



Fox Chapel Area

SCHOOL DISTRICT

TO: Copier/Print Vendors and Manufacturers
FROM: Kimberly Pawlishak, Business Manager
SUBJECT: RFP - Request for Proposal for Printing/Copying Management Services
Date: October 15, 2024

Your company is requested to submit a Request For Proposal (RFP) for printing/copying services to the Fox Chapel Area School District. The District makes approximately an aggregated total of 6,000,000 copies a year. The Fox Chapel Area school District has six buildings (six schools, a copy center and one central office both attached to the High School) that will be included in this RFP. The Fox Chapel Area School District intends to award a five-year contract to a single provider for copiers. We request that you submit a proposal to provide our District with new digital, connected equipment, as described in the enclosed RFP specifications, for the next five years (60 months), effective July 1, 2025, at a fixed yearly cost which includes all repairs, parts, labor, supplies (including staples) consumables and maintenance for a fixed yearly cost (no overage costs). You can access our current list of copiers in Attachment A.

In addition, your company is requested to submit an RFP for Print Management Services for our fleet of laser printers (see Attachment B), which includes all repairs, parts, labor, supplies, and maintenance for a fixed yearly cost.

All questions regarding this RFP should be directed to Kimberly Pawlishak, Business Manager. The e-mail address is kimberly_pawlishak@fcasd.edu. **No phone calls**. Responses will be copied to all participating vendors that provide email contact information.

The proposal deadline is November 15th, 2024 at 1:00 PM. A checklist of the required RFP documents is provided, and all requested documents must be included in your proposal.

You must submit a proposal for both Copier and Print Management Services in order for your proposal to be accepted.

Any vendor requesting an RFP and/or who may be submitting a proposal must provide their email address to Kimberly Pawlishak - kimberly_pawlishak@fcasd.edu – upon receipt of this document. Any questions from vendors, changes, clarifications, etc., will be emailed to all vendors. All RFP information, addendums, and questions are posted online at: www.fcasd.edu

Proposal Instructions

The School Board of Directors of the Fox Chapel Area School District requests proposals for the following Specifications for Printing and Copying Management Services subject to the following conditions:

1. DATE DUE

Proposals will be received until 1:00 PM, prevailing time, November 15, 2024, at the District Administrative Office, 611 Field Club Road, Pittsburgh, PA 15238. All proposals are to be valid through July 30, 2030.

Proposal Deadline - November 15, 2024 at 1:15 pm:
Fox Chapel Area School District
Administrative Offices
611 Field Club Road
Pittsburgh, PA 15238

2. PROPOSAL IDENTIFICATION

All proposals should be submitted in a sealed envelope marked "Managed Copy/Print Services – Attn: Kathleen Anuszek, Board Secretary" The vendor's name must be clearly marked on the envelope.

3. PROPOSAL ENCLOSURES

See the enclosed checklist for all information that needs to be included in your proposal. The required documents need to be printed with your proposal. Any change in the wording of the proposal forms could be cause for disqualification of the vendor's proposal. Vendors must also attach complete device specifications. In addition, all costs must be identified in the Pricing Summary. Fox Chapel Area School District will not be responsible for any costs not identified in the Pricing Summary.

4. SIGNATURE

An authorized representative of the vendor must sign the RFP signature page and the pricing summary in ink signifying agreement to all terms and conditions in the RFP.

5. PRICE – NO ESCALATION CLAUSE

Prices quoted herein shall not be withdrawn within 90 days after the date of the opening of the proposals. Proposals submitted with an escalation clause will not be considered. Proposals submitted for less than 90 days will not be considered.

6. AWARD OF CONTRACT AND BOARD RESERVATIONS

The recommended proposal will be presented no later than the February 2025 School Board of Directors' meeting.

The School Board of Directors reserves the right to accept or reject any or all proposals, parts thereof, or items therein. The School Board of Directors reserves the right to waive any or all technicalities or informalities in bidding. The District would prefer to work directly with a manufacturer or their recommended regional reseller. The District will not accept more than one equipment brand to fulfill this proposal. The School District reserves the right to award the contract not based solely on the vendor with the lowest cost but based upon an offer which, in the School District's opinion, best fulfills or exceeds the requirements of the RFP and is deemed to be in the best interests of the School District. *In addition, it will be assumed that each vendor has submitted their lowest*

responsible bid.

7. CERTIFICATION

By submitting a proposal for the copiers with the associated service and supplies specified in the proposal, the vendor certifies that they are the original manufacturer service center (or authorized by the manufacturer) to sell and service the items specified.

The vendor further certifies that they have, in their employment, manufacturer's factory-trained technicians with certification that qualifies them to service the equipment being proposed and that they will maintain an adequate store of manufacturer-only, factory-authorized repair parts and supplies for the equipment being proposed.

8. TERM OF CONTRACT AND PARTIES INVOLVED

The School District intends to enter into a five-year contract (60 months) for these copiers. It is the desire of the District to realize cost efficiencies by keeping our copiers with one manufacturer, the goal being to select one manufacturer for this proposal. The contract will be between the Fox Chapel Area School District and the vendor awarded the contract. There shall be NO third-party service/maintenance involved in this contract. If a vendor is unable to maintain their service status for the duration of this contract, then the District shall have the right to cancel the maintenance portion of the contract, paying for service and maintenance to the date of cancellation without regard to any statement to the contrary in the lease agreement.

Fox Chapel Area School District will not be required to send end-of-lease options. There will be no automatic renewal, and the contract will automatically be month-to-month under the same terms and conditions as the 60-month contract if the School District elects this option. In addition, all equipment delivery, setup, and installation at the beginning, during, and end of the lease will be the financial responsibility of the vendor. Any moving of equipment from building to building or within the building during the contract will be the responsibility of the vendor to meet the current needs. The vendor will be responsible for all shipping/delivery charges at the beginning and at the end of the lease.

Fox Chapel Area School District requires that the contract must allow the ability to make changes, based on its needs, to adjust both the hardware (up to four copiers) and image volume, which shall not affect the terms and conditions of the agreement. Fox Chapel Area School District requires that the proposal be flexible to add copiers to the contract without changing the terms and conditions. In addition, the District must have the ability to subtract copiers and only pay to the end of the month in which it was subtracted for each particular copier. Fox Chapel Area School District can remove copiers from this contract without penalties or responsibilities for remaining lease payments as volumes change. The School District will not be responsible for lease/maintenance charges beyond the date the copier was subtracted from the contract.

The District reserves the right to vary the original agreement in the form of additional hardware or volume without extending the term of the agreement. No additional invoices will result from any variation or amendment.

9. INCLUSIONS IN PROPOSAL

The vendor is to calculate the total cost for the District to use the various copy machines for the accepted contract period. The contract will be from July 1, 2025, through June 30, 2030, for the

60-month contract. The first payment will be due 30 days following delivery and setup of all equipment. The cost should remain fixed throughout the term of the agreement for both the Lease, Services, Maintenance, and Supplies.

Service and Supply costs include equipment, toner, staples, developer, fuser oil, etc. All maintenance items, repair, preventive maintenance, emergency repair, equipment delivery, installation, all network connectivity and support (initial and ongoing), software/firmware updates, customer training (initial and ongoing), stands, and any and all other costs except paper.

All service parts, maintenance kits, supply kits, replacement kits, etc., must be installed by the vendor's Field Service Technicians. The Fox Chapel Area School District will not accept any form of service parts, maintenance kits, supply kits, replacement kits, etc., to be installed by Fox Chapel Area School District employees. The vendor must employ Certified SE and TSE (Solutions and Technical Solutions Engineers) in their organization. The vendor must also provide organization-employed, manufacturer-trained instructors to conduct all initial and ongoing training for District employees.

It is important to note that costs must also include initial training upon installation and ongoing end-user training. In addition, training for new users must be provided periodically at no cost to the School District.

The vendor must include licensing of the PaperCut MF print management software, software maintenance, and support on all proposed equipment, and District-Owned Printers and MFPs must be included for a term of five years. The license must include 6500 users, Print Control Module, 30 Xerox MFP embedded licenses, and 22 embedded licenses for your proposed copier manufacturer and model.

The vendor must have experience installing and configuring PaperCut MF in education settings, including secure print release, automatically generated print accounting reports, Apple AirPrint, Scan to Google Drive, and BYOD printing. The vendor will provide first-level support on PaperCut software solutions and will also provide the District the ability to contact PaperCut directly for technical support issues.

Vendors must include in their proposal documentation stating the current number of equipment technicians and software analysts employed and/or servicing the local area in correlation to the number of devices or quantity of impressions they support.

10. REQUISITE CAPABILITIES OF BIDDED EQUIPMENT

- A. All equipment must include the following features: stapling, 2 and 3-hole punching, scanning in B/W and color, scanning front/back simultaneously, duplex printing, and OCR functionality. Select machines must support fax capability.
- B. All equipment proposed must utilize a single interface across all models. Equipment interfaces must be configurable to a layout chosen by the District and touch-capable.
- C. The equipment interface and all equipment settings must be capable of central management via a web browser. Device management application must allow Fox Chapel Area School District

support personnel and the Vendor to monitor, configure, and centrally manage network-printing devices remotely. Clicking on a listed device in the monitoring application reveals current conditions, including paper, toner, memory levels, counter, and configuration information.

- D. All equipment must have native drivers for macOS 11+, Windows Server, Windows 10/11+, ChromeOS, iPadOS, iOS, and Android.
- E. All equipment must integrate fully with PaperCut MF. Also, PaperCut must track all impressions and balance with the vendor's print/copy accounting method. PaperCut and Vendor's print accounting must match totals. The vendor must send monthly and yearly print accounting reports. The vendor is responsible for all meter readings and monthly and yearly copy/print accounting reconciliation.
- F. All equipment must support scan to Google Drive, scan to network drive, scan to email, AirPrint, and secure document release. The vendor may be required to demonstrate functionality prior to the award.
- G. Network authentication must support Google Workspace as an IdP.
- H. The proposal must include Device Management (DM) module to automate administrative tasks, including device discovery, group management, remote firmware updating, and batch configuration. All upgrades to firmware or drivers must be done by a certified individual from copy vendor or Fox Chapel Area School District Technology Department, with no additional costs to Fox Chapel Area School District.
- I. All equipment must support FAX forwarding (on designated equipment) to email addresses and network folder locations. The equipment must be able to view the District address book in addition to having its own address book for email, faxing, and scanning.
- J. Equipment must have the capability to convert various paper documents into electronic files in PDF (with OCR), JPEG, TIFF, and PNG file formats in color, shades of gray, or B/W.
- K. Each device must be able to default scan to any of the following: scan to PDF, scan to JPG/PNG, scan to email, scan to Google Drive folder, and browse and scan to a Google shared folder or Shared Drive.
- L. All supplies ordered for equipment must include two of everything. We require supplies to be on-site and ready to go. For example, the vendor will send two toners when the District orders toner, so we always have stock available. *We prefer automated ordering when the equipment detects it needs supplies; for example, if the equipment says "low toner," the order is automatically placed.*
- M. Networking and Network Printing: Vendors will be responsible for working with the district technical staff to load network print drivers, configure network printing, and user management to facilitate the optimum use of equipment on the district computer network. In addition, the proposal shall include all network connectivity hardware and software. The District will NOT be

responsible for the cost of any connectivity hardware or software that is inadvertently omitted from the proposal. It is assumed all equipment will be on the District Local Area Network. All equipment will adhere to modern security best practices and current supported encrypted protocols. The vendor will ultimately be responsible for ensuring that all devices are installed and fully functioning to the District's satisfaction.

- N. Equipment alerts or warnings (such as "Low Toner" or "Almost out of Paper" as well conditions that indicate a halted device, including "Paper Jams," "No Toner", "Cover Open," etc. must be automatically emailed or sent by text message to Fox Chapel Area School District support personnel and Vendor's support personnel. Must have the ability to choose primary, secondary, or multiple users per device.

11. EQUIPMENT SPECIFICATIONS, CAPABILITIES, AND FEATURES

All proposed equipment must minimally meet the current specification of the District's current equipment. *The vendor must include a comparison of each proposed copier to the current District models. The vendor must include specification data sheets for all models that are proposed.*

View Attachment A to see a list all of our current copiers.

12. INDEPENDENT SPECIFICATION ANALYSES & FOCUS ON SUSTAINABILITY

To allow for proper evaluation of its proposed copiers, vendors must submit equipment specifications for each proposed equipment model as provided by an industry-recognized independent analyst. The School District will decide whether a vendor's equipment meets specifications.

An importance on environmental sustainability when appropriate should be a focus in regards to the equipment and practice of the print services. The proposal should include how environmental sustainability will be in effect if awarded.

13. RELIABILITY/PERFORMANCE GUARANTEE

The vendor will be required to provide an "Accountability Guarantee" for the replacement of unreliable equipment at no cost to the School District. This written guarantee should be included with the RFP documents forms. The District (based upon anecdotal evidence, empirical evidence, repair history, and downtime) will define unreliable equipment.

14. EQUIPMENT CLASSIFICATION REQUIREMENTS

All equipment proposed in this contract must be new digital equipment. The School District will not accept equipment that is analog or classified as "demonstrator," remanufactured, refurbished, newly manufactured, rejuvenated, restored, updated, or like new. The equipment proposed must be appropriately sized to ensure consistent functionality and uptime.

15. ANNUAL VOLUME RECONCILIATION

The District will not pay for any overages. The vendor's proposal must include a fixed-pricing model.

16. DELIVERY, INSTALLATION, AND TRAINING

All equipment shall be delivered, installed, and operational in the building locations by **July 15, 2025**, On-premises training for key users will be included in the proposal cost. Detailed end-user training should take place during the period shortly after installation. Vendors should train key users

initially, e.g., secretaries and support staff.

Each vendor's RFP proposal requires an example of an implementation and training schedule. The vendor must be able to provide on-site, hands-on, and web-based/hosted training. The vendor needs to provide an official implementation and training schedule.

17. REMOVAL OF EXISTING EQUIPMENT

Proposal should include plans and process for removal of existing equipment including but not limited to coordination with current vendor should the awarded vendor differ from the current vendor in place.

18. EQUIPMENT PERFORMANCE REPORTS

The School District requires a monthly service report for each copier. The report needs to be sent electronically. For each unit, the report should minimally include the following information – monthly volume, average copies between service calls, number of service calls, response time, trend tracking and financial tracking, customizable reports with graphs, charts, and any other information that will assist the School District in further assessments of its equipment for TCO (Total Cost of Ownership) program effectiveness. A sample performance report is to be included in the vendor's RFP response.

19. REPAIR SERVICE REQUIREMENTS

Certified, factory-trained personnel must perform all maintenance. The average time between service call and service technician arrival must be no greater than four (4) hours. Equipment must be repaired within one (1) day. If equipment is non-operational for more than two business days, the vendor will supply a comparable loaner at no cost to the School District. Service and supply calls are to be made via phone, web, or e-mail with an assigned confirmation or ticket number per call.

20. PICK-UP/DELIVERY OF EQUIPMENT

The Fox Chapel Area School District will not pay for pickup and delivery charges of any equipment at any time during the contract or at the end of the contract term. Any costs are to be paid by the vendor. The School District will not need to give any notice of intention prior to the termination of the agreement. The School District will have the option to have removed or keep any or all copiers at the end of the agreement once the lease end obligations have been met. In addition, the School District may elect a month-to-month arrangement at the end of the 60-month contract under the same terms and conditions of the original contract.

21. REFERENCES

The vendor shall provide at least five (5) educational/professional references from current clients with a minimum of 20+ network-connected digital MFP systems with all the additional document management solutions in place as described in these proposal specifications. The vendor will be required to include these with the RFP proposal. This information should include the name of the organization, length of the relationship, contact name, and telephone number. The District may require a site visit to one of these locations to confirm the usage and effectiveness of print management systems, equipment, and solutions.

22. EQUIPMENT PHYSICAL SIZE

The vendor is responsible for determining whether recommended copier configuration is compatible with the environment space constraints. All proposal equipment must fit in the space available.

23. PAYMENT TERMS

Payment terms will be on a monthly schedule in accordance with the District's published regular School Board meeting. The vendor must accept this monthly schedule. The Fox Chapel Area School District Board of School Directors approves payments at its monthly board meetings. The District WILL NOT be responsible for late fees due to the School Board meeting schedule or timing of the invoicing.

24. FAX CAPABILITIES

Attachment A shows which copiers require fax capabilities.

25. PRICING

The price quoted by the vendor must include all service, supplies, consumables (such as cleaning cartridges, toners, staples, waste toner cartridges, drums, fusers, etc.), software, firmware, maintenance, support, training, software licensing fees or maintenance fees, and delivery, installation, or removal of equipment for the entire term of the agreement. The monthly charge amount must remain constant over the 60-month period. This is a fixed-pricing model throughout the entire 60-month period. The District will NOT accept proposals with additional or a la carte pricing for any aspect of the equipment's operation, support, or maintenance. All proposals must be quoted at pricing equal to or less than the current state bid contract prices. Pricing for the RFP is only accepted in the attached format on the Pricing Summary.

26. RESERVATION OF RIGHTS

The intent of the Request for Proposal is to lead to the negotiation of a final contract. In order to permit the District to undertake an analysis of diverse proposals, responding vendors must respond to the terms of this Request for Proposal as they are set forth herein. That response must be in the form of an offer that is firm for a period of ninety (90) days.

Price is a significant factor but not the only factor the District will consider, and it expressly reserves the right to select the proposal it deems to be in the District's best interest and expressly reserves the right to accept a proposal whether or not it offers the lowest price for the services covered.

Fox Chapel Area School District reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified suppliers at the same time if such action is in the best interest of Fox Chapel Area School District.

27. PROPOSAL EVALUATION

Fox Chapel Area School District will evaluate all proposals in reference to the following:

- A. Cost
- B. Conformity to specifications
- C. Reliability (System and Vendor)
- D. Service and Maintenance (Vendor and Manufacturer)
- E. K-12 References
- F. Technical Capacity
- G. Environmental Sustainability

A contract may be awarded on the proposals as submitted, or the District may elect to negotiate as to technical performance or price, or both, with proposers whose proposal falls in the competitive range as defined in the specification.

28. CONTRACT

The vendor shall enter into a written agreement for the services specified hereunder in a form acceptable to the School Board, Business Manager, Director of Technology, Superintendent, and the Fox Chapel Area School District Solicitor. The contract and any of its provisions shall be interpreted in accordance with the laws of Pennsylvania and the rules and regulations of the Pennsylvania Department of Education. All the terms and conditions of this agreement shall be deemed substantial and important covenants. Any violation of any of them shall be deemed material and may, at the option of the District, operate as a cause for termination of this agreement.

29. CANCELLATION/EXCESSIVE BREAKDOWNS

Fox Chapel Area School District reserves the right to cancel any resulting contract with thirty (30) days prior written notice without financial penalty due to non-performance of equipment as determined by the District (this includes all financial responsibilities related to leasing, financing, MRC, maintenance, and service). Also, if breakdowns become excessive (in the opinion of the School District), the vendor will be required to replace said piece(s) of equipment.

30. TESTING OF EQUIPMENT PRIOR TO INSTALLATION AND ACCEPTANCE

The District reserves the right to test the proposed vendor's specified equipment prior to installation and acceptance. The testing can occur on-site or off-site at the District's option.

31. BUSINESS OVERVIEW

A. Please provide a description of your company's experience and expertise in managing school district accounts. Include the number of overall clients in the region and the school districts you currently serve.

B. Please provide the number of clients you currently service in the region who have six or more school buildings. Also, include the names of those Districts.

C. Please provide a brief description of the size and location of your company's facility sites as well as their capacities.

D. Please provide a brief background of key personnel who will be involved in this effort. Please include an account manager, service manager, support, and Papercut specialists that will be assigned to the District.

E. List the service technicians who would be servicing the Fox Chapel Area School District and include their tenure with your company.

32. CLEARANCES

All of the vendor's support personnel that will be onsite at the Fox Chapel Area School District must have all the PA Clearances. Please refer to this site for further information:

<https://www.fcasd.edu/about-us/employment/clearance-information>

33. PROPOSAL RESPONSE

To facilitate a more expedient evaluation of all proposals, it is mandatory that each proposal include a point-by-point response to the RFP where required. Each response must be cross-referenced to the corresponding numbered item in this RFP and described in as much detail as possible. Likewise, any samples and/or examples provided to support responses shall be labeled to correspond with the specific requirement in this RFP. Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information requested to accompany proposals may cause the rejection of the proposal as non-compliant. The School District reserves the right to request additional information if clarification is needed.

34. QUALIFICATION OF VENDORS

Proposals will only be considered from firms or persons with a demonstrated history of experience in successfully providing the highest quality Print Management Service to organizations whose requirements are similar in size and scope to those of the School District. Preference will be given to those firms with such confirmed experience. Prospective vendors must be prepared to provide evidence of experience, performance ability, and/or financial surety the School District deems necessary to establish the performance capabilities represented in their proposal fully. The School District will reject the proposal of any vendor and void any award resulting from this RFP to any vendor who makes any material misrepresentation in their proposal.

The vendor must agree to all aspects of this RFP. The terms and conditions in this RFP supersede any terms and conditions with the vendor's contracted documents.

All necessary documents described in the Checklist included in this packet are complete, accurate, and labeled accordingly. I guarantee that this proposal will be valid until July 30, 2023. I agree to all aspects of this RFP and understand that this RFP supersedes any terms and conditions with the vendor's contracted documents. Fox Chapel Area School District will not be responsible for any costs not identified in the Pricing Summary.

Vendor Submitting Proposal:

Company Name

Address

City State Zip

Telephone

Email

Authorized Representative Name (printed)

Authorized Representative Signature

Authorized Representative Title

Date

****Print Management Services continued on the next page...**

PRINT MANAGEMENT SERVICES

1. Overview

The Fox Chapel Area School District is seeking proposals for a print management service for its fleet of laser printers (see Attachment B)). The proposals should include provisions for maintenance and service and all consumable supplies, including toners and cartridges, excluding paper. A fixed pricing model is preferred.

2. Maintenance and Service

The maintenance and service shall include all repairs, parts, and labor. The proposal is based on a fixed pricing model, so all costs related to maintenance and service should be included in the proposal. Any part related to the operation of the printer, including all network electronics, is included under the definition of parts. Printer maintenance should be done in accordance with the manufacturer's guidelines and at the beginning of the service start date. This preventative maintenance should be done at least once a year.

3. Supplies

Printer supplies should include anything needed for the printer to produce output, which includes toners, cartridges, fusers, drums, waste or cleaning cartridges, etc., and excludes paper. The vendor should specify any other supplies excluded from this agreement and note the costs associated with said supplies. A fixed pricing model is preferred, with all parts/supplies/consumables included.

4. Terms

The proposal is for five years of service starting on July 1, 2025, and ending on June 30, 2030. The District, at its discretion, may choose to extend the contract under the same terms and conditions on a year-to-year basis.

5. Pricing

Pricing should be based on an average estimated yearly total of prints. Prices should be based on a cost-per-page formula, including consumable supplies, repairs, parts, and labor. Specify if the cost per page is based upon toner distribution or actual per-print counts. Specify the print-toner coverage formula if the price is based on toner distribution. If the price is based upon actual per-print costs, specify how and when readings will be taken. Pricing for the RFP is only accepted in the format on the attached Pricing Summary. Fox Chapel Area School District will not be responsible for any costs not identified in the Pricing Summary.

6. Cancellation

Fox Chapel Area School District reserves the right to cancel the contract at any time if the vendor's performance is deemed unsatisfactory in the school district's opinion. However, the School District shall give written notice of the unsatisfactory performance and expected remedies in such an event. The vendor shall be given at least thirty (30) days termination notice if conditions do not meet with the School District's approval. The District shall be obligated only for those services rendered and accepted before the Notice of Termination date.

7. Proposal Response

To facilitate a more expedient evaluation of all proposals, it is mandatory that each proposal include a point-by-point response to the RFP where required. Each response must be cross-referenced to the corresponding numbered item in this RFP and described in as much detail as possible. Likewise, any samples and/or examples provided to support responses shall be labeled to correspond with the specific requirement in this RFP. Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information requested to accompany proposals may cause the rejection of the proposal as non-compliant. The School District reserves the right to request additional information if clarification is needed.

8. Qualifications of Vendors

Proposals will only be considered from firms or persons with a demonstrated history of experience in successfully providing the highest quality Print Management Service to organizations whose requirements are similar in size and scope to those of the School District. Preference will be given to those firms with such confirmed experience.

Prospective vendors must be prepared to provide evidence of experience, performance ability, and/or financial surety the School District deems necessary to establish the performance capabilities represented in their proposal fully. The School District will reject the proposal of any vendor and void any award resulting from this RFP to any vendor who makes any material misrepresentation in their proposal.

9. Formation of Agreement

At its discretion, the School District may exercise any of the following options to form an agreement between the School District and the vendor:

- A. Accept a submitted proposal as written by the selected vendor and based upon this RFP.
- B. Enter into negotiations with one or more vendors in an effort to reach a mutually satisfactory agreement. Based on this RFP and the selected vendor's proposal, said agreement will be executed by both parties.

The School District reserves the right to award a contract not based solely on the firm with the lowest cost but based on an offer which, in the School District's opinion, best fulfills or exceeds the requirements of the RFP and is deemed to be in the best interest of the School District.

10. Service

Service calls MUST be responded to within four (4) business hours of the placement of the call. Service calls that require repairs must also be responded to within four (4) hours. If the printer is to be non-operational for more than two business days, the vendor will supply comparable loaner equipment (same manufacturer/model or the newer replacement model) at no cost to the School District. Full repair of the printer MUST occur within 2 to 3 days. The vendor will accept service calls from the Fox Chapel Area School District Technology Department or designated building staff members. Also, the vendor must be able to repair existing equipment under any existing current manufacturer's warranty.

- A. If a printer is experiencing excessive repairs or downtime (as determined by the District), the vendor must replace the printer with the same model/manufacturer or the newer replacement model.

11. Supplies and Consumables

- A. The vendor must be able to stock a reasonable amount of supplies (toners, cartridges, fusers, drums, waste and cleaning cartridges, etc.) on hand at the six school buildings, bus garage, and central office (amount to be determined by Fox Chapel Area School District Technology Department).
- B. The vendor must be able to supply additional supplies requested within two days of request. The vendor must specify the procedure for providing supplies. Also, the vendor must specify any supplies and costs excluded from the submitted proposal (we prefer a fixed-pricing model). The vendor must specify the manufacturer of the supplies and if they are used, new, or remanufactured.
- C. The vendor must specify the method and procedure for recycling toners and cartridges.
- D. Fox Chapel Area School District will not be responsible for any defective supplies provided by the vendor. If this proposal is based upon toner distribution and a cartridge does not print at least 50% of the expected yield, the School District considers the cartridge to be defective and not count against the total print count. In addition, if a defective cartridge causes damage to the printer, the vendor will be responsible for the repair under all the terms of the service agreement.

12. Payment Terms

Payment terms will be on a monthly schedule in accordance with the District's published regular School Board meeting schedules. The vendor must accept this monthly schedule. The Fox Chapel Area School District Board of School Directors approves payments at its monthly board meetings.

- A. The vendor must specify the cost per print for any overages above the total print estimates in the proposal. Any overages should be based on the total yearly cumulative estimate, not the monthly estimate.

13. Adding & Replacing Printers

Fox Chapel Area School District may add, replace or remove printers at any time during the contracted time period. The vendor must provide the necessary supplies, service, and maintenance in accordance with its own service agreement.

The vendor should include their process of plan for end of life replacements of printers to ensure continuity of service.

14. Environmental Sustainability

An importance on environmental sustainability when appropriate should be a focus in regards to the equipment and practice of the print services. The proposal should include how environmental sustainability will be in effect if awarded.

The vendor must agree to all aspects of this RFP. The terms and conditions in this RFP supersede any terms and conditions with the vendor's contracted documents.

All necessary documents described in the Checklist included in this packet are complete, accurate, and labeled accordingly. I guarantee that this proposal will be valid until May 31, 2025. I agree to all aspects of this RFP and understand that this RFP supersedes any terms and conditions with the vendor's contracted documents. Fox Chapel Area School District will not be responsible for any costs not identified in the Pricing Summary.

Vendor Submitting Proposal:

Company Name

Address

City State Zip

Telephone

Email

Authorized Representative Name (printed)

Authorized Representative Signature

Authorized Representative Title

Date

Fox Chapel Area School District
Request For Proposal (RFP) for Printing/Copying/Document Management Services
Checklist

Items to be Included	To be signed by Vendor?	To be submitted hard copy?	✓
Signed and Printed RFP	Yes	Yes	
Device specifications for each model included in this proposal (refer to Proposal Item # 11) LABEL DOCUMENT: DEVICE SPECIFICATIONS	--	Yes	
Independent specifications analyses (refer to Proposal Item #12) LABEL DOCUMENT: INDEPENDENT ANALYSES	--	Yes	
Accountability Guarantee (refer to Proposal Item #13) LABEL DOCUMENT: ACCOUNTABILITY GUARANTEE	--	Yes	
Implementation and training schedule (refer to Proposal Item #16) LABEL DOCUMENT: TRAINING & IMPLEMENTATION	--	Yes	
Sample performance report (refer to Proposal Item #18) LABEL DOCUMENT: PERFORMANCE REPORT	--	Yes	
Five (5) educational/professional references from current clients (refer to Proposal Item #21) LABEL DOCUMENT: REFERENCES	--	Yes	
Pricing Summary (refer to Proposal Item #25) LABEL DOCUMENT: PRICING SUMMARY	Yes	Yes	
Number of Technicians & Software Analysts (refer to Proposal Item #9) LABEL DOCUMENT: STAFFING NUMBERS	--	Yes	
Business Overview (refer to Proposal Item #31) LABEL DOCUMENT: BUSINESS OVERVIEW	--	Yes	
Checklist (This is the first page of your RFP proposal)	Yes	Yes	

Vendor Name: _____	
Authorized Signature: _____	Date: _____
Printed Name: _____	Title: _____

Fox Chapel Area School District
RFP - Request for Proposal for Printing/Copying Management Services

Pricing Summary

Total Costs for Copier Services

of total Copiers _____

60 Month Lease Agreement = \$ _____ / month

60 Month Maintenance/Supplies Agreement = \$ _____ / month

Additional Costs = \$ _____

Total Monthly Lease/Maintenance Agreement = \$ _____

Total Yearly Lease/Maintenance Agreement = \$ _____

Total Five Year Lease/Maintenance Agreement = \$ _____

If there is financing involved, please list the financial institution here: _____

If there is financing involved, please state the interest rate here: _____

Total Costs for Printer Management Services

60 Month Agreement = \$ _____ / month

Additional Costs = \$ _____

Overage cost per print (B/W) = \$ _____

Overage cost per print (Color) = \$ _____

Total Monthly Costs = \$ _____

Total Yearly Costs = \$ _____

Total Five Year Costs = \$ _____

Signature

Vendor Name: _____

Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____

Fox Chapel Area School District - Copier Listing

Meter Analysis Period: 7/1/23-6/30/24

3,092,964 2,630,646 462,290 35,987,156 30,581,344 5,405,812

Meter Comparison

AVERAGE MONTHLY VOLUME TOTAL PRINTS PER METER RANGE

Account Name	Manufacturer	Model	Location	Total Pages Total AMV	Mono Pages Total AMV	Color Pages Total AMV	Total Pages Period Meter Difference	Mono Pages Period Meter Difference	Color Pages Period Meter Difference
Fox Chapel Area School District	XEROX	AltaLink B8170	O'HARA ELEMENTARY	35912	35912	0	422772	422772	0
Fox Chapel Area School District	XEROX	VersaLink C405 DN	O'HARA ELEMENTARY	6515	1460	5055	76704	17189	59515
Fox Chapel Area School District	XEROX	VersaLink B400 DN Printer	HIGH SCHOOL	465	465	0	5479	5479	0
Fox Chapel Area School District	XEROX	VersaLink C405 DN	HIGH SCHOOL	234	75	159	1450	465	985
Fox Chapel Area School District	XEROX	VersaLink C7030	HIGH SCHOOL	2756	1115	1641	32452	13130	19322
Fox Chapel Area School District	XEROX	VersaLink B400 DN Printer	DISTRICT ADMINISTRATION OFFICES	2980	2980	0	35089	35089	0
Fox Chapel Area School District	XEROX	AltaLink B8170	DORSEYVILLE MIDDLE SCHOOL	23867	23867	0	277896	277896	0
Fox Chapel Area School District	XEROX	AltaLink B8170	DORSEYVILLE MIDDLE SCHOOL	18419	18419	0	214458	214458	0
Fox Chapel Area School District	XEROX	AltaLink B8055 MFP	DORSEYVILLE MIDDLE SCHOOL	14302	14302	0	166523	166523	0
Fox Chapel Area School District	XEROX	AltaLink B8055 MFP	FAIRVIEW ELEMENTARY	31338	31338	0	316357	316357	0
Fox Chapel Area School District	XEROX	AltaLink B8045 MFP	HIGH SCHOOL	5619	5619	0	66150	66150	0
Fox Chapel Area School District	XEROX	AltaLink B8055 MFP	DORSEYVILLE MIDDLE SCHOOL	2059	2059	0	24241	24241	0
Fox Chapel Area School District	XEROX	VersaLink B405 DN	HIGH SCHOOL	185	185	0	2186	2186	0
Fox Chapel Area School District	XEROX	VersaLink B600 DN Printer	HIGH SCHOOL	2324	2324	0	27364	27364	0
Fox Chapel Area School District	XEROX	VersaLink B405 DN	DORSEYVILLE MIDDLE SCHOOL	1218	1218	0	14344	14344	0
Fox Chapel Area School District	XEROX	VersaLink B405 DN	FAIRVIEW ELEMENTARY	962	962	0	11327	11327	0
Fox Chapel Area School District	XEROX	AltaLink C8055	DISTRICT ADMINISTRATION OFFICES	12595	8057	4537	148279	94860	53419
Fox Chapel Area School District	XEROX	VersaLink C505 X	HARTWOOD ELEMENTARY	2207	1275	931	25985	15014	10971
Fox Chapel Area School District	XEROX	AltaLink C8045	HIGH SCHOOL	3273	2354	919	38541	27716	10825
Fox Chapel Area School District	XEROX	AltaLink C8045	KERR ELEMENTARY	9639	5350	4288	113476	62990	50486
Fox Chapel Area School District	XEROX	AltaLink C8045	HARTWOOD ELEMENTARY	22494	14310	8184	264816	168463	96353
Fox Chapel Area School District	XEROX	AltaLink C8045	DORSEYVILLE MIDDLE SCHOOL	4079	3060	1018	48022	36033	11989
Fox Chapel Area School District	XEROX	VersaLink B405 DN	DISTRICT ADMINISTRATION OFFICES	585	585	0	6896	6896	0
Fox Chapel Area School District	XEROX	AltaLink C8045	FAIRVIEW ELEMENTARY	23897	16998	6898	281325	200115	81210
Fox Chapel Area School District	XEROX	VersaLink C505 X	FAIRVIEW ELEMENTARY	3164	1691	1473	37253	19910	17343
Fox Chapel Area School District	XEROX	VersaLink B400 DN Printer	DISTRICT ADMINISTRATION OFFICES	23	23	0	272	272	0
Fox Chapel Area School District	XEROX	VersaLink C600 DN Printer	KERR ELEMENTARY	243	76	166	2848	900	1948
Fox Chapel Area School District	XEROX	VersaLink C400 DN Printer	HIGH SCHOOL	123	79	44	1453	934	519
Fox Chapel Area School District	XEROX	VersaLink C405 DN	DORSEYVILLE MIDDLE SCHOOL	1034	642	391	12180	7567	4613
Fox Chapel Area School District	XEROX	VersaLink C505 X	FAIRVIEW ELEMENTARY	2028	940	1087	23878	11076	12802
Fox Chapel Area School District	XEROX	AltaLink B8075 MFP	KERR ELEMENTARY	30782	30782	0	339543	339543	0
Fox Chapel Area School District	XEROX	AltaLink B8155	HIGH SCHOOL	12394	12394	0	145907	145907	0
Fox Chapel Area School District	XEROX	AltaLink B8170	O'HARA ELEMENTARY	31888	31888	0	362026	362026	0
Fox Chapel Area School District	XEROX	VersaLink C405 DN	HIGH SCHOOL	987	906	80	11622	10672	950
Fox Chapel Area School District	XEROX	VersaLink B600 DN Printer	HIGH SCHOOL	423	423	0	4385	4385	0
Fox Chapel Area School District	XEROX	VersaLink B405 DN	FAIRVIEW ELEMENTARY	1759	1759	0	20710	20710	0
Fox Chapel Area School District	XEROX	VersaLink C405 DN	HIGH SCHOOL	1256	974	282	13739	10655	3084
Fox Chapel Area School District	XEROX	VersaLink B405 DN	DORSEYVILLE MIDDLE SCHOOL	1352	1352	0	14441	14441	0
Fox Chapel Area School District	XEROX	AltaLink C8045	HIGH SCHOOL	4572	2581	1990	53088	29978	23110

Fox Chapel Area School District - Copier Listing

Meter Analysis Period: 7/1/23-6/30/24

3,092,964 2,630,646 462,290 35,987,156 30,581,344 5,405,812

Meter Comparison

AVERAGE MONTHLY VOLUME TOTAL PRINTS PER METER RANGE

Account Name	Manufacturer	Model	Location	Total Pages Total AMV	Mono Pages Total AMV	Color Pages Total AMV	Total Pages Period Meter Difference	Mono Pages Period Meter Difference	Color Pages Period Meter Difference
Fox Chapel Area School District	XEROX	VersaLink B405 DN	DORSEYVILLE MIDDLE SCHOOL	419	419	0	4943	4943	0
Fox Chapel Area School District	XEROX	PrimeLink C9070	HIGH SCHOOL	35158	6257	28901	409363	72859	336504
Fox Chapel Area School District	XEROX	AltaLink B8055 MFP	HIGH SCHOOL	6713	6713	0	74053	74053	0
Fox Chapel Area School District	XEROX	VersaLink C7030	HIGH SCHOOL	3983	1895	2088	46898	22315	24583
Fox Chapel Area School District	XEROX	VersaLink B405 DN	HIGH SCHOOL	225	225	0	2654	2654	0
Fox Chapel Area School District	XEROX	VersaLink C505 X	HIGH SCHOOL	840	541	299	9891	6369	3522
Fox Chapel Area School District	XEROX	VersaLink B405 DN	HIGH SCHOOL	752	752	0	8858	8858	0
Fox Chapel Area School District	XEROX	PrimeLink B9100	COPY CENTER - FCAHS	296448	296448	0	3489891	3489891	0
Fox Chapel Area School District	XEROX	PrimeLink B9100	COPY CENTER - FCAHS	316473	316473	0	3725631	3725631	0
Fox Chapel Area School District	XEROX	Versant 180 Press with EFI Fiery Controller	COPY CENTER - FCAHS	236759	135557	101201	2764272	1582695	1181577
Fox Chapel Area School District	XEROX	Color C70	COPY CENTER - FCAHS	139467	87552	51914	1632856	1025048	607808
Fox Chapel Area School District	XEROX	AltaLink B8055 MFP	COPY CENTER - FCAHS	34042	34042	0	400759	400759	0
Fox Chapel Area School District	XEROX	VersaLink B405 DN	COPY CENTER - FCAHS	2768	2768	0	30006	30006	0
Fox Chapel Area School District	XEROX	AltaLink B8055 MFP	O'HARA ELEMENTARY	24609	24609	0	279392	279392	0
Fox Chapel Area School District	XEROX	VersaLink C8000 Printer	KERR ELEMENTARY	5255	1562	3693	61872	18394	43478
Fox Chapel Area School District	XEROX	VersaLink B405 DN	HIGH SCHOOL	20055	20055	0	214753	214753	0
Fox Chapel Area School District	XEROX	AltaLink B8075 MFP	KERR ELEMENTARY	24856	24856	0	273376	273376	0
Fox Chapel Area School District	XEROX	VersaLink B400 DN Printer	KERR ELEMENTARY	822	822	0	9678	9678	0
Fox Chapel Area School District	XEROX	VersaLink B400 DN Printer	KERR ELEMENTARY	66	66	0	778	778	0
Fox Chapel Area School District	XEROX	VersaLink C400 DN Printer	O'HARA ELEMENTARY	149	85	63	1756	1011	745
Fox Chapel Area School District	XEROX	VersaLink B405 DN	HIGH SCHOOL	1762	1762	0	20748	20748	0
Fox Chapel Area School District	XEROX	VersaLink B405 DN	HIGH SCHOOL	237	237	0	2799	2799	0
Fox Chapel Area School District	XEROX	VersaLink B405 DN	HIGH SCHOOL	13114	13114	0	154392	154392	0
Fox Chapel Area School District	XEROX	AltaLink B8075 MFP	KERR ELEMENTARY	21305	21305	0	250821	250821	0
Fox Chapel Area School District	XEROX	VersaLink B400 DN Printer	KERR ELEMENTARY	118	118	0	1279	1279	0
Fox Chapel Area School District	XEROX	VersaLink B400 DN Printer	DISTRICT ADMINISTRATION OFFICES	1213	1213	0	14285	14285	0
Fox Chapel Area School District	XEROX	AltaLink C8055	DISTRICT ADMINISTRATION OFFICES	11173	7329	3843	131533	86288	45245
Fox Chapel Area School District	XEROX	AltaLink B8170	HARTWOOD ELEMENTARY	27749	27749	0	310564	310564	0

Fox Chapel Area School District - Printer Listing

Meter Analysis Period: 7/1/23-6/30/24

56,966 45,869 11,084 635,273 508,112 127,161

Meter Comparison

Account Name	Manufacturer	Model	Location	AVERAGE MONTHLY VOLUME			TOTAL PRINTS PER METER RANGE		
				Total Pages	Mono Pages	Color Pages	Total Pages	Mono Pages	Color Pages
				Total AMV	Total AMV	Total AMV	Period Meter Difference	Period Meter Difference	Period Meter Difference
Fox Chapel Area School District	XEROX	VersaLink C400 DN Printer	DORSEYVILLE MIDDLE SCHOOL	532	388	143	6268	4577	1691
Fox Chapel Area School District	XEROX	Xerox	DORSEYVILLE MIDDLE SCHOOL	1917	1917	0	19051	19051	0
Fox Chapel Area School District	XEROX	VersaLink C415	O'HARA ELEMENTARY	1496	1496	0	17612	17612	0
Fox Chapel Area School District	XEROX	Xerox	DISTRICT ADMINISTRATION OFFICES	94	28	66	629	190	439
Fox Chapel Area School District	HP	PageWide MFP P57750	HARTWOOD ELEMENTARY	1390	589	801	16375	6940	9435
Fox Chapel Area School District	HP	LaserJet P2055dn	DORSEYVILLE MIDDLE SCHOOL	112	112	0	846	846	0
Fox Chapel Area School District	HP	LaserJet P2055dn	DORSEYVILLE MIDDLE SCHOOL	253	253	0	2984	2984	0
Fox Chapel Area School District	HP	PageWide MFP P57750	FAIRVIEW ELEMENTARY	161	22	138	1881	264	1617
Fox Chapel Area School District	XEROX	Xerox	HIGH SCHOOL	459	449	10	2684	2621	63
Fox Chapel Area School District	HP	LaserJet P4014	FAIRVIEW ELEMENTARY	984	984	0	11590	11590	0
Fox Chapel Area School District	HP	PageWide MFP P57750	HIGH SCHOOL	791	339	452	9322	3991	5331
Fox Chapel Area School District	HP	PageWide MFP P57750	HIGH SCHOOL	700	523	177	7159	5348	1811
Fox Chapel Area School District	HP	LaserJet P2055dn	DORSEYVILLE MIDDLE SCHOOL	461	461	0	5431	5431	0
Fox Chapel Area School District	HP	LaserJet 4100 Series	HARTWOOD ELEMENTARY	327	327	0	3861	3861	0
Fox Chapel Area School District	HP	LaserJet 4250	HARTWOOD ELEMENTARY	140	140	0	1650	1650	0
Fox Chapel Area School District	HP	Color LaserJet CP5225dn	HARTWOOD ELEMENTARY	6	0	6	68	0	68
Fox Chapel Area School District	HP	LaserJet P3010 Series	HIGH SCHOOL	0	0	0	0	0	0
Fox Chapel Area School District	HP	LaserJet M402dn	O'HARA ELEMENTARY	138	138	0	1621	1621	0
Fox Chapel Area School District	HP	PageWide MFP P57750	FAIRVIEW ELEMENTARY	103	50	53	1216	592	624
Fox Chapel Area School District	HP	PageWide MFP P57750	DISTRICT ADMINISTRATION OFFICES	2980	641	2338	35085	7550	27535
Fox Chapel Area School District	XEROX	VersaLink C400 DN Printer	KERR ELEMENTARY	482	230	252	5210	2487	2723
Fox Chapel Area School District	HP	Color LaserJet CP3525	HARTWOOD ELEMENTARY	0	0	0	0	0	0
Fox Chapel Area School District	HP	LaserJet P3010 Series	DISTRICT ADMINISTRATION OFFICES	218	218	0	2560	2560	0
Fox Chapel Area School District	HP	LaserJet 2420	HIGH SCHOOL	14	14	0	167	167	0
Fox Chapel Area School District	HP	LaserJet P2055dn	DORSEYVILLE MIDDLE SCHOOL	251	251	0	2552	2552	0
Fox Chapel Area School District	HP	LaserJet P2055dn	DORSEYVILLE MIDDLE SCHOOL	641	641	0	6596	6596	0
Fox Chapel Area School District	HP	LaserJet 2420	O'HARA ELEMENTARY	311	311	0	3330	3330	0
Fox Chapel Area School District	HP	LaserJet 4250	O'HARA ELEMENTARY	237	237	0	2800	2800	0
Fox Chapel Area School District	HP	LaserJet 5200	O'HARA ELEMENTARY	45	45	0	400	400	0
Fox Chapel Area School District	HP	LaserJet 1320 series	DORSEYVILLE MIDDLE SCHOOL	157	157	0	1685	1685	0
Fox Chapel Area School District	HP	LaserJet 8150 Series	HIGH SCHOOL	410	410	0	4827	4827	0
Fox Chapel Area School District	HP	LaserJet P2055dn	FAIRVIEW ELEMENTARY	16	16	0	196	196	0
Fox Chapel Area School District	HP	LaserJet 2420	DORSEYVILLE MIDDLE SCHOOL	1421	1421	0	16737	16737	0
Fox Chapel Area School District	HP	LaserJet 1320 series	DORSEYVILLE MIDDLE SCHOOL	243	243	0	2870	2870	0
Fox Chapel Area School District	HP	LaserJet 2300 series	DORSEYVILLE MIDDLE SCHOOL	0	0	0	0	0	0
Fox Chapel Area School District	HP	LaserJet 2420	O'HARA ELEMENTARY	1766	1766	0	18970	18970	0

Fox Chapel Area School District - Printer Listing

Meter Analysis Period: 7/1/23-6/30/24

56,966 45,869 11,084 635,273 508,112 127,161

Meter Comparison

Account Name	Manufacturer	Model	Location	AVERAGE MONTHLY VOLUME			TOTAL PRINTS PER METER RANGE		
				Total Pages	Mono Pages	Color Pages	Total Pages	Mono Pages	Color Pages
				Total AMV	Total AMV	Total AMV	Period Meter Difference	Period Meter Difference	Period Meter Difference
Fox Chapel Area School District	HP	LaserJet 4200	O'HARA ELEMENTARY	2026	2026	0	23859	23859	0
Fox Chapel Area School District	HP	LaserJet 2420	DORSEYVILLE MIDDLE SCHOOL	0	0	0	0	0	0
Fox Chapel Area School District	HP	LaserJet 2420	HIGH SCHOOL	1680	1680	0	17670	17670	0
Fox Chapel Area School District	HP	LaserJet 1320 series	DORSEYVILLE MIDDLE SCHOOL	603	603	0	7100	7100	0
Fox Chapel Area School District	HP	LaserJet 4050 Series	DORSEYVILLE MIDDLE SCHOOL	0	0	0	0	0	0
Fox Chapel Area School District	HP	LaserJet 2420	O'HARA ELEMENTARY	682	682	0	7700	7700	0
Fox Chapel Area School District	HP	LaserJet 2420	DORSEYVILLE MIDDLE SCHOOL	293	293	0	2854	2854	0
Fox Chapel Area School District	HP	LaserJet 2300 series	O'HARA ELEMENTARY	935	935	0	9990	9990	0
Fox Chapel Area School District	HP	LaserJet P3010 Series	O'HARA ELEMENTARY	151	151	0	1161	1161	0
Fox Chapel Area School District	HP	LaserJet 2200	DORSEYVILLE MIDDLE SCHOOL	406	406	0	3859	3859	0
Fox Chapel Area School District	HP	LaserJet 2420	O'HARA ELEMENTARY	1575	1575	0	16516	16516	0
Fox Chapel Area School District	HP	LaserJet 8150 Series	O'HARA ELEMENTARY	167	167	0	1975	1975	0
Fox Chapel Area School District	HP	PageWide MFP P57750	DORSEYVILLE MIDDLE SCHOOL	2502	504	1997	29461	5942	23519
Fox Chapel Area School District	HP	LaserJet P2055dn	O'HARA ELEMENTARY	188	188	0	2214	2214	0
Fox Chapel Area School District	HP	LaserJet Professional P1606dn	O'HARA ELEMENTARY	200	200	0	2271	2271	0
Fox Chapel Area School District	HP	LaserJet 2420	DISTRICT ADMINISTRATION OFFICES	0	0	0	0	0	0
Fox Chapel Area School District	XEROX	VersaLink C400 DN Printer	DISTRICT ADMINISTRATION OFFICES	1208	362	845	14221	4262	9959
Fox Chapel Area School District	HP	LaserJet 4250	FAIRVIEW ELEMENTARY	637	637	0	7510	7510	0
Fox Chapel Area School District	HP	LaserJet 2200	HIGH SCHOOL	52	52	0	490	490	0
Fox Chapel Area School District	HP	LaserJet 2420	FAIRVIEW ELEMENTARY	393	393	0	4472	4472	0
Fox Chapel Area School District	HP	LaserJet 2300 series	HIGH SCHOOL	126	126	0	1490	1490	0
Fox Chapel Area School District	HP	LaserJet P2055dn	DORSEYVILLE MIDDLE SCHOOL	309	309	0	3274	3274	0
Fox Chapel Area School District	HP	LaserJet P2055dn	HIGH SCHOOL	60	60	0	713	713	0
Fox Chapel Area School District	HP	LaserJet 2300 series	FAIRVIEW ELEMENTARY	206	206	0	2267	2267	0
Fox Chapel Area School District	HP	LaserJet P3010 Series	FAIRVIEW ELEMENTARY	708	708	0	8340	8340	0
Fox Chapel Area School District	HP	LaserJet P2055dn	DORSEYVILLE MIDDLE SCHOOL	583	583	0	6281	6281	0
Fox Chapel Area School District	HP	Color LaserJet CP4020 Series	HIGH SCHOOL	124	84	39	1466	998	468
Fox Chapel Area School District	HP	LaserJet 2420	O'HARA ELEMENTARY	904	904	0	9106	9106	0
Fox Chapel Area School District	HP	LaserJet 4000 Series	HIGH SCHOOL	257	257	0	2443	2443	0
Fox Chapel Area School District	HP	LaserJet 4250	HIGH SCHOOL	0	0	0	0	0	0
Fox Chapel Area School District	HP	Color LaserJet CP4520 Series	FAIRVIEW ELEMENTARY	399	137	262	4660	1601	3059
Fox Chapel Area School District	HP	LaserJet 2430	FAIRVIEW ELEMENTARY	0	0	0	0	0	0
Fox Chapel Area School District	HP	Color LaserJet CP1518ni	DORSEYVILLE MIDDLE SCHOOL	10	1	9	129	23	106
Fox Chapel Area School District	HP	LaserJet P2055dn	DORSEYVILLE MIDDLE SCHOOL	52	52	0	618	618	0
Fox Chapel Area School District	XEROX	Phaser 7800GX	HIGH SCHOOL	0	0	0	5	0	5
Fox Chapel Area School District	HP	color LaserJet 4650	HIGH SCHOOL	4	0	4	23	1	22

Fox Chapel Area School District - Printer Listing

Meter Analysis Period: 7/1/23-6/30/24

56,966 45,869 11,084 635,273 508,112 127,161

Meter Comparison

Account Name	Manufacturer	Model	Location	AVERAGE MONTHLY VOLUME			TOTAL PRINTS PER METER RANGE		
				Total Pages	Mono Pages	Color Pages	Total Pages	Mono Pages	Color Pages
				Total AMV	Total AMV	Total AMV	Period Meter Difference	Period Meter Difference	Period Meter Difference
Fox Chapel Area School District	HP	LaserJet 2300 series	HIGH SCHOOL	459	459	0	4650	4650	0
Fox Chapel Area School District	HP	LaserJet P2055dn	HIGH SCHOOL	162	162	0	1507	1507	0
Fox Chapel Area School District	HP	LaserJet 4100 Series	HIGH SCHOOL	468	468	0	5517	5517	0
Fox Chapel Area School District	HP	LaserJet 2200	HIGH SCHOOL	362	362	0	3368	3368	0
Fox Chapel Area School District	HP	LaserJet 1320 series	HIGH SCHOOL	339	339	0	3409	3409	0
Fox Chapel Area School District	HP	PageWide MFP P57750	HIGH SCHOOL	105	64	40	1246	765	481
Fox Chapel Area School District	HP	LaserJet 1320 series	HARTWOOD ELEMENTARY	421	421	0	3932	3932	0
Fox Chapel Area School District	HP	Color LaserJet CP1518ni	HARTWOOD ELEMENTARY	558	1	556	5293	15	5278
Fox Chapel Area School District	HP	LaserJet P2055dn	O'HARA ELEMENTARY	1080	1080	0	12716	12716	0
Fox Chapel Area School District	HP	color LaserJet 4600	O'HARA ELEMENTARY	48	5	42	420	50	370
Fox Chapel Area School District	HP	LaserJet P2015 Series	HIGH SCHOOL	167	167	0	1896	1896	0
Fox Chapel Area School District	HP	LaserJet 2200	HIGH SCHOOL	260	260	0	3062	3062	0
Fox Chapel Area School District	HP	LaserJet 4250	DORSEYVILLE MIDDLE SCHOOL	2264	2264	0	26660	26660	0
Fox Chapel Area School District	HP	LaserJet 4250	HIGH SCHOOL	155	155	0	1828	1828	0
Fox Chapel Area School District	HP	LaserJet 4200	HIGH SCHOOL	789	789	0	9290	9290	0
Fox Chapel Area School District	HP	LaserJet 2420	HIGH SCHOOL	474	474	0	4817	4817	0
Fox Chapel Area School District	HP	LaserJet M402dn	HIGH SCHOOL	63	63	0	753	753	0
Fox Chapel Area School District	HP	LaserJet P2055dn	HIGH SCHOOL	480	480	0	5656	5656	0
Fox Chapel Area School District	HP	LaserJet P3010 Series	HIGH SCHOOL	495	495	0	5511	5511	0
Fox Chapel Area School District	XEROX	VersaLink C415	O'HARA ELEMENTARY	582	582	0	6820	6820	0
Fox Chapel Area School District	XEROX	VersaLink C400 DN Printer	O'HARA ELEMENTARY	155	83	72	1834	983	851
Fox Chapel Area School District	HP	LaserJet 4050 Series	HIGH SCHOOL	185	185	0	1959	1959	0
Fox Chapel Area School District	HP	LaserJet P2055dn	HIGH SCHOOL	407	407	0	4123	4123	0
Fox Chapel Area School District	HP	LaserJet P4014	HIGH SCHOOL	1039	1039	0	10565	10565	0
Fox Chapel Area School District	HP	LaserJet 4200	HIGH SCHOOL	171	171	0	1727	1727	0
Fox Chapel Area School District	HP	LaserJet 4050 Series	HIGH SCHOOL	151	151	0	1783	1783	0
Fox Chapel Area School District	HP	LaserJet 4250	DISTRICT ADMINISTRATION OFFICES	14	14	0	19	19	0
Fox Chapel Area School District	XEROX	Phaser 7800GX	DISTRICT ADMINISTRATION OFFICES	895	245	650	10543	2888	7655
Fox Chapel Area School District	HP	LaserJet 2420	HARTWOOD ELEMENTARY	1220	1220	0	14210	14210	0
Fox Chapel Area School District	HP	LaserJet 2420	HARTWOOD ELEMENTARY	1241	1241	0	14620	14620	0
Fox Chapel Area School District	HP	LaserJet P2015 Series	HARTWOOD ELEMENTARY	416	416	0	4827	4827	0
Fox Chapel Area School District	HP	Color LaserJet CP2025dn	DISTRICT ADMINISTRATION OFFICES	77	1	75	284	7	277
Fox Chapel Area School District	XEROX	VersaLink C400 DN Printer	DISTRICT ADMINISTRATION OFFICES	1323	759	563	15582	8943	6639
Fox Chapel Area School District	XEROX	VersaLink C400 DN Printer	DISTRICT ADMINISTRATION OFFICES	571	302	268	6723	3561	3162
Fox Chapel Area School District	HP	LaserJet M607	DISTRICT ADMINISTRATION OFFICES	891	891	0	10292	10292	0
Fox Chapel Area School District	HP	Color LaserJet CP3525	HARTWOOD ELEMENTARY	1159	276	883	13241	3154	10087

Fox Chapel Area School District - Printer Listing

Meter Analysis Period: 7/1/23-6/30/24

56,966 45,869 11,084 635,273 508,112 127,161

Meter Comparison

Account Name	Manufacturer	Model	Location	AVERAGE MONTHLY VOLUME			TOTAL PRINTS PER METER RANGE		
				Total Pages	Mono Pages	Color Pages	Total Pages	Mono Pages	Color Pages
				Total AMV	Total AMV	Total AMV	Period Meter Difference	Period Meter Difference	Period Meter Difference
Fox Chapel Area School District	HP	LaserJet P3005	HARTWOOD ELEMENTARY	32	32	0	370	370	0
Fox Chapel Area School District	HP	Color LaserJet 4700	DORSEYVILLE MIDDLE SCHOOL	435	123	312	5130	1456	3674
Fox Chapel Area School District	XEROX	Xerox	HIGH SCHOOL	78	46	31	524	312	212
Fox Chapel Area School District	HP	LaserJet P2055dn	HIGH SCHOOL	79	79	0	195	195	0
Fox Chapel Area School District	HP	LaserJet P3005							
Fox Chapel Area School District	HP	LaserJet 1320 series							
Fox Chapel Area School District	HP	LaserJet P3010 Series							
Fox Chapel Area School District	HP	LaserJet P2055dn							
Fox Chapel Area School District	BROTHER	HL-L2370DW series							
Fox Chapel Area School District	BROTHER	HL-L2370DW series							
Fox Chapel Area School District	HP	LaserJet P3005							