Corinth School District
1204 North Harper Road
Corinth, MS 38834
(662) 287-2425

BID SPECIFICATIONS
Printing, Copying, and Maintenance Services

Reverse Auction
November 12, 2025
2:00 p.m. CST

For information please contact the Corinth School District via email to
bid@corinth.k12.ms.us

Key Contacts:

John Barnett - Interim Superintendent
jbarnett@corinth.k12.ms.us

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BID SPECIFICATIONS
Printing, Copying, and Maintenance Services

Purpose

Corinth School District is seeking written proposals and bids for contracted services for printing, copying, and the associated maintenance of the devices that will occupy the offices and communal printing spaces located throughout the district campuses and administrative office. The contract will run from January 1, 2026 to December 31, 2030. All equipment must be installed to begin service by January 1, 2026.

Proposals

All proposals should include new (non-refurbished) equipment, and meet the enclosed specifications. This bid may be submitted as a sealed bid, electronic bid, or reverse auction bid. Bid proposals will be accepted until 2:00 p.m. (CST) on November 10, 2025 in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed bids should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS 38834

Please place on the outside of all sealed bids the following language:

Printing, Copying, and Maintenance Services

All electronic bids should be submitted to:

bid@corinth.k12.ms.us

All reverse auction bids may be submitted via sealed bid, in-person, or electronically.

Site Walkthrough

Any vendor that would like to conduct a site walkthrough to see our current devices at each district site may participate in a site walkthrough on Wednesday, October 29, 2025 beginning at 10:00 a.m. Any vendor interested in participating should email bid@corinth.k12.ms.us to schedule the walkthrough by 2:00 p.m. (CST) on Monday, October 27, 2025.

Schedule of Events

Event	Date
Bid Specification Release	October 23, 2025
Newspaper Advertisement	October 23, 2025
	October 30, 2025
Site Walkthrough (optional)	October 29, 2025
Deadline for Proposal Submission	November 10, 2025
Notification of Selected Vendors to Participate in Reverse Auction	November 11, 2025
Reverse Auction Date	November 12, 2025

Inquiries
For information, please contact the Corinth School District via email: bid@corinth.k12.ms.us

Basis of Award
The Corinth School District Board of Trustees will award the bid that is lowest and best to the District. **Corinth School District reserves the right to reject any or all proposals.**

This Bid Specifications package consists of the following sections:

I. General Conditions
II. Specifications
III. Proposal Forms

I. General Conditions

The following are General Conditions for the equipment to be leased as outlined in the Specifications.

Scope of Work

1. Proposal for printing, copying, and the associated maintenance of the devices that will occupy the offices and communal printing spaces located throughout the district sites and administrative office.
2. Installation of devices at specified locations throughout the Corinth School District.
3. Training and maintenance of all devices under the contract to meet the terms and specifications of this proposal.
4. Print Management Software - The proposal must include a comprehensive print management solution (e.g., PaperCut or an equivalent service) that provides, at a minimum: secure print release, user-level tracking and reporting, and the ability to set rules to control printing. This solution should integrate with existing employee badges or printing badges should be provided by the vendor.
5. Google Workspace Integration: User authentication, account provisioning, and directory services must be handled via our existing Google Workspace for Education directory. The District does not have Microsoft Active Directory or Entra services for account provisioning.
6. All device features must be supported in macOS 13 (Ventura) to macOS 26 (Tahoe) and all future operating systems supported by Apple through the end of this agreement.

Terms

Vendor is to calculate the total cost for the District to use the various devices for the accepted contract period. The cost should remain fixed throughout the term of the agreement.

Service and supply should include equipment, toner, staples, developer, fuser, etc., all maintenance items, repair, preventative maintenance, emergency repair, equipment delivery, installation, print management software, all network connectivity and support (both initial and ongoing), software/firmware updates, customer training (both 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 Corinth School District will not accept any form of service parts, maintenance kits, supply kits, replacement kits, etc., to be installed by Corinth School District employees. The vendor must employ in their organization Certified SE and TSE (Solutions and Technical Solutions Engineers). The vendor must also provide organization-employed, manufacturer-trained instructors to conduct all initial and ongoing training to 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 Corinth School District.

Repair Service Requirements

Certified, factory-trained personnel must perform all maintenance. Response time between service call and service technician response must be no greater than four (4) hours, with a technician on-site for repairs within twenty-four (24) hours. Equipment must be repaired within one (1) day. The vendor shall provide a toll-free contact number for users to place service calls. If equipment is non-operational for more than two business days, the vendor will supply a loaner at no cost to the School District. Service and supply calls are to be made via phone, web or email with an assigned confirmation number per call.

Accountability Guarantee

Vendors will be required to provide an "Accountability Guarantee" for replacement of unreliable equipment at no cost to the Corinth School District. This written guarantee should be included with the bid specification document forms. **This specification should include the number of service calls in a given time that will qualify a machine for replacement consideration.**

Withdrawal of Proposal

Requests to withdraw a proposal after it has been submitted must be made in writing and received by CSD prior to the scheduled proposal opening time. No proposal may be withdrawn after the scheduled opening time.

Alterations to RFP Specifications and Requirements

No changes or alterations of any kind to the bid specifications are permitted without prior written approval from the Corinth School District.

Bid Terms

The contract will be awarded to the lowest and best responsible bidder. The Corinth School District reserves the right to waive any informalities and to reject any or all bids.

Submission Information

This bid may be submitted as a sealed bid, electronic bid, or reverse auction bid. Bid proposals will be accepted until 2:00 p.m. (CST) on November 10, 2025 in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed bids should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS 38834

Please place on the outside of all sealed bids the following language:

Printing, Copying, and Maintenance Services

All electronic bids should be submitted to:

bid@corinth.k12.ms.us

Pre-qualification Requirements for Bidders

Company Information

Name	
Address	
Address	
City	
State	
Zip	
Telephone	
Email	

Principal Bid Contact

Name	
Title	
Telephone	
Email	

References

The vendor shall provide at least three (3) educational/professional references from current clients with a minimum of 10 network connected digital MFP systems with all the additional document management solutions as described in these bid specifications. Vendors will be required to include these with the bid specification response. This information should include the name of the organization, length of relationship, contact name and telephone number.

School District Reference 1

School District	
Address	
Contact	
Phone	
Email	

School District Reference 2

School District	
Address	
Contact	
Phone	
Email	

School District Reference 3

School District	
Address	
Contact	
Phone	
Email	

Key Employees

List the school experience and present commitments of the key individuals of your organization working in/assigned to Mississippi.

Key Employee 1

Name	
Title	
Experience	
Commitments	

Key Employee 2

Name	
Title	
Experience	
Commitments	

Key Employee 3

Name	
Title	
Experience	
Commitments	

Key Employee 4

Name	
Title	
Experience	
Commitments	

Signature

We hereby acknowledge and accept the Pre-Qualification Requirements and attest the information provided herein is truthful and accurate by executing this document.

If we meet the pre-qualification requirements, we will submit a bid to the Corinth School District for Printing, Copying, and Maintenance Services.

Signature _____ Date_____

Pre-qualification Submission Information

The pre-qualification proposal may be submitted either in-person, by sealed bid, or electronically.

Deadline for submission:

Bid proposals will be accepted until 2:00 p.m. (CST) on Monday, November 10, 2025 in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed pre-qualification proposals should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

Please place on the outside of all sealed bids the following language:

Printing, Copying, and Maintenance Services: Pre-Qualification

All electronic pre-qualification proposals should be submitted to:

bid@corinth.k12.ms.us

II. Specifications

Current Device Inventory

1. (12) Konica Minolta 958
2. (2) Konica Minolta 450i
3. (1) Konica Minolta c750i

Corinth Elementary School				
Location	Fax	FY 2025 Monthly Volume	Pages Per Minute	Current Model
Main Office	Yes	31,785	95	Konica Minolta/Bizhub 958
Kindergarten		37,634	95	Konica Minolta/Bizhub 958
1st Grade		47,184	95	Konica Minolta/Bizhub 958
2nd Grade		28,263	95	Konica Minolta/Bizhub 958
3rd Grade		46,834	95	Konica Minolta/Bizhub 958
4th Grade		50,319	95	Konica Minolta/Bizhub 958

Notes: Current 958 devices have a site average of 1,900,000 impressions.

Corinth Middle School				
Location	Fax	FY 2025 Monthly Volume	Pages Per Minute	Current Model
7/8 Office		19,273	95	Konica Minolta/Bizhub 958
5/6 Upstairs		16,501	95	Konica Minolta/Bizhub 958
7/8 Workroom		14,542	95	Konica Minolta/Bizhub 958
5/6 Downstairs	Yes	20,308	95	Konica Minolta/Bizhub 958

Notes: Current 958 devices have a site average of 1,750,000 impressions.

Corinth High School				
Location	Fax	FY 2025 Monthly Volume	Pages Per Minute	Current Model
CHS Office	Yes	7,791	45	Konica Minolta/Bizhub 450
CHS A Wing		16,961	45	Konica Minolta/Bizhub 450
CHS Library		73,145	95	Konica Minolta/Bizhub 958

Notes: Current 958 device has approximately 3,100,000 impressions.

Corinth District Office					
Location	Fax	Projected Monthly Volume	PPM	Current Model	Current Meter
CO - B/W	Yes	17,366	95	Konica 958	892,399
CO - 750 - Total		11,135		Konica c750i	410,108
BW		4,979	75 BW		207,301
Color		6,156	60 Color		202,797

Device Capabilities and Features

- Unless otherwise agreed upon by the District, all devices must match, at a minimum, the present feature set of the current machines, i.e. paper capacity, finishers, amount of paper storage, pages per minute, etc.
- All proposed devices must meet the estimated volume needs per unit. The proposed device should place durability and device availability as a priority over page per minute (PPM) speed.
- All devices must include the following features: stapling finisher, duplex scanning and printing, 8.5 x 11 high capacity trays, bypass tray for printing specialty paper from 4x6 to at least 11x17.
- Where specified, devices may include: fax, 3-hole punch, at least one adjustable size paper tray to print 8.5x11, 8.5x14, 11x17, folder / finisher with booklet maker and saddle stitch stapler.
- Proposed devices must be able to scan as follows:
    - Scan requirements:
        - 100-300 dpi minimum 100-600+ preferred
        - Scan to PDF, JPEG, TIFF, or PNG in color and/or monochrome
        - Must be able to scan to e-mail and scan to network location. Preferred that the proposed print management solution handle this requirement.

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 these devices 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 devices will be on the District Local Area Network. The vendor will ultimately be responsible to ensure that all devices are installed and functioning to the district's satisfaction.

Performance Expectations: Time is an important consideration on this project. The selected vendor will be required to have all equipment installed and operational by January 4, 2026. The District will assess liquidated damages of $100.00 per day that exceeds the January 4, 2026, deadline until a complete installation occurs. These damages will be deducted from invoices until recovered.

III. Proposal Forms

All vendors must submit one primary proposal that meets or exceeds all requirements and specifications outlined in this document. This primary proposal will serve as the baseline for evaluation and must have all columns completed.

The District encourages vendors to leverage their expertise to propose innovative solutions that may offer superior value, efficiency, or productivity. Vendors may submit additional, alternative proposals, which will only be considered if a compliant Primary Proposal is also submitted.

We welcome alternative proposals that:

- Utilize different manufacturers or models while still meeting the District's needs.
- Offer a more cost-effective fleet that may not meet minimum PPM specifications but can demonstrably handle the District's volume and durability requirements.
- Re-envision the existing layout, proposing a different number, type, or location of devices to achieve greater efficiency or cost savings for the District.

Proposed Devices

Proposal Type					
Primary Proposal	☐	Additional Proposal	☐	Additional Proposal #	

Corinth Elementary School - (6 Devices)				
Location	Required Options	Rated Monthly Volume	Pages Per Minute	Proposed Model
Office	Fax			
Kindergarten				
1st Grade				
2nd Grade				
3rd Grade				
4th Grade				

Notes: None

Corinth Middle School - (5 Devices)				
Location	Required Options	Rated Monthly Volume	Pages Per Minute	Proposed Model
7/8 Office				
5/6 Upstairs				
5/6 Downstairs				
7/8 Workroom				

Corinth Middle School - (5 Devices)				
Office	Small footprint freestanding. Ability to print up to 8.5x11, manual tray for printing envelopes and letterhead. Fax and network scanning. Include print management solution, service and supplies.			

Notes: Additional freestanding device to be proposed for the CMS office. Due to limited space, this device does not need a finisher or the ability to print sizes larger than 8.5x11.

Corinth High School - (4 Devices)				
Location	Required Options	Rated Monthly Volume	Pages Per Minute	Proposed Model
A Wing				
B Wing				
Library				
CHS Office *Option 1:*	Replace existing equipment with similar. Incl. Fax.			
CHS Office *Option 2:*	Small footprint freestanding. Ability to print up to 8.5x11, manual tray for printing envelopes and letterhead. Fax and network scanning. Include print management solution, service and supplies.			

Notes: Additional 958 equivalent device to be added for CHS B Wing. The device in CHS A Wing (currently a 450) should be upgraded to a 958 equivalent.

Corinth District Office - (2 Devices)				
Location	Required Options	Rated Monthly Volume	Pages Per Minute	Proposed Model
Option 1:				
CO B/W	Adjustable paper trays for 11x17, 8.5x14, 8.5x11. 3-hole punch. Fax.			
CO Color	Adjustable paper trays for 11x17, 8.5x14, 8.5x11. 3-hole punch. Folder / finisher with booklet maker and saddle stitch stapler			
Option 2:				
Combine existing 958 and c750i	Combine all features from CO B/W (958) and CO Color (c750i) into a single unit. Please provide reasoning.			
Group Office Printer w/Scanning & Fax	Small footprint freestanding. Ability to print up to 8.5x11, manual tray for printing envelopes and letterhead. Fax and network scanning. Include print management solution, service and supplies.			
Option 3:				
Combine existing 958 and c750i	Combine all features from CO B/W (958) and CO Color (c750i) into a single unit. Fax capable. Please provide reasoning.			
Group Office Printer w/o Scanning & Fax	Small footprint freestanding. Ability to print up to 8.5x11, manual tray for printing envelopes and letterhead. Include print management solution, service and supplies.			

Proposal Checklist			
Item:		**Y**	**N**
1.	Proposal covers 48-month contract		
2.	Proposal includes maintenance, supplies, and print management solution		
3.	Proposal includes same day service requests		
4.	Proposal includes loaner devices for extended repairs		
5.	Proposal includes an “Accountability Guarantee"		
6.	Equipment is new equipment (not refurbished)		
7.	Primary proposal that meets or exceeds all requirements and specifications		
8.	Additional proposals submitted		
9.	Pre-qualification, reference, and key personnel documents completed		
10.	Updated copy of vendor’s W-9		

I acknowledge that the vendor is responsible for completing installation by January 4, 2026, and that all equipment must be operating and functional. If not, liquidated damages in the amount of $100.00 per day will be assessed until complete.

Name (Printed): _____ Date: _____

Signature: _____