



January 15th, 2026

On behalf of the School District of Jefferson, I would like to invite you to provide a competitive sealed bid on the District-Wide Multi-Function Printer (MFP) Fleet & Managed Print Services project. The district is seeking to transition to a new 5-year equipment lease and service agreement effective July 1, 2026.

Per Board Policy 6320.02, this project requires competitive bids from qualified vendor contractors. In order to provide a qualified competitive bid, reference the bid package and technical documentation attached to this letter. All competitive bids are **due no later than 3:00 PM CST on February 13th, 2026**. All competitive bids should be sent via email to Jason Poeppel (owner contact information below). Proposals will be initially reviewed by the Director of Business Services and the IT Director at 4:00 PM CST on February 18, 2026.

This RFP is an offer to contract with the school district and does not constitute a final contract until the school district and vendor sign a final agreement that is approved by the School Board. The School District of Jefferson reserves the right to reject any proposals in its sole discretion. Furthermore, the School District of Jefferson reserves the right to waive, in its sole discretion, any irregularities or procedural issues with any proposal submitted. A recommendation will be brought to the full Board of Education during its meeting on May 25th, 2026.

Ryan J. Bandt
 Director of Business Services
 920-675-1044
 bandtr@sdoj.org

REQUEST FOR PROPOSAL (RFP)

SCHOOL DISTRICT OF JEFFERSON
DISTRICT-WIDE MFP FLEET
206 SOUTH TAFT AVENUE
JEFFERSON, WI 53549
01/15/2026

FOR: SCHOOL DISTRICT OF JEFFERSON

OWNER CONTACT: School District of Jefferson
Contact: Jason Poeppel, IT Director
Phone (Office): 920-675-1080
Email: poeppej@sdoj.org
Fax: 920-675-1020

RESPONSES DUE: February 13, 2026, by 4:00 PM CST

RESPONSES DUE TO: School District of Jefferson – DISTRICT OFFICE
206 South Taft Avenue, Jefferson, WI 53549
ATTN: Jason Poeppel, IT Director

A. PURPOSE OF RFP

The School District of Jefferson (Owner) is requesting proposals from qualified vendors to provide a turnkey solution for a district-wide MFP fleet. This includes a 60-month capital lease (\$1 buyout), comprehensive maintenance (parts, labor, toner, staples), and integration with the District's existing PaperCut MF (v25) environment.

B. PROPOSALS

All RFP responses shall be received by the District no later than 4:00 PM CST on February 13, 2026. Please submit a (1) PDF version via email. Additional information may also be requested. All cost associated with the preparation of a response is the sole responsibility of the submitting vendors.

All questions concerning this proposal or project should be submitted in writing to the Owner contact listed above via email no later than three (3) days prior to the due date above. Should an addendum be required, one will be posted on the district website at <https://www.sdoj.org/departments/finance-operations/rfp> and/or emailed to the invited firms.

Vendors may schedule an on-site visit with the District to ensure adequate information is obtained to submit a qualified proposal. Please email Jason Poeppel, IT Director, to schedule an on-site visit.

The scope of services desired is defined in this Request for Proposal (RFP). The Owner shall have the right to modify this scope as it deems necessary. Any attempt to contact the District's leadership other than the contact listed above may result in disqualification. All replies will become the property of the School District of Jefferson.

Vendors shall not subcontract services unless identified in the original proposal and agreed upon by the District.

C. SCOPE OF WORK

The successful vendor will provide a comprehensive solution including:

- Delivery, installation, and network configuration of all hardware.
- Integration with the District's existing PaperCut MF (v25) environment, hosted on a Windows 2019 Server print environment.
- Deploy printing to mobile devices.
- Comprehensive "all-inclusive" maintenance (parts, labor, and all consumables except paper).
- Professional removal and data-wipe of the existing fleet.

D. TIMELINE (Subject to Change)

01/15/2026	Issue Request for Proposal (RFP)
02/13/2026	RFP Responses Due by 4:00 PM CST
02/18/2026	Opening and review of qualified bids
03/2026	Phase 1: Technical Discovery & Pricing Review
04/2026	Phase 2: Finalist Selection & Committee Presentations
04/2026	Phase 3: Onsite Field Testing (Finalists Only)
05/26/2026	School Board Approval
06/05/2026	Last day of school in session
07/01/2026	Installation & Removal of Old Fleet

The above dates are subject to change at the Owner's discretion.

E. EVALUATION AND SELECTION PROCESS

Proposals will be reviewed by an evaluation panel consisting of individuals selected by the District. The evaluation process will occur in three distinct phases:

Phase 1: Technical Discovery & Pricing Review Qualified vendors will be invited to a "Technical Discovery" session with the IT Director and the Director of Business Services. This session will focus on the vendor's ability to meet technical specifications, PaperCut integration, and the proposed 5-year Fee Schedule.

Phase 2: Finalist Selection & Committee Presentations The District will narrow the selection to a maximum of three (3) finalists. These finalists will be required to present their solution to the District Copier Committee, which includes building office staff. This presentation should focus on ease of use, hardware reliability, and the end-user experience.

Phase 3: Onsite Field Testing (Finalists Only) Finalists will be required to place a demo MFP onsite at the District Office for a minimum of ten (10) days. This period allows building staff to perform "stress tests" on specific workflows, including high-volume envelope printing and network scanning.

Evaluation Criteria:

- 5-Year Total Cost of Ownership (Lease, Click Rates, and Wholesale Buyback).
- Prior K-12 experience, qualifications, and local service references.
- Committee and User experience, including PaperCut (or Equivalent)

F. SUBMITTAL REQUIREMENTS

1. Cover Letter (limit to 1 page)
 - a. Indicate why your team should be selected for this project.
 - b. Description of facility care practices, including lift-gate delivery protocols and onsite security compliance.
2. K-12 Educational Experience
 - a. Provide a list of at least three (3) K-12 educational projects, including name, address, contact person, and telephone number for whom similar or related services have been provided within the last five years. Include a short description of the project (fleet size and software used).
3. Fee Proposal
 - a. Detailed 60-month capital lease based in section G. Fee Proposal
 - b. Warranty and Service Level Agreement (SLA) description, including a response time guarantee.

G. FEE PROPOSAL

The fee proposal shall include a lump sum for the services requested. This lump sum shall include all compensation and other payments due to the vendor in the performance of the basic services as outlined in this RFP. Bidders must specifically detail:

- **Monthly Lease Payment:** Based on a 60-month \$1 buyout.
- **Click Rates:** Locked-in B&W and Color rates (inclusive of toner and staples).
- **Optional Wholesale Buyback:** A credit/check for the 15 existing Sharp units.
- **Optional Re-utilize of current device:** Devices can be reused if they are guaranteed for 5 years.
- **Optional Paper:** Provide an optional "Paper-Inclusive" click rate for comparison.
- **Software & Support:** The proposal must include five (5) years of licensing, maintenance, and support for PaperCut MF (or any proposed equivalent print management platform) for all 15 devices.
- **Electrical Requirements & Upgrades:** Vendors must verify existing power availability as detailed in Exhibit B.
 - If a vendor proposes equipment that requires an electrical upgrade, the vendor must identify these specifications
 - **District Responsibility:** SDOJ will be responsible for the cost of electrical upgrades identified by the vendor.
 - **Vendor Responsibility:** Any electrical modifications required for installation that were not identified by the vendor.
- **Consolidate** High School Library devices into a single device.
- **Detailed Building Fees:** The fee proposal must include a detailed breakdown of costs per building.
- **Building-Direct Shipping:** All toner and consumable supplies must be shipped directly to the specific building where the device is located.
- **On-Site Emergency Stock:** Vendors must provide and maintain one (1) extra "emergency" toner cartridge at each device location.
- **Toner Recycling & Disposal:** The vendor must provide a clear, no-cost method for the District to dispose of used toner cartridges.

The district cuts payments on the 15th or 30th of every month. Payment will be made within 30 days of receipt of invoices and verification of work completion.

H. CERTIFICATE OF INSURANCE

No contract shall be issued until Contractor has furnished satisfactory proof of a certificate of liability insurance policy in full force and effect in a company authorized to do business in the State of Wisconsin, with the Owner to be named certificate holder. Complete liability umbrella policy covering injury, death, or destruction of property of any person other than the Contractor shall be included and remain in effect during the duration of the agreement in the amount of at minimum two million dollars (\$2,000,000.00).

I. SITE INFORMATION

Building	Address	Enterence	Loading Dock	Elevator
District Office	206 S Taft Ave, Jefferson, WI	Door 8	No	N/A
High School	700 W. Milwaukee St., Jefferson, WI	Door 1	No	Yes
Middle School	501 S Taft Ave, Jefferson, WI	Door 13	No	Yes
East Elementary	120 S Sanborn Ave, Jefferson, WI 53549	Door 2	No	Yes
Sullivan Elementary	618 Bakertown Rd, Sullivan, WI	Door 1	No	N/A
West Elementary	900 W. Milwaukee St., Jefferson, WI	Door 1	No	N/A

A liftgate will be required at all locations.

EXHIBIT A: EXISTING INVENTORY & TECHNICAL SPECIFICATIONS

Building	Room	Manufacturer	Model	Speed	Staples	3-Hole	Extra Paper Tray	Duplex Scan	Fax	Total B&W Prints*	Total Color Prints*
District Office	115C - Vault	Sharp	MX-6071	60	Yes	Yes	Large Cap	Yes	Yes	510,871	196,425
High School	101 - Main Office	Sharp	MX-6071	60	Yes	Yes	No	Yes	Yes	252,842	358,940
High School	106 - Pupil Service Office	Sharp	MX-3071	30	No	No	No	Yes	Yes	119,222	128,005
High School	105 - Library	Sharp	MX-3071	30	No	No	No	Yes	No	65,537	57,985
High School	105 - Library	Sharp	MXM-3071	30	No	No	No	Yes	No	40,383	N/A
High School	136 - 1st Fr Workroom	Sharp	MX-M905	90	Yes	Yes	No	Yes	No	2,666,479	N/A
High School	207 - 2nd Fr Workroom	Sharp	MX-6071	60	Yes	Yes	No	Yes	No	1,648,454	353,887
Middle School	127H - Office	Sharp	MX-6071	60	Yes	Yes	No	Yes	Yes	807,611	369,301
Middle School	215 - 2nd Fr Workroom	Sharp	MX-M905	90	Yes	Yes	No	Yes	No	2,044,697	N/A
East Elementary	112 - Office	Sharp	MX-6071	60	Yes	Yes	No	Yes	Yes	459,126	1,144,847
East Elementary	213 - Library	Sharp	MX-M5071	50	Yes	Yes	No	Yes	No	482,573	N/A
Sullivan Elementary	16 - Office	Sharp	MX-6071	60	Yes	Yes	No	Yes	Yes	282,303	141,548
Sullivan Elementary	22 - Workroom	Sharp	MX-M5071	50	Yes	Yes	No	Yes	No	653,114	N/A
West Elementary	33 - Office	Sharp	MX-6071	60	Yes	Yes	No	Yes	Yes	1,078,367	477,245
West Elementary	32 - Copier Room	Sharp	MX-M7570	75	Yes	Yes	No	Yes	No	896,545	N/A

*Print Total as based on 07/01/2021 to 01/07/2026

EXHIBIT B: EXISTING POWER OUTLETS

Building	Room	5-20R	6-20R
District Office	115C - Vault	Yes	No
High School	101 - Main Office	Yes	No
High School	106 - Pupil Service Office	Yes	No
High School	105 - Library	Yes	No
High School	136 - 1st Fr Workroom	Yes	Yes
High School	207 - 2nd Fr Workroom	Yes	Yes
Middle School	127H - Office	Yes	No
Middle School	215 - 2nd Fr Workroom	Yes	Yes
East Elementary	112 - Office	Yes	No
East Elementary	213 - Library	Yes	No
Sullivan Elementary	16 - Office	Yes	No
Sullivan Elementary	22 - Workroom	Yes	No
West Elementary	33 - Office	Yes	Yes
West Elementary	32 - Copier Room	Yes	No