



*Consolidated High School District 233*

**Copier RFP**

*January 2026*

## **Request for Proposal**

This information was developed in a format to facilitate the preparation of responses to this *Request for Proposals (RFP)* and the subsequent evaluation of those responses. There are several vendors who provide the type of equipment that the District desires to meet their future copier needs through this competitive selection process. The requirements noted in this RFP are designed to assist in the selection of the vendor that best meets the District's needs. It is expected that all proposing vendors have carefully read and understood the RFP documents.

This document contains the equipment specifications and the requested format for vendor proposals. If additional features or equipment are believed to be appropriate for the school district, please quote them as options and include supporting justification and cost details. It also contains Attachment 1 detailing copier usage by area and Attachment 2 outlining the evaluation rubric.

The District reserves the right to the following:

- Accept the Proposal that is, in its judgment, the best and most favorable to the interests of the District,
- To reject the lowest price Proposal,
- To accept any item of any Proposal,
- To reject any and all Proposals,
- To waive irregularities and informalities in any Proposal submitted or in the *Request for Proposals* process.

## **General Proposal Instructions**

Proposals will be received electronically until 3:00 p.m. CST on Thursday, February 26, 2026. Proposals must be submitted electronically to Steve Richardson at [srichardson@hf233.org](mailto:srichardson@hf233.org), with copies to Lawrence Cook at [Lcook@hf233.org](mailto:Lcook@hf233.org) and Lisa Caposey at [Lcaposey@hf233.org](mailto:Lcaposey@hf233.org). Proposals will not be opened or reviewed prior to the submission deadline.

Only written communication from The District may be considered binding. The District reserves the right to terminate the selection process at any time and to reject any or all Proposals. The contract will be awarded to the vendor whose overall Proposal best meets the requirements of the District. The District shall not be liable for any pre-contract costs incurred by interested vendors participating in the selection process.

The contents of each vendor's Proposal to the District, including technical specifications for hardware and fees, shall remain valid for a minimum of 90 calendar days from the Proposal due date.

The District will require the vendor selected to agree to include the contents of this *Request for Proposals* and all representations, warranties, and commitments in the Proposal and related correspondences as contractual obligations when developing final written contracts for equipment and software.

The District may award a contract to a single or multiple vendors.

**Estimated Schedule**

During the selection process, the District will review the submitted Proposals. The District will then pick a final preferred vendor(s) and negotiate final pricing and terms/conditions with the preferred vendor(s). The following is the estimated schedule, as defined by the District and can be changed at its discretion:

<b>Selection Process Step</b>	<b>Estimated Date(s)</b>
Request for Proposals Issued	January 26, 2026
Final Date for Questions	February 6, 2026
Publish Addendum (Q&A)	February 12, 2026
Proposals Due	February 26, 2026
Final Vendor Selection	March 18, 2026
Contract Start Date	April 1, 2026

## **Purpose**

The purpose of this Request for Proposal is to enter into a 5-year agreement with a qualified vendor to provide copiers for School District 233. It is anticipated that the contract shall be effective from April 1, 2026 through March 31, 2031.

Vendors are instructed to propose their most advantageous solution for District 233 in accordance with the requirements and scope of work specified.

## **Specifications**

All proposals must identify 1) price per page for black ink only print jobs, as well as, the price per page for color print jobs, 2) if solely a price per page service the estimated annual cost, and 3) if a fixed cost is quoted based on projected print counts vendor must provide cost of additional print jobs (per page for both black and color) and credits to the District if quoted volume is not reached or procedure for revisiting subsequent year's fixed cost. Note that the district is interested in proposals with no to limited overages.

Canon Copiers: The District currently leases all machines and plans to continue with this mode of procurements. See attachment one for the existing copiers and volume (based on Papercut metering). Note that June/July average is significantly lower. The proposal should be for these or newer models and should include a plan for replacement cycles.

Papercut: The District plans to continue managing the fleet of copiers and printers with Papercut. Copiers include FollowMe and scan ID capabilities. Printer volume is all collected and managed in Papercut. The proposals should include software costs as well as who would support this software, upgrades, etc. Our preference is for Papercut to be managed by the proposing vendor as opposed to a 3rd party vendor.

## **Consumable Supplies**

The successful vendor will be responsible for "just-in-time" inventory management of all consumable supplies (except throughput media) including end-user replaceable components for all output devices defined within this RFP.

- Covers all D233 copiers and printers as well as any printers replaced by the selected vendor as part of the agreement.
- Vendor is responsible for the delivery of supplies to the point of need.

District 233 is interested in environmental issues associated with consumable supplies that will be supplied in the performance of a contract resulting from this RFP.

Requirements for the consumable supplies required by this RFP.

- Black and White toner is strongly preferred to be OEM. We are open to alternatives, but they must have comparable performance to OEM toner. Toner that continually leaks, prints with additional marks on the page, or appears too light will be rejected and will be replaced at the vendor's cost.
- Color toner must be OEM.

- Consumable supplies must meet original equipment manufacturers specifications.
- Consumable supplies must not exceed 0.5% failure rate.
- Vendor assumes all responsibility for hardware performance due to consumable supplies.
- Covers all multifunction devices and network printers included within this RFP.
- Vendor retains ownership of all consumables inventory.
- Downtime due to lack of consumable supplies will not be acceptable.
- Vendor is responsible for delivery of supplies to point of need or location determined by technology staff
- District 233 does have a desire to have excess inventory on-hand at any location or device placement.
- District 233 is interested in proactive device monitoring and just-in-time delivery of necessary consumable supplies.

Fix/Repair Maintenance: The successful vendor shall be responsible for all toner, fix/repair maintenance, and/or replacement of all output devices included in a contract resulting from this RFP.

- Covers all D233 copiers and printers.
- Hardware must meet specifications and minimum uptime requirements.
- Vendor will meet minimum service response requirements.

**Requirements for the fix/repair maintenance required by this RFP**

End-User Support: The successful vendor shall be responsible for end-user help-desk support for the entire District 233 organization.

- Provide end-user help desk support for all District 233 users on all printers covered by a contract resulting from this RFP
- Provide a single point of contact for District 233 technology staff.

Management & Process Controls: The successful vendor shall be responsible for the management of the District 233 copier and printer fleet as described within this RFP including measurement and reporting of results. Papercut Software should be included in the proposal.

- Electronic monitoring of all output devices that are part of a resulting contract.
- Maintaining service records to report individual device performance.
- Ability to measure and manage output at a job, user or facility level.
- Ability to allocate cost by job, user and facility.
- Ability to manage user access and workflows.
- Manage fleet optimization.
- Additional features available that have been proven to reduce paper and print waste.

Please describe any guarantees you offer for device performance and uptime including penalties for non-performance if applicable:

1. Vendor shall respond to a request for maintenance within one (1) hour.
2. Vendor shall maintain on average on-site response time no more than four (4) hours after receiving the original request for maintenance.
3. Vendor shall maintain an average repair time of no longer than twenty-four (24) hours after receiving the original request for maintenance.
4. District 233 may be interested in proactive device monitoring and automated service dispatch.
5. Service parts and components must meet original equipment manufacturers specifications.
6. Vendor assumes all responsibility for hardware performance due to service parts and components.
7. Vendor retains ownership of all service parts and components until such time they are placed in an output device.
8. Vendor will assume responsibility for the disposal of and recycling of all service parts.
9. Vendor will supply District 233 with a call completion notification in either hard copy or electronic format.
10. Please describe how you intend to meet these requirements and what recourse District 233 has if you do not.

**Evaluation Criteria**

Criteria	Percentage
Price	50%
Service, Support, and Supply Management	30%
Equipment	10%
References and Experience	10%

## ATTACHMENT 1 - Copiers

The table below includes the Copier fleet to be replaced.

Manufacturer	Model	Color	Location	B&W Copies per Month	B&W Copies per Year	Color Copies per Month	Color Copies per Year
Canon	iR-ADV C257	Y	Textbook Center	358	4,292	404	4,854
Canon	iR-ADV C5850	Y	IT Dept	2,552	27,019	4,636	55,633
Canon	iR-ADV 4745	N	PE/Driver's Ed Office	7,693	92,322		
Canon	iR-ADV 4735	N	Deans' Offices South	2,853	34,241		
Canon	iR-ADV 4735	N	Deans' Offices North	1,754	21,059		
Canon	iR-ADV 4735	N	North Building - Asst. Principals Office	759	9,111		
Canon	iR-ADV 4735	N	Reading Office	5,048	60,579		
Canon	iR-ADV C5840	Y	Business Office	3,507	42,080	1,158	13,895
Canon	iR-ADV 4725	N	Registrar's Office	1,917	23,005		
Canon	iR-ADV 8705	N	South Building Copy Room	102,503	1,230,038		
OCE	VarioPrint 130	N	South Building Copy Room	176,993	2,123,924		
CANON	iR-ADV 8705	N	South Building Copy Room	75,500	906,003		

## Attachment 2 - Proposal Evaluation Rubric (0 - 4 Scale)

### Scoring Scale Definitions (Applies to All Criteria)

Score	Descriptor	Definition
4	Excellent	Exceeds requirements in multiple areas; low risk; clear value-add
3	Good	Fully meets all requirements; low risk
2	Fair	Meets most requirements; moderate risk or gaps
1	Poor	Meets few requirements; significant risk
0	Unacceptable	Does not meet requirements or information missing

### Price (Weight: 50%): Weighted Score Calculation - Score times 12.5 (max 50)

What is evaluated: Total cost of ownership, clarity of pricing, cost-per-page rates, overage charges, reconciliation methods, and overall value.

Score	Detailed Description
4	Lowest or near-lowest total cost of ownership; transparent pricing; minimal or no overages; favorable volume reconciliation; clear cost controls
3	Competitive pricing; reasonable overages; clear pricing structure; predictable annual costs
2	Pricing is higher than average or includes notable overages; pricing structure lacks clarity
1	High cost; excessive overages; unclear or risky pricing assumptions
0	Pricing incomplete, inconsistent, or non-responsive

### Service, Support, and Supply Management (Weight: 30%)

#### Weighted Score Calculation - Score times 7.5 (max 30)

What is evaluated: Response times, maintenance, consumables, help desk support, monitoring, and vendor reliability.

Score	Detailed Description
4	Exceeds service requirements; proactive monitoring; strong SLAs; proven K–12 support model; just-in-time supply delivery
3	Meets all service requirements; reliable response times; effective support and supply processes
2	Service approach acceptable but limited; response times or processes unclear
1	Weak service model; inconsistent support; limited supply management

0	Service requirements not met or not addressed
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**Equipment (Weight: 10%): Weighted Score Calculation - Score times 2.5 (max 10)**

What is evaluated: Reliability, compatibility with existing Canon fleet, replacement cycle, and technical capabilities.

Score	Detailed Description
4	Equipment exceeds requirements; strong reliability history; clear replacement strategy
3	Equipment fully meets requirements and integrates well with District systems
2	Equipment meets minimum requirements but lacks flexibility or long-term planning
1	Equipment marginally meets needs or raises reliability concerns
0	Equipment does not meet requirements

**References and Experience (Weight: 10%): Weighted Score Calculation - Score times 2.5 (max 10)**

What is evaluated: K–12 experience, Illinois school district references, performance history, and contract stability.

Score	Detailed Description
4	K–12 experience, Illinois school district references, performance history, and contract stability.
3	Relevant school district experience; positive references
2	Limited K–12 experience or mixed references
1	Minimal relevant experience or weak references
0	No relevant experience or references provided

**Total Score Summary**

Category	Max Points
Price	50
Service & Support	30
Equipment	10
References & Experience	10
<b>Total Possible</b>	<b>100</b>