz/20A dedicated outlet power requirement	
Energy Star Compliant	

Machine #18 – BES – Teachers Room - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #19 – DCS – Teachers Room - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #20 – FES – Teachers Room - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #21 – GES – Teachers Room - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #22 – HES – Teachers Room - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Machine #23 – TES – Teachers Room - 50 PPM B&W Machine

<u>Minimum MFP Requirements</u>	<u>Vendor Response</u>
Company Name	
Manufacturer	
Model	
New & Currently Produced MFP	
50 PPM B&W Output Speed	
Copy/Print/Scan/Fax Enabled	
Scan To/Print from USB & SD Card Slot	
8.5" LCD Color Touch Control Panel Display	
Java VM Enabled	
1 GB RAM Memory Capacity	
128 GB HDD- including DOSS & HDD Encryption	
Automatic Duplex	
Network Printing	
PCL 5e/6	
Genuine Adobe PostScript3	
600 x 600 DPI	
Hold/Lock/Stored Print	
Banner Page Printing	
Network Scanning	
B&W and Color Scanning	
61 IPM Maximum Scan Speed	
100 to 600 DPI Scan Resolution	
Scan to email, FTP & SMB	
PDF, TIFF, JPEG & PDF/A File Formats	
8.5 " x 11" Paper	
1,200 sheet paper capacity	
16-57 lb. Bond paper weight range	
Customer Paper Sizes- Up to 11" x 17" Paper	
1,200 sheet capacity	
16-57 lb. Bond paper weight range	
Bypass Tray- Supports up to 11" x 17" Paper	
100 sheet capacity	
14-58 lb. Bond paper weight range	
Sort & Staple Finisher	
Corner & Side Staple Positions	
1,000 Sheet Stacking Capacity	
50 Sheet Stapler	
Digital Surge Protector	
Automatic Meter Reads	
120V/60Hz/ 12A power requirement	
Energy Star Compliant	

Print Management Specifications

(For all “no” responses listed below, please state what is offered instead)

Minimum Print Management Requirements	Vendor Response
Follow Me Printing (Auto Release at login) at MFP's	
Follow Me Printing (Release from List) at MFP's	
Secure Release through Follow Me Printing and Card Swipe	
Card Reader Integration at MFP's	
Card Reader + Pin Authentication at MFP's	
Dual authentication using Card ID Number as well as Username and Password in the system	
Integrates with existing single sign-on environments	
Microsoft Active Directory Environment	
Restrict Color Copying by user at MFP's	
Consolidated Management & Reporting	
By Device (printers & Copiers)	
By User	
By Shared Account (client, department, faculty)	
By Location	
By Date and Time/Period	
By Environmental Impact	
Optionally Apply Rules and Quotas per user or groups at the MFP	
Separate reporting for teacher and student usage	
Delete out-of-date Print Jobs from MFP's	
Print through iPads and Google Chromebooks through print queue at MFP's	
3,000 Seat User Licenses for 23 MFP's	
5 Year Support & Software Upgrade Assurance	
5 Years subscription for 1 server with unlimited devices & printers, Wide Area Bonjour, AD Authentication, Google Cloud Print and Device Management	
23 RFideas HID Prox Card Reader USB (1 year warranty included & metal brackets)	
Analysis of current printers and phased in approach to reducing printers	
Installation & Training Included	
No server based licensing	
MFP Embedded Software	
Tracking of copy, print, scan and fax activity	
Device monitoring and automated toner delivery for all devices	
New or refurbished printer replacement	
Printer repair and maintenance	

Pricing Components

Pricing Components	
*48 Month FMV Lease Price	/Month
*60 Month FMV Lease Price	/Month
Fixed B&W overage rate (per image)	/ Image
Fixed Color pay-as-you-go rate (per image)	/Image
Does this pricing include deliver, installation & training on the new equipment?	Yes or No

***All monthly pricing must include the monthly price for the 23 pieces of equipment, service including 416,600 B&W images/month to be shared between all 23 pieces of equipment, and the proposed print management solution.**

References

(Local school references serviced for past 3 years)

Reference #1

School District _____

Contact Person _____

Mailing Address _____

Phone Number/Email _____

Reference #2

School District _____

Contact Person _____

Mailing Address _____

Phone Number/Email _____

Reference #3

School District _____

Contact Person _____

Mailing Address _____

Phone Number/Email _____