

## MFP Printer/Copier/Scanner RFP – Avon Community School Corporation

### I. Introduction

Avon Community School Corporation is seeking proposals from qualified vendors to provide MFP printer/copier/scanners for our K-12 school district. We invite copier suppliers to submit their proposals outlining the specifications, features, pricing, and any additional services related to the provision of copiers.

### II. Objectives

1. To obtain high-quality, reliable copiers suitable for various educational environments.
2. To receive competitive pricing for purchase with an option to lease.
3. To ensure energy-efficient and environmentally friendly copier solutions.
4. To obtain maintenance and support services.

### III. Scope of Work

#### **Copier Specification 1 – Administrative Workroom**

- Multifunction capabilities: printing, scanning, copying, and faxing.
- Finishing Options: Punch, Staple, Collate, 2-sided, Booklet
- Quote both Color and Black and White only
- Speed and volume: 80 pages per minute/40,000 copy volume per month (150,000 max).
- Paper sizes and types supported: Multi-tray supporting 8.5" x 11", 8.5 x 14, and 11" x 17"
- Network connectivity and compatibility with existing systems.
- Security features: user authentication, HID card readers, data encryption, etc.
- Automatic Metering and Reporting of click counts

#### **Copier Specification 2 – Teacher Workroom**

- Multifunction capabilities: printing, scanning, copying, and faxing.
- Finishing Options: Punch, Staple, Collate, 2-sided
- Quote both Color and Black and White only
- Speed and volume: 60 pages per minute/15,000 copy volume per month (50,000 max).
- Paper sizes and types supported: Multi-tray supporting 8.5" x 11", 8.5 x 14 or 11" x 17"
- Network connectivity and compatibility with existing systems.
- Security features: user authentication, HID card readers data encryption, etc.
- Automatic Metering and Reporting of click counts

#### **Copier Specification 3 - Departmental**

- Multifunction capabilities: printing, scanning, copying, and faxing.
- Finishing Options: Punch, Staple, Collate, 2-sided
- Black and white only
- Speed and volume: 35 pages per minute/7000 copy volume per month (30,000 max).
- Paper sizes and types supported: Multi-tray supporting 8.5" x 11" X2 or 8.5" x 14"

- Network connectivity and compatibility with existing systems.
- Security features: user authentication, HID card readers, data encryption, etc.
- Automatic Metering and Reporting of click counts

#### **Copier Specification 4 – Student/Desktop**

- Multifunction capabilities: printing, scanning, copying, and faxing.
- Black and white only
- Speed and volume: 30 pages per minute/900 copy volume per month (13,000).
- Paper sizes and types supported: 8.5" x 11"
- Network connectivity and compatibility with existing systems.
- Security features: user authentication, HID card readers, data encryption, etc.
- Automatic Metering and Reporting of click counts

#### **Pricing**

- Cost of purchasing each copier specification above.
- Monthly lease pricing option 5 year term.
- Additional costs: maintenance, toner, parts replacement, etc.
- Support and Maintenance 5 year term.
- Warranty terms and duration.
- Maintenance and repair services. 5 year term.
- Availability of technical support.
- Training for staff on copier operation and maintenance.
- Environmental Considerations
- Energy Star certification or energy-efficient models.
- Leased option shall include buy out at end of term.
- Proposed partners for option to resell copiers at lease end.

#### **IV. Proposal Submission Guidelines**

- Company Profile
- Brief overview of the company, including years in business and experience with educational institutions.
- References from similar projects.
- Technical Specifications
- Detailed specifications of the copiers offered.
- Compatibility with current IT infrastructure: Papercut MF, Windows, Active Directory integration
- Pricing
- Clear breakdown of costs.
- Any available financing options.
- Support and Maintenance
- Details of warranty, support, and maintenance services.
- Environmental Commitments
- Information on energy efficiency and sustainability practices.

## **V. Proposal Evaluation Criteria**

**Proposals will be evaluated based on the following criteria:**

- Technical Specifications: Suitability and quality of the copiers proposed.
- Pricing: Competitiveness and transparency of pricing.
- Company Experience: Reputation, references, and experience in serving educational institutions.
- Support and Maintenance: Quality and availability of support and maintenance services.
- Environmental Considerations: Commitment to energy efficiency and sustainability.

## **VI. Timeline**

Proposal Submission Deadline: June 12, 2024

Award selection pending school board approval: June 19, 2024

## **VII. Submission Instructions**

Please submit your proposal electronically to [jrbrames@avon-schools.org](mailto:jrbrames@avon-schools.org) by June 12, 2024 For any inquiries or clarification regarding this RFP, please contact Jason Brames at [jrbrames@avon-schools.org](mailto:jrbrames@avon-schools.org)

## **VIII. Terms and Conditions**

Avon Community School Corporation reserves the right to reject any or all proposals received.

All proposals must remain valid for a minimum of 90 days from the submission deadline.

The selected vendor will be required to enter into a formal contract with Avon Community School Corporation outlining the terms and conditions of the agreement.

We look forward to receiving your proposals and working with a vendor that can provide high-quality copiers to support our educational mission.

Sincerely,

Jason Brames

Director of Technology

Avon Community School Corporation

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