

Request for Proposal  
Orenda Education  
2951 Williams Drive  
Georgetown, TX 78628  
2026-27 School Year

**Introduction**

Orenda Education is currently seeking bids for copier equipment lease and service. We have campuses throughout Central Texas and require one company to service all locations. Our current locations are as follows:

<b>Campus</b>	<b>Address</b>	<b>Number of Buildings</b>
Gateway College Preparatory School	3360 Westinghouse Road, Georgetown, TX 78626	1 high school learning center (2 floors), 1 K-8 learning center (3 floors), 1 Student Union/main office building, 1 auxiliary and main gym, 1 Annex, 1 Special Education Wing
Gateway Tech School	2951 Williams Drive, Building 2, Georgetown, TX 78628	1 school building
Kingsland School	2112 W. Ranch Road 1431, Kingsland, TX 78639	1 school building
Nolan Creek School	505 E. Ave C, Belton, 76513	2 school buildings
Orenda Education Administration	2951 Williams Drive, Building 1 and 2, Georgetown, TX 78628	2 district office buildings

<b>Campus</b>	<b>Number of Students Served</b>	<b>Number of Teachers</b>	<b>Number of Support Staff</b>
Gateway College Preparatory School	1700	78	41
Gateway Tech School	60	1	2
Kingsland School	130	14	9
Nolan Creek School	100	9	4
<b>District Total</b>	<b>2000</b>	<b>102</b>	<b>56</b>

Multifunctional Printer Equipment and Services

**Issued:** January 16, 2026

**Proposal Deadline:** February 2, 2026

**Contact:** Orenda Education

1. Executive Summary

This Request for Proposal seeks competitive bids for the supply, installation, and ongoing support of multifunction printers (MFPs) to replace existing Toshiba devices. The organization

requires a comprehensive solution that includes equipment delivery, system configuration, data security protocols, and transition services.

## 2. Equipment Requirements

The following equipment specifications outline the mandatory features and capabilities required from all bidders. Equipment must meet or exceed all listed specifications.

### 2.1 Equipment Specifications Summary

<b>Equipment Type</b>	<b>Qty</b>	<b>Minimum Speed / Type</b>
A3 Color MFP (Full-featured)	1	45 ppm A3 Mono MFP; 105K monthly duty cycle
A3 Color MFP (Standard)	8	45 ppm A3 Color MFP; 105K monthly duty cycle
A4 Mono Desktop MFP	2	50 ppm A4 Mono MFP
A3 Mono MFP (High-volume)	2	90 ppm A3 Mono MFP; 740K monthly duty cycle

Table 1: Equipment Quantity and Type Requirements

### 2.2 Technical Specifications for All Units

#### Document Feeder Requirements

- **A3 Units:** 300-sheet single-pass DSDF (Dual-Sided Document Feeder) with minimum 240 IPM duplex / 120 IPM simplex capability (B/W or color)
- **A4 Desktop Units:** 100-sheet single-pass DSDF with minimum 104 IPM duplex / 52 IPM simplex capability

#### Paper Capacity Requirements

- **A3 Units:** 3,200-sheet minimum (3,520-sheet minimum for high-volume models)
- **A4 Units:** 650-sheet minimum
- **Paper Size Compatibility:** A3/Mono units support Cassette 3.9×5.8 to 12×18 inches with bypass up to 12×47 inches; A4 units support 4.13×5.83 to legal size

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### Output Finishing Capabilities

- **A3 Units:** 65-sheet stapling capability with 2-tray finisher and 2,000-sheet minimum capacity
- **A3 Units:** 2/3-hole punch functionality
- **A4 Units:** N/A (desktop models not required to include finisher options)

### Required Features (All Units)

- **Display:** 10.1-inch color touchscreen for A3/A4 units (where applicable)
- **Fax Capability:** Required on all units
- **Card Reader:** Required on all units
- **Print Management:** PaperCut software must be installed and configured on all units
- **OCR (Optical Character Recognition):** Required on all A3 units; N/A for A4 desktop models
- **Translation Compatibility:** Yes (required for A3 units); N/A for A4 desktop models

## 3. Mandatory Transition and Implementation Requirements

To ensure a smooth, secure, and cost-effective implementation, all bidders must include the following services and capabilities in their proposal:

### 3.1 Data Security – Hard Drive Sanitization

**Requirement:** The outgoing equipment vendor must sanitize all multifunction printer hard drives to factory settings prior to device removal.

**Justification:** Protection of sensitive student and organizational data; compliance with internal security protocols and data protection regulations.

#### **Bidder Responsibilities:**

- Provide certified documentation confirming the hard drive was wiped using industry-standard sanitization methods.
- Return all devices to factory default settings.
- Provide a detailed security audit report upon completion.

### 3.2 Installation Quality – Device Configuration Cloning

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**Requirement:** The selected equipment supplier must possess the technical capability to clone existing device settings from legacy equipment to newly installed units.

**Scope of Cloning:**

- Network configurations
- Scan destination settings
- Address books and contact lists.
- Print and copy profiles.

**Justification:** Eliminates operational downtime and prevents workflow disruption for staff. Cloning reduces manual reconfiguration time and ensures service continuity.

**Bidder Responsibilities:**

- Demonstrate technical capability to perform configuration cloning.
- Provide a timeline for cloning completion.
- Offer on-site support during the transition phase.
- Guarantee configuration accuracy post-installation

3.3 Equipment Return and Removal Services

**Requirement:** The selected supplier must manage the return of existing Toshiba equipment prior to the lease end date of March 14, 2026. Bidders must clearly itemize any return-related costs.

**Bidder Responsibilities:**

- Provide a return timeline aligned with the new equipment deployment.
- Clarify all return-related costs (freight, handling, restocking)
- Coordinate logistics for equipment pickup.
- Provide tracking documentation for all returned units.

4. Evaluation Criteria

Proposals will be evaluated on the following criteria:

1. **Equipment Compliance (25%):** Full compliance with all technical specifications outlined in Section 2

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2. **Implementation Services (20%):** Quality and completeness of transition services (sanitization, cloning, return management)
3. **Total Cost of Ownership (25%):** Lease/purchase pricing, financing terms, maintenance and support costs, return-related charges
4. **Support and Service (15%):** Warranty coverage, response times, technical support availability, training provisions
5. **Company Capability (15%):** References, experience with similar organizations, financial stability, certified technician availability

#### 5. Proposal Submission Requirements

All proposals must include:

- Executive summary addressing all technical requirements
- Detailed equipment specifications with model numbers for each quantity
- Itemized pricing for equipment, installation, and support services
- Complete description of transition services (sanitization, cloning, return management)
- Timeline for equipment delivery, installation, and configuration
- References from at least three organizations with comparable equipment deployments
- Documentation of PaperCut certification and installation capability
- Warranty and support terms, including details of service and support coverage for Kingsland, Belton, and Georgetown locations

#### 6. Submission Instructions

- **Format:** PDF or Word document
- **Deadline:** February 2, 2026, 5:00 PM Central Time
- **Submit To:** Albert Rodriguez and Shelley Williams
- **Contact for Questions:** Director of Technology at [albert.rodriquez@orendaeducation.org](mailto:albert.rodriquez@orendaeducation.org); Director of Operations at [shelley.williams@orendaeducation.org](mailto:shelley.williams@orendaeducation.org)

#### 7. Terms and Conditions

- All proposals are binding for 90 days from the submission date

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- The organization reserves the right to reject any or all proposals.
- Questions regarding this RFP should be submitted in writing by January 20, 2026 to [albert.rodriquez@orendaeducation.org](mailto:albert.rodriquez@orendaeducation.org).