MENLO PARK
CITY SCHOOL DISTRICT

181 Encinal Avenue Atherton, CA 94027

DISTRICT-WIDE DUPLICATING EQUIPMENT

REQUEST FOR PROPOSAL (RFP)

MPCSD2022-1003

Date Issued: April 27, 2022
RFP Due Date: May 20, 2022 by 5:00pm

SECTION 1: PROPOSAL INFORMATION

The Menlo Park City School District invites qualified copy machine vendors to submit proposals for the District-wide duplicating equipment contract as defined in this request. **One** bidder will be chosen to provide the equipment and service maintenance from this RFP.

This section provides general information to potential bidders on subjects such as where to submit proposals, numbers of copies, amendments, proprietary information designation, and other similar administrative elements.

1.1 Submission of Proposal

Sealed bids, subject to all conditions herein, will be received at **Menlo Park City School District, 181 Encinal Avenue, Atherton, CA 94027**.

Late proposals will not be accepted. Only emailed, mailed or hand delivered, signed bids will be accepted.

Mark envelope clearly:	DISTRICT-WIDE DUPLICATING EQUIPMENT RFP, MPCSD2022-1002 ATTN: Jarrod Coombes - Technology Department

Email Subject line should read:	DISTRICT-WIDE DUPLICATING EQUIPMENT RFP, MPCSD2022-1002

If mailed or hand delivered, bidders shall submit two (2) copies of proposal documents and one (1) digital copy. If emailed, one (1) digital copy will suffice. Proposals received in response to this RFP will remain the property of the District.

Questions relative to the work involved, or as to details of the bid documents should be referred to:	Jarrod Coombes Menlo Park City School District 181 Encinal Avenue Atherton, CA 94027 650-321-7140 x5372 Fax: 650-326-6302 jcoombes@mpcsd.org

All proposals must include at least three (3) local references. These should be existing agencies or organizations currently under contract with the bidder. References should include those who have similar products and services as those requested by the District, and those who use similar model copiers with similar volume requirements and contract durations. Specific information to be provided for each reference includes:

- Organization name and site address
- Current site contact, title, and phone number
- Equipment and services currently under contract
- Length of time the organization has been under contract with the bidder

Following the award of a contract, responses to this solicitation may be subject to release as public information unless the response or specific parts of the response can be shown to be exempt from

public information. Bidders are advised to consult with their legal counsel regarding disclosure issues and take appropriate precautions to safeguard trade secrets and confidential commercial and financial data. The District assumes no obligation or responsibility for asserting legal arguments on behalf of bidders.

No representations or guarantees of any kind, made orally, expressed or implied, are made with regard to the matters contained in this document, including any attachments, letters of transmittal, or any other related documents. Bidder must rely solely on its own independent assessment as the basis for the submission of any offer made.

1.2 Proposal Modifications

The District may, at its sole discretion, issue amendments to this RFP at any time prior to the time set for receipt of proposals. If amendments are necessary, every attempt will be made by the District to issue these at least three days before the due date. **Bidders are required to acknowledge receipt of any amendments (addenda) issued to this RFP by signing and attaching them to the proposal forms submitted.**

The District shall not be bound by any representations, whether oral or written, made at a pre-proposal, pre-contract or site meeting, unless such representations are incorporated in writing as an amendment to the RFP or as part of the final contract. Questions or requests for clarification concerning material terms of the bid can be submitted for consideration as an amendment.

Bidders may modify or withdraw an offer in writing at any time prior to the submission deadline (see Section 1.1). Proposals cannot be withdrawn or corrected after being opened on the submission date.

1.3 Acceptance of Proposal

Any offer received shall be considered an offer which may be accepted or rejected in whole or in part, by the District based on initial submission without discussions or negotiations.

Although the District desires to make an immediate award after negotiation, the bidder agrees that any offer submitted in response to this solicitation may be accepted by the District at any time within **180 days of the submission deadline** (see Section 1.1). In addition, the bidder must **guarantee pricing for a minimum of twenty-four (24) months** after the awarding of a contract (for the purchase or lease of additional machines). Any offer not otherwise extended or accepted within this time period may be rejected.

All proposals will be evaluated based on several factors, which include price, and our sole assessment and judgment as to the ability of the selected bidder to maintain equipment in a timely and effective manner during the entire length of the contract. Other factors include technical support and service, billing options , contract terms, management reports, similarity of equipment interface, ease of equipment use, machine reliability, references, and business standing within the community (including reputation and number of years in business). However, the District will not be limited solely to the evaluation factors mentioned in this proposal in making its final decision. The decision as to which bidder’s response is the most favorable to the District’s interest will be in the exclusive jurisdiction of the District, and its decision thereon will be final and binding on all parties.

The District shall not be required to obtain additional copiers from any contract resulting from this RFP or its award. Any contract resulting from this RFP may be canceled for non-appropriation of funds.

The District reserves the right to reject any or all proposals; to waive any requirements; to waive any irregularities or informalities in any proposal or the RFP process when it is in the best interest of the District to do so. The District also reserves the right to ask any or all respondents for such additional information as it may deem necessary. Failure of the bidder to provide in its offer any information requested in the RFP may result in rejection for non-responsiveness. Failure of the bidder to meet or exceed any stated minimums in the RFP may also result in rejection for reasons of non-responsiveness.

SECTION 2: SCOPE AND SPECIFICATIONS

The District currently provides basic copiers for each of its school and office locations listed in Section 2.1. A list of existing copy machines, along with approximate average monthly usage can be found in Appendix B.

The purpose of this solicitation is to obtain a District-wide four (4) year contract for service, digital copier equipment, and supplies. The District will be replacing up to nineteen (19) copiers at or before the start of the next school year. Bidders should break down the options into (1) Fair Market Value Lease option, and (2) Purchase option, each including maintenance service and supplies for both time periods. The goal is to decrease costs while increasing overall productivity by upgrading equipment and capabilities, and consolidating service with one vendor. The District desires to standardize all equipment District-wide at three volume levels (low, mid and high-volume) as specified below. The successful bidder will be required to remove the equipment replaced by any contract that is a result of this RFP.

Each bidder's response to this RFP shall offer one machine model per volume level, and detail a full-service scenario whereby the bidder provides, places, maintains and services the equipment (including toner and parts). The bidder will be responsible for monitoring and reporting the usage at each site and billing the District quarterly, in arrears, for the usage, unless other terms are arranged with the District.

2.1 Locations

District Office
181 Encinal Avenue
Atherton, CA 94027

Encinal School
195 Encinal Avenue
Atherton, CA 94027

Hillview Middle School
1100 Elder Avenue
Menlo Park, CA 94025

Laurel School (Lower Campus)
95 Edge Road
Atherton, CA 94027

Laurel School (Upper Campus)
275 Elliott Drive
Menlo Park, CA 94025

Oak Knoll School
1895 Oak Knoll Lane
Menlo Park, CA 94025

2.2 Equipment Specifications

Machine Segment	Qty	Machine Description	Comments	Site
6 (medium speed)	1	75 CPM machine with 100 sheet stapler, hole punch and booklet finisher (saddle stitch). Must be network ready with Print/Scan to email, Postscript and ability to print/copy in color.	For use in the district office. Currently runs large jobs where speed and paper capacity are critical.	District office
5 (high speed)	3	90 CPM with 3000-sheet finisher, 50 sheet stapler, hole punch and booklet finisher (saddle stitch). Must be network ready with Print/Scan to email.	These machines will be used as primary machines at the school sites.	Encinal Oak Knoll Hillview
4 (medium speed)	5	75 CPM with 3000-sheet finisher, 50 sheet stapler, hole punch and booklet finisher (saddle stitch). Must be network ready with Print/Scan to email.	These machines will be used as a primary unit at two school sites and as secondary machines at three school sites.	Laurel Lower Laurel Upper Encinal Oak Knoll Hillview
3 (medium-low speed)	3	46 CPM with 1000-sheet finisher,50 sheet stapling. Must be network ready with Print/Scan to email, fax capable and print in color.	These machines will be used as secondary machines at the District Office (TERC) and the two Laurel campuses.	District Office Laurel Lower Laurel Upper
1 (medium-low speed)	7	46 CPM machine with RADF. Must be network ready with Print/Scan to email, fax capable and print in color.	These are low-volume desktop units used in the front office.	Encinal Oak Knoll Hillview HOCC ELC

Additional Information:

a. All equipment technology must be digital and be certified as new. Each model should be the latest generation offered by the respective manufacturer and be comparable to/or better than current Equipment (See Appendix A)
b. All proposed equipment must be from the same manufacturer.
c. All machines must duplex, enlarge and reduce.
d. All machines should be capable of centralized management and reporting on district owned Microsoft Server 2012 R2 and/or Server 2019.
e. All machines should be network ready with print/scan capabilities and remote network monitoring, including software and drivers for Windows 7/10/11 as well as MacOS 10.15+/11/12 computers and above. The proposal should indicate any requirements needed to have the proposed equipment networked to the District network. The capability to Airprint and/or Cloud print should be included as an option in the proposal.
f. Machines in segments 6, 5, 4 and 3 should have RADFs that accommodate up to 100 originals.
g. Machines in segments 6, 5, 4 and 3 should accommodate paper in sizes from 4”x 6” up to 12”x18”. Please specify which size paper can be loaded into standard paper bins and which requires the use of a manual-feed or pass-through tray.
h. All machines should handle a variety of paper weights and types, including transparencies, postcards, index cards, and construction paper. Paper weight handling should include weights varying from 16lb (bond paper) up to 80lb (construction paper).
i. The segment 6 machine must include a booklet finisher (saddle stitch) and a 2/3 hole punch. The proposal should include these two features as options for the segment 4 and 3 machines.

j. All equipment must be installed with copy control access with the ability to tie into Windows Active Directory If this feature is optional, the extra cost must be calculated within the bid.
k. Toner replacement must be made using sealed cartridges (or equivalent) rather than bulk chemicals so that there is no need to come in contact with toner.
l. All machines must have web-based/software-based configuration, administration and accounting.
m. All machines should be Energy Star compliant.
n. Machines in segments 5, 4, 3 and 1 should use a 120 volt power source and a standard, residential type 3-prong plug. Any machine supplied with a different type of plug shall be accompanied by the appropriate outlet receptacle at no charge to the District.
o. If power filters or surge protectors are recommended or required by the manufacturer, the bidder will supply these at no cost to the District.

Any additional features should be itemized in the response.

2.3 Additional Specifications and Requirements

a. **Machine Description** - All proposals must contain descriptive literature on the proposed copiers. At least two (2) catalog “slick” technical sheets must be provided for each copy machine model, accessory, or option. Manufacturer specifications (or cut sheet) must specify certified monthly volumes for each machine. A copy of the Buyer’s Lab report for each machine must also be supplied. Other descriptive literature or reports, including award certificates from an independent testing agency, will be accepted in addition to required literature.

b. **Authorized Dealer** – the bidder must be officially authorized by the manufacturer of the proposed equipment to sell, support and service the equipment offered. Written documentation of this authorization is required.

c. **Purchase/Lease Option -** all pricing for equipment and service should be broken down separately for the purchase option. Lease options should be for 48 and 60 months using a Fair Market Value (FMV) lease. Also, describe whether the lease will be held internally, or through an external leasing source. If financing is external, please provide relevant information about the third party leasing company. For lease options, any required equipment property taxes must be included within the monthly charge.

d. **Rate Increases** - no allowance will be made for any rate increase (equipment, supplies, parts, labor) during the term of the contract.

e. **Demo Machines** - the bidder will offer to provide the District with a demonstration of proposed copy machines prior to award of a contract, at no charge. The demonstration will be mutually arranged between bidder and the District and can occur at a facility within 40 miles of the District, or at a District location. All proposed models are to be demonstrated at one time in one location. The bidder will bear all expenses for transportation of machines to and from District, if necessary, and for supplies, and training for the demonstration.

f. **Machine Removal, Delivery, Set-Up and Acceptance** - all pricing must be inclusive of machine delivery charges to District locations. Normal installation is to include initial operating supplies (except paper). A pre-delivery walk-through of each site and equipment location will be coordinated with the District to ensure access and power requirements are acceptable. Delivery and installation of all copiers is to be made within twenty-one (21) calendar days after receipt of

an executed contract *unless a longer period is authorized in writing*. Upon installation, the District shall operate the equipment for thirty (30) days. Should the equipment not perform in accordance with the requirements of this RFP or per its own specifications, to the satisfaction of the District, the equipment must be replaced at the contractor's expense. The equipment will be accepted at the end of this 30 day period if all components are configured, installed, and tested as ordered, machines are working to the District's satisfaction, and initial training is complete. At this point the District will sign an acceptance certificate. In the event that copiers are not delivered, installed and fully operational within the 21 day period, a charge of $25.00 per day per copier will be imposed for each day late. An operator's manual is to be delivered with each machine. If the equipment requires relocation during the contract period, the contractor will be required to do so **once**, at no charge. Additional moves will be at negotiated rates. All pricing must include the pick-up and disposal of the District's current copy machines. Please indicate how removed equipment is to be disposed of or re-used. Removal is at the District's discretion.

g. **Training** - At each location, training will be required during the life of this contract, at no cost to the District, and will be provided as frequently as reasonably needed. Initial training two (2) at each site as scheduled per district will occur during regular business hours.

h. **Aggregate Allowance -** the District is willing to commit to an aggregate allowance of 400,000 copies per month for the first year, based on historical usage, if all nineteen (19) machines are purchased or leased (see Appendix B for average monthly volumes). The District requests quarterly meter readings. At the end of the first year if the District would like to increase its allowance, the cost must be no greater than the amount of the overage charge times the amount of additional copies requested. If the District chooses to decrease its allowance, the cost decrease will be commensurate with the percentage decrease in copies per month. In such a case, the overage charge is allowed to increase by a similar percentage.

i. **Copy Machine Supplies -** under any "aggregate" agreement, the bidder shall provide each site with a monthly allocation of required machine operating supplies (not including paper or staples) to be calculated based upon the estimated number of copies produced.

j. **Return of Equipment -** the end-of-contract return of any equipment shall be provided by the contractor and coordinated with the District, and shall be at no cost to the District. Subject equipment shall be removed no later than twenty (20) days after the receiving notification. Any issues or claims arising from either damaged or missing equipment must be submitted to the District Business Office in writing within twenty (20) days after pick-up of equipment. Any claims submitted after the 20 day period will not be honored.

k. **Invoice Payment, Late Charges, and Documentation -** the District agrees to pay properly documented and submitted invoices no later than thirty (30) days after receipt. No allowances will be made for late payment fees, assessments or special processing fees for payments received within a grace period of thirty-five (35) days after receipt of invoice. The District requests quarterly invoices. The bidder is responsible for coordinating with the District's Business Office so that the initial and subsequent monthly invoice structure addresses internal "cost allocation" requirements. Invoices must include a quarterly report which provides summary detail of usage and service during the quarter (such as copy counts, number of service calls, and percent of down time for the quarter). Details should be reported, by site and machine serial number. The District will approve the contractor's quarterly report format for the purpose of tabulating and monitoring usage and service.

l. **Accounting Requirements** - All financial records of the contractor pertaining to the contract shall be made available for audit during normal working hours for the District or its designated auditor. The contractor shall maintain complete and accurate records in accordance with accepted industry standards, and will keep such records for a period of three (3) years after the close of each year's operation.

m. **Machine Performance/Service Responsibility Guarantee** - bidders must submit detailed information outlining both machine performance guarantees and technical service response guarantees. The information must include procedures for dispute resolution and replacement of an unreliable copy machine, associated equipment (accessories or options), and supplied software. If a machine has continual service calls and down time, the District will bring the dissatisfaction to the attention of the contractor and ask that it be resolved. If the problem is not resolved, the District will issue in writing a letter of dissatisfaction stating the problem and asking for a replacement machine, which will be a like for like replacement at no additional cost to the District. If a copier is not operating satisfactorily, the machine shall be considered "down" from the time a service call is placed until the machine is functioning properly. A machine shall be down for no more than ten percent (10%) of available work time during any thirty (30) day period. All features of the delivered equipment shall be required to operate satisfactorily and produce acceptable copy quality for at least ninety percent (90%) of available work time. If a copier fails to operate acceptably for 90% of the available work time during any thirty (30) day period, the District reserves the right to reject the copier and require a permanent replacement within three (3) days of notification to the contractor. The District may also require the permanent replacement of a copier if it has logged eight or more service calls in any thirty (30) day period. These requirements shall be in force for the duration of the contract.

n. **Service Calls and Maintenance History -** in order for the District to control, monitor, evaluate, and document all copy machine service calls, all users will be instructed to place their service request calls online, if possible. The contractor must also provide at least 6am-12am(midnight), seven (7) day, toll-free access to support technicians, and must provide a toll-free number for on-site service support during regular business hours (Monday-Friday, 8am-4pm). Once a service call/request is received, a technician is required to call the District location within 30 minutes of the request to give the caller an ETA. The contractor must guarantee a 4-hour or less response time for all service calls/requests made on equipment. If, over a three-month period, more than ten percent (10%) of responses to service requests exceed the four hour maximum response time, the District reserves the right to withhold from (or assess) the contractor the equivalent of twenty-five percent (25%) of the copy charges due for that machine for the current quarter. As part of the service contract, the contractor will provide all labor, parts, and supplies (except paper and staples), and will keep a maintenance schedule for each machine. For each service call/request, a service history report must be logged and available online to the District. Details should include date and time the service call was received, technician arrival time, repair completion time, a description of the problem, and a current copy count (meter read). Periodic and preventative maintenance should be included in the contract, as should drum and fuser replacement. The bidder should indicate the frequency of such periodic maintenance for each machine and the details of what is included.

o. **Service Technicians -** the technical ability, tenure with the company, and personality of service technicians assigned to the District are very important, along with the overall machine population the assigned individual(s) has responsibility for within their territory. Therefore, the District requests the courtesy of interviewing the initial and any subsequent assigned technical service representatives. This process will include the briefing of any applicable facility Rules & Regulations, and arrival/departure procedures. Additionally, the contractor is to adhere to

Education Code Section 45125.1 requiring that no employee of a contractor shall come in contact with pupils until the Department of Justice has determined that he or she has not been convicted of a serious or violent felony. Before award of any contract, the contractor will be required to provide a signed "Employee Fingerprint and Criminal Background Check Certification" to the District covering each employee that will perform any work for the District. The contractor will be responsible for any fees associated with provision of the appropriate documentation. All service technicians will be fully factory trained and qualified, and shall wear or otherwise show an identifying feature that indicates their employer's identity while on District property.

p. **Insurance** - the contractor shall be required to maintain $1 million of general liability and property damage insurance coverage (per person/per occurrence), automobile insurance and worker's compensation coverage. Proof of such will be required prior to execution of a contract, with the District, its officers, agents and employees named as an additional insured.

q. **Termination** - whenever, in the opinion of the District, the service, delivery or maintenance provided is not satisfactory, the contractor shall be advised of the reasons in writing. If the contractor fails to immediately correct the unsatisfactory condition(s), the District may declare the contract in default, terminate the contract and contract with another. Notwithstanding any provision to the contrary, the District shall have no obligation to give the contractor more than two notices of unsatisfactory performance during the contract period.

r. **Timeline -** It is the District's intention to choose a vendor and award a contract by 1 July 2022. Machine delivery and installation will be scheduled for mid-July. Bidder must guarantee delivery of proposed machines within twenty-one (21) days of the awarding of a contract.

s. **Contract Review** - At the District's request, there will be at least one meeting every six (6) months to review the contract.

SECTION 3: GENERAL BIDDING CONDITIONS

PROPOSAL PREPARATION: A responsible officer or employee must sign the proposal by attaching the Authentication form. Verify your proposal documents before submission as they cannot be withdrawn or corrected after being opened. The Menlo Park City School District will not be responsible for errors or omissions on the part of bidders in making their proposals. *If the District issues any addendum to this RFP, bidders must sign it and attach it to the proposal forms submitted.*

SPECIFICATION DETAILS: Bidders must meet **or exceed** specifications included in this RFP. Variations must be explicitly documented.

PRICES: During the period of deliveries under a resulting contract, should there be a decrease in prices of the items listed therein, a corresponding decrease in prices on the balance of the deliveries shall be made to the District for as long as the lower prices are in effect, but at no time shall the prices charged the District exceed the prices bid herein.

DELIVERY/INSTALLATION/SET-UP: Deliveries will be accepted at district sites during regular business hours: Monday through Friday between the hours of 8:00 AM and 4:00 PM only, unless prior arrangements have been made. Please note that most district sites are closed for the month of July. Installation and set-up will be required upon delivery. Contractor must provide full documentation on all equipment (including user manuals).

SALES TAX: Sales tax of 8.75% will be added to quoted prices by the District, if applicable, when placing orders. Do NOT include sales tax in the unit prices quoted in your bid response.

RIGHTS RESERVED BY DISTRICT: The District reserves the right at any time during the contract period to purchase copiers, supplies, services, and/or other listed items from any other vendor through the bid process or through other purchasing channels authorized by Code. Should specific items become obsolete or unavailable during the term of this bid, the District reserves the right to require a substitute of equal or better quality and/or performance at no more than 5% higher than the price stated in the bidder's proposal.

DETERMINATION OF AWARD: The District's Director of Technology and designees shall evaluate the bids and determine the proposal to be recommended to the Board of Trustees for acceptance.

PROPOSAL FORMAT: A complete proposal, which addresses all the elements of this RFP and meets all required specifications will include:

- Contract: a copy of the contract, which incorporates the terms in this RFP, which would be submitted to the District for signature.
- Machine Quote Sheet: for each quoted machine or accessory/option, submit a separate written quote for each machine to include, as a minimum the brand, model, all standard included items, description of features, recommended volumes, electrical requirements, physical requirements, manufacturer's list price, and discounted price to the District. See Sections 2.3a (Machine Description) and 2.3c (Purchase/Lease Option) for more information.
- References: a list of five (5) local references. See Section 1.1 (Submission of Proposal) for more information.
- Signed "Statement of Compliance with Noncollusion and Conflict of Interest Requirements"
- Signed "Authentication" form.

- Provide three (3) printed copies and one (1) electronic copy as a PDF on a thumbdrive or email jcoombes@mpcsd.org

Note that this list is not exhaustive. The bidder is responsible for reviewing and understanding all terms and conditions in this RFP.

STATEMENT OF COMPLIANCE WITH NON COLLUSION AND CONFLICT OF INTEREST REQUIREMENTS

I, _____, _____
(Name) (Title)

of_____
(Company Name)

hereby certify:

- That all statements of fact in this proposal are true, and that such proposal is genuine and not collusive or a sham;
- That such proposal was not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation;
- That said bidder has not, directly or indirectly, by agreement, communication, or conference with anyone, attempted to induce action prejudicial to the interest of the Menlo Park City School District, or of any other bidder or anyone else interested in the proposed contract;
- That prior to the public opening and reading of proposals, said bidder did not, directly or indirectly, induce or solicit, or collude, conspire, connive, or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- That said bidder has not, in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to raise or fix the proposal price of said bidder or of anyone else.

Furthermore, the above named certifies:

- That no current Board member or employee of the Menlo Park City School District, and no one who has been a Board member or who has been employed by the Menlo Park City School District within the past two years has participated in bidding, selling or promoting this contract;
- That no such current or former Board member or employee has an ownership interest in this contract, nor shall any such current or former Board member or employee derive compensation, directly or indirectly, from this contract;
- That said bidder does not know of any facts which constitute a violation of Conflict of Interest laws.

Government Code of the State of California, Section 87100 et. seq. Public officials; states in part: No public official at any level of state or local government shall make, participate in making of or in any way attempt to use his official position to influence a governmental decision in which he knows, or has reason to know, he has a financial interest. The bidder understands that any violation of this Statement of Compliance shall make any agreement or contract voidable by the District.

_____ _____
Signature Date

AUTHENTICATION

The undersigned hereby agrees to furnish the equipment, materials, supplies and services stipulated in the attached proposal, and acknowledges and accepts the RFP's terms, conditions, specifications, and statements.

Company Name: _____

Street Address (No PO Boxes): _____

City, State, Zip: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email: _____

Authorized Officer Name: _____

Title: _____

Signature: _____ Date: _____

APPENDIX A: Existing Printer Copier Equipment

District Office:
181 Encinal Avenue, Atherton

Sharp MX-6070
Sharp MX-5070

Encinal School
195 Encinal Avenue, Atherton

Sharp MX-M905
Sharp MX-M754
Sharp MX-C312

Laurel School - Lower Campus
95 Edge Road, Atherton

Sharp MX-M754
Sharp MX-5070
Sharp MX-C312 (Qty 3)

Laurel School – Upper Campus
295 Elliot Avenue, Menlo Park

Sharp MX-M754
Sharp MX-5070
Sharp MX-C312

Oak Knoll School
1895 Oak Knoll Ln, Menlo Park

Sharp MX-M905
Sharp MX-M754
Sharp MX-C312

Hillview Middle School
1100 Elder Avenue, Menlo Park

Sharp MX-M905
Sharp MX-M754
Sharp MX-C312

Copier Management

- Windows Active Directory Service
- PaperCut Print Manager
- Sharp Micas Device Management

APPENDIX B: Copier counts

Below is a table of the Districts total page count for all nineteen (19) current copiers, these reflect all pages copied/printed on these machines since they were installed, roughley 45 months ago. Included are the monthly average page counts for each machine, our overall average monthly copy/print volume is 351,470 pages.

Note: These figures should not be construed as a guarantee of future volume.

	Speed	Meter Ct 4/25/2022	Average Monthly Use
ENCINAL			
Sharp MX-M905	90 cpm	2,062,132	45,825
Sharp MX-M754	75 cpm	1,050,500	23,344
Sharp MX-C312	31 cpm	B&W 85,751 Color 201,998	B&W 1,906 Color 4,489
OAK KNOLL			
Sharp MX-M905	90 cpm	2,476,210	55,027
Sharp MX-M754	75 cpm	712,531	15,834
Sharp MX-C312	31 cpm	B&W 88,495 Color 98,447	B&W 1,967 Color 2,188
HILLVIEW			
Sharp MX-M905	90 cpm	1,942,086	43,157
Sharp MX-M754	75 cpm	2,165,593	48,124
Sharp MX-C312	31 cpm	B&W 53,227 Color 60,348	B&W 1,183 Color 1,341
DISTRICT OFFICE			
Sharp MX-6070v	60 cpm	B&W 427,330 Color 343,969	B&W 9,496 Color 7,644
Sharp MX-5070	46 cpm	B&W 160,797 Color 109,893	B&W 3,573 Color 2,442

LAUREL

	Speed	Meter Ct 4/25/2022	Average Monthly Use
Sharp MX-M754 (Lower Campus)	75 cpm	1,436,543	31,923
Sharp MX-M754 (Upper Campus)	75 cpm	1,010,769	22,462
Sharp MX-M5070 (Lower Campus)	46 cpm	B&W 345,773 Color 128,311	B&W 7,684 Color 2,851
Sharp MX-M5070 (Upper Campus)	46 cpm	B&W 375,677 Color 114,534	B&W 8,348 Color 2,545
Sharp MX-C312 (Lower Campus)	31 cpm	B&W 29,630 Color 53,600	B&W 658 Color 1,191
Sharp MX-C312 (Upper Campus)	31 cpm	B&W 49,046 Color 77,237	B&W 1,090 Color 1,716
Sharp MX-C312 (Lower Campus/HOCC)	31 cpm	B&W 23,996 Color 47,872	B&W 533 Color 1,064
Sharp MX-C312 (Lower Campus/ELC)	31 cpm	B&W 24,203 Color 59,671	B&W 538 Color 1,326