

# **Request for Proposal**

## **Document Imaging Equipment and Managed Print Services**



### **Covington Exempted Village School District**

**Attn: Jim Sagona, Technology Director**

807 Chestnut St., Suite B

Covington, OH 45318

**Deadline: 4/1/2026**

# Covington Exempted Village School District Request for Proposal

## Document Imaging Equipment and Managed Print Services

### 1. Objective and Overview

The Covington Exempted Village School District is seeking proposals to replace existing copiers throughout the district. The proposals will be for leasing a specific number of copiers with maintenance to include parts, labor and supplies (excluding paper and staples), and delivery/installation. The District also has printers which will be connected to the network and will be included in this proposal. The printers will include maintenance to include parts, labor and supplies (excluding paper and staples.)

The purpose of this competitive procurement process is to assist the District in selecting a vendor that will best meet the needs of the district. The RFP provides all interested vendors a means to present their services and abilities for an objective review. The District appreciates your consideration of this RFP and looks forward to receiving your quote. Covington Exempted Village Schools provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability. If you require this information in an alternative format, contact Jim Sagona at (937) 473-5042.

The Covington Exempted Village School District consists of 1 building with classrooms for grades K-12 as well as administrative offices. The district has an average monthly black and white volume of 140,000 impressions per month and a monthly color volume of 11,000 impressions per month. The current device environment is listed in Attachment A. The current lease expires on 8/20/2026, but we are looking for installation of new machines in late June 2026 and the selected vendor to provide storage and return service of the existing copiers. The District intends to award the contract for all devices to one company.

#### Goals

- Streamline the management of all output devices
- Improve the reliability of equipment – reduce downtime
- Lower total cost of print/copy/fax
- Take advantage of new technologies

All vendors are to quote new equipment, not refurbished or remanufactured equipment. The district reserves the right to work with the selected vendor to make changes before the execution of the lease.

### 2. Instructions

To be considered, your proposal must be made in accordance with the following instructions:

- A. Closing Date/Submission – Proposals must be submitted **no later than 3:00pm. EST on April 1, 2026 by email** to the Covington Exempted Village School District, Attention Jim Sagona at [sagonaj@covingtonk12.org](mailto:sagonaj@covingtonk12.org). It is the vendor's responsibility to insure that the proposal is received by the Covington Exempted Village School District by the date and time specified.
- B. Questions/Explanations - Any questions or further explanations concerning the RFP may be directed to Jim Sagona. Contact to be made via email at [sagonaj@covingtonk12.org](mailto:sagonaj@covingtonk12.org) or by phone at (937) 473-5042.

- C. Right to reject – The Covington Exempted Village School District reserves the right to reject any and all proposals received in response to the RFP.
- D. Award notification – A decision selecting the firm to receive the award will be made within two (2) weeks of the closing date of the receipt of proposals. Upon conclusion of final negotiations with the chosen firm, all vendors submitting proposals in response to the RFP will be informed of the name of the vendor chosen and associated comparison pricing.

### 3. Vendor Qualifications

The District reserves the right to limit the vendors being solicited for submission of the quotation. The District has reviewed the vendor’s participation in the marketplace by other school district references, current vendor relationship, and various meetings. Vendors must be licensed to do business within the State of Ohio.

- A. Provide a company overview, including dates of incorporation, of all affiliates or third parties, and number of employees.
- B. Provide at least two (2) reference accounts that you provide services for in the last 48 months. References should be comparable to the Covington Exempted Village School District.
  - a) Provide contact details (Name, title, phone #, contract dates)
  - b) Provide project summary
- C. How many customers do you currently service?
- D. What sets you apart from your competition in the equipment and/or services that you provide?

### 4. Procurement Schedule

This request for proposal will be governed by the following tentative schedule:

- 2/27/2026 RFP Release & Packets Available
- 4/1/2026 RFP Return Date by 12:00 p.m.
- 4/10/2026 Decision Made by
- 4/15/2026 Board Meeting
- 4/15/2026 Contract Granted to Vendor

### 5. Copier Features and Functionality

- A. All copiers (MFDs) quoted must be new (out of the box) and the latest digital models with standard features installed.
- B. Each copier (MFD) quoted must include the following:
  - 1. Embedded functionality to integrate with Print Management Solution (software).
  - 2. HID proximity reader
  - 3. Standard scan to file (industry standard searchable PDF), email, network folder, and Google Drive

4. Fax forward to email or folder capability
  5. Color single-pass double-sided scanning (DSPF)
  6. Capable of producing double-sided prints/copies
  7. Ability to collect device SN (serial) number and other device info through network discovery (SNMP)
  8. Finishing features as defined in Attachment B
  9. Centralized address-book management
- C. Copiers and supported network printers must be controlled by a central Print Management Solution.

***District is currently licensed for PaperCut MF for 11 Full Embedded MFDs, and 9 Fast Release Connections (5 in use) (5-year term expiring July 14, 2026). Support and license detail will be provided upon request.***

1. All copiers should be set up for secure print release.
  2. All copiers should allow for proximity card authorization access (keyless card system) and pin codes.
  3. All copiers should include integrated scanning with central print management system.
  4. All copiers should allow for “follow me” printing job release where the print job submitted to the device should be retrievable from any of the devices on the District’s network.
- D. The Print Management Solution must have the ability to allow for limits and also rules to delete or redirect print jobs not meeting defined criteria (least cost printing). All copiers should be centrally managed and limit usage of copy/print/scan and fax.
- E. Certain digital copier/printers shall be capable of faxing. Identify whether faxing is an optional feature and delineate all functions of this feature, including a description of its operation (i.e. fax board, fax driver, etc.). If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.
1. The District is also interested in entertaining proposals that include optional cloud-based faxing for two lines / two DIDs with a monthly volume of approximately 250 pages. If the District selects a cloud-based faxing solution as part of this bidding process, there would no longer be a need for any fax cards in the leased copiers/printers.
- F. The vendor must be able to gather the copier meter reads with automated software.
- G. Toner provisioning on all networked copiers/printers will be shipped and properly labeled to copier/printer locations with ZERO human interaction.
- H. Vendors should include descriptive product literature for the proposed equipment.

- I. All large volume digital copiers/printers (43+ ppm) shall have offset stacking and finishing and stapling capabilities as outlined in Attachment B.
- J. If the Vendor cannot provide toner and parts support for the district-owned network printers listed on Attachment B, the Vendor is to provide an optional proposal that includes the replacement of those devices with supported models as well as pricing for toner and hardware support. Attachment C includes the alternate equipment request if the District were to purchase replacements for the existing network printers.

**6. Service, Support, Maintenance and Supplies**

- A. Describe service call hours, staffing and after-hour capabilities.
- B. Describe guaranteed response time, and corrective action process. Do you have published SLA's?
- C. What is the average experience level (tenure) of your technicians that will be working on the proposed equipment?
- D. Describe the preventive maintenance schedule.
- E. What end user training will be provided? Initially and ongoing.
- F. What supply items are included in the cost(s) of the proposal?
- G. Describe your process with removing, storing, and returning our current leased equipment to ensure completion prior to our upcoming contract termination date.
- H. Describe the billing procedure in detail (attach samples).

**7. Cost Structure**

- A. Quoted price to the Covington Exempted Village School District is to be an all-inclusive monthly payment to include all hardware, software service, maintenance, parts and all supplies (excluding paper and staples) based on the inclusion listed out later in RFP (Attachment B). Pricing is to remain frozen for the duration of the term contract.
- B. Proposals must include lease options and maintenance agreements for a 60-month contract.
- C. The District wants to acquire equipment that best meets the specifications at the lowest possible cost. It is acknowledged that some customization may be required to accomplish our goals. However, the ideal proposal will be one which requires the least customization to meet specifications. Vendors must include all costs for complete systems functionality, including, but not limited to, property tax, etc.
- D. End-of-year or end-of-contract balloon payments are not acceptable to the Board of Education. Proposals containing a variable monthly payment schedule will be considered non-responsive.
- E. Proposals and subsequent monthly invoices shall not include any additional charges outside of the standard lease or cost-per-copy charges. There will be NO allowable charges for scans. The District will not be responsible for any additional freight cost of shipping toner and staples from the

provider.

- F. The Vendor will assume any costs not identified in the proposal and subsequently incurred to meet the requirements of the request for Proposal.
- G. If a volume contract is selected, any overage cost should be the same as the base with an annual reconciliation.
- H. The Vendor will incur all costs of "data-wiping" the hard drives of current copiers and provide Covington Exempted Village Schools your process for cleaning the hard drives, a spreadsheet of the date it is completed and a formal letter that the hard drives have been cleaned, signed and dated by service manager.
- I. The District is not interested in paying two managed print contracts at the same time. Based on the installation timeline in late June and the expiration of the current contract in August, the Vendor should include the buyout costs for the district's current obligation of \$2,011/month for the months of June, July, and August in their proposal's comprehensive pricing.
- J. At the end of contract, the Vendor assumes all cost and responsibility of contract closeout including cost to prepare and ship copiers/printers back to the leasing company.

## **8. Rejection of Proposals**

- A. The Covington Exempted Village School District Board of Education reserves the right to approve or reject any proposals. If, in the opinion of the Covington Exempted Village School District Board of Education, any proposal is not in the best interest of the Covington Exempted Village School District, the Covington Exempted Village School District Board of Education may, at its discretion, accept another proposal, or may reject all proposals.
- B. The contract will be awarded to the vendor submitting, in the opinion of the Covington Exempted Village School District Board of Education, the lowest responsive and responsible quote. Vendors may propose more than one (1) brand of equipment; however, vendors' brand(s) must meet or exceed the technical specifications in this document.
- C. In determining whether a vendor is "responsive and responsible", the Covington Exempted Village School District Board of Education will use, but not be limited to, the following criteria: The bidder who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bid documents.
- D. The Covington Exempted Village School District Board of Education may conduct such investigations as they deem necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of vendors, proposed subcontractors, suppliers, and other persons and organizations to perform and furnish the work in accordance with the contract documents to the satisfaction and prescribed timeline of the Covington Exempted Village School District Board of Education.

**9. Guarantees and Warranties**

As part of their proposal, vendors shall furnish explicit guarantees and warranty information for the equipment proposed. The Covington Exempted Village School District Board of Education is particularly interested in guarantees against "lemons", and the conditions, under which the Board may, at its discretion, elect to return a defective machine for replacement with an identical or superior new machine. Vendors' proposals shall clearly and unequivocally define and state all criteria and conditions for return and replacement of defective equipment.

**10. Scope of Work**

Vendors shall furnish and install all equipment proposed, along with the removal, providing storage and return of existing machines to current lease company. Installation of all machines shall be "turn- key" (i.e. all machines will be fully adjusted, powered up, calibrated, and ready to use). Installation shall also consist of fully configuring and connecting to the District's network. Vendors shall then perform training sessions in coordination with the building Principal or Technology Director for the benefit of all employees at that site, at no additional cost. Vendors shall agree to subsequent annual "refresher" training at each site, at no additional cost.

COVINGTON EXEMPTED VILLAGE SCHOOLS - CURRENT COPIER AND PRINTER CONFIGURATION										
Model	Leased / Owned	Location	Speed PPM	Color v. B/W	Paper Capacity	Document Feeder	PaperCut HID Card Reader	Fax Kit	Finisher	Ave. Monthly Usage
RICOH IMC4500	Leased	Room 1005 K8 Office Workroom	45 ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	Yes	3,000 Sheet Shift - Staple / Hole Punch	5,856 MONO 3,143 COLOR
RICOH IMC6000	Leased	Room 1031 K8 Library	60 ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	No	3,000 Sheet Shift - Booklet / Staple / Hole Punch	12,251 MONO 8,495 COLOR
RICOH IM7000	Leased	Room 1120 Grades K-2 Workroom	70 ppm	B/W	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	3,000 Sheet Shift - Staple / Hole Punch (65 page)	24,245 MONO
RICOH IM7000	Leased	Room 1225 Grades 3-6 Workroom	70 ppm	B/W	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	3,000 Sheet Shift - Staple / Hole Punch (65 page)	33,061 MONO
RICOH MP6055	Leased	Room 1306A Jr High Hall Workroom	60 ppm	B/W	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	1,000 Sheet Shift - Staple / Hole Punch (65 page)	12,838 MONO
RICOH IMC530FB	Leased	Room 2101 HS Front Office	55 ppm	Color	1 Tray @ 350	Dual Scan ADF	Yes	No	None	962 MONO 88 COLOR
RICOH IMC4500	Leased	Room 2103 HS Office Workroom	45 ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	No	3,000 Sheet Shift - Staple / Hole Punch	12,406 MONO 1,588 COLOR
RICOH IMC4500	Leased	Room 2210 HS Library	45 ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	No	3,000 Sheet Shift - Booklet / Staple / Hole Punch	9,383 MONO 1,371 COLOR
RICOH IMC6000	Leased	Room 2306 HS Teacher's Lounge	60 ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	No	3,000 Sheet Shift - Booklet / Staple / Hole Punch	21,040 MONO 3,823 COLOR
RICOH IMC530FB	Leased	Room 2517 Athletics Office	55 ppm	Color	1 Tray @ 350	Dual Scan ADF	Yes	No	None	734 MONO 22 COLOR
RICOH IMC4500	Leased	Room 5101 Board Office	45 ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	Yes	3,000 Sheet Shift - Booklet / Staple / Hole Punch	5,017 MONO 1,890 COLOR
HP LaserJet M601	District-owned	Room 1101 Intervention Classroom	43 ppm	B/W	1 Tray @ 500	N/A	No	No	N/A	21
HP LaserJet M601	District-owned	Room 1030 Middle School Ext. Learning Area	43 ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A	561
HP LaserJet M601	District-owned	Room 1312 Intervention Classroom	43 ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A	116
HP LaserJet M601	District-owned	Room 2204 HS Computer Lab	43 ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A	285
HP LaserJet M601	District-owned	Room 2501 FFA Hallway	43 ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A	3
HP LaserJet M601	District-owned	Room 5101 Board Office Secretary	43 ppm	B/W	1 Tray @ 500	N/A	No	No	N/A	720
HP LaserJet M601	District-owned	Room 1530 Food Service Office	43 ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A	642

## COVINGTON EXEMPTED VILLAGE SCHOOLS - PROPOSED COPIER AND PRINTER CONFIGURATION

Model	Leased / Owned	Location	Speed PPM	Color v. B/W	Paper Capacity	Document Feeder	PaperCut HID Card Reader	Fax Kit	Finisher
	Leased	Room 1120 Grades K-2 Workroom	70+ ppm	B/W	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	Staple / Hole Punch 3,000-sheet Finisher
	Leased	Room 1225 Grades 3-6 Workroom	70+ ppm	B/W	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	Staple / Hole Punch 3,000-sheet Finisher
	Leased	Room 2306 HS Teacher's Lounge	70+ ppm	B/W	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	Staple / Hole Punch 3,000-sheet Finisher
	Leased	Room 1306A Jr High Hall Workroom	60+ ppm	B/W	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	Staple / Hole Punch 1,000-sheet Finisher
	Leased	Room 1031 K8 Library	45+ ppm	Color	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	Booklet / Staple / Hole Punch 1,000-sheet Finisher
	Leased	Room 2103 HS Office Workroom	45+ ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	No	Booklet / Staple / Hole Punch 1,000-sheet Finisher
	Leased	Room 5101 Board Office	45+ ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	<b>Yes</b>	Booklet / Staple / Hole Punch 1,000-sheet Finisher
	Leased	Room 1005 K8 Office Workroom	45+ ppm	Color	4 Trays @ 550	Dual Scan ADF	Yes	<b>Yes</b>	Staple / Hole Punch 1,000-sheet Finisher
	Leased	Room 2210 HS Library	45+ ppm	Color	1 Tray @ Dual 1,550 2 Trays @ 550	Dual Scan ADF	Yes	No	Staple / Hole Punch 1,000-sheet Finisher
	Leased	Room 2101 HS Front Office	30+ ppm	B/W	1 Tray @ 250	Dual Scan ADF	Yes	No	
	Leased	Room 2517 Athletics Office	30+ ppm	B/W	1 Tray @ 250	Dual Scan ADF	Yes	No	
HP LaserJet M601	District-owned	Room 1312 Intervention Classroom	43ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A
HP LaserJet M601	District-owned	Room 1101 Intervention Classroom	43ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A
HP LaserJet M601	District-owned	Room 1030 JH Ext. Learning Area	43ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A
HP LaserJet M601	District-owned	Room 1530 Food Service Office	43ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A
HP LaserJet M601	District-owned	Room 2204 HS Computer Lab	43ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A
HP LaserJet M601	District-owned	Room 5101 Board Office Secretary	43ppm	B/W	1 Tray @ 500	N/A	Yes	No	N/A

### COVINGTON EXEMPTED VILLAGE SCHOOLS - ALTERNATE PRINTER PURCHASE CONFIGURATION

Model	Leased / Owned	Location	Speed PPM	Color v. B/W	Paper Capacity	Document Feeder / Scanner	PaperCut Release Station
Brother MFC-L6915DW or equivalent	District-Owned	Room 1002 K8 Office	40+ ppm	B/W	1 Tray @ 500	Yes	HID & PIN Keypad
Brother MFC-L6915DW or equivalent	District-Owned	Room 2101 High School Office	40+ ppm	B/W	1 Tray @ 500	Yes	HID & PIN Keypad
Brother MFC-L6915DW or equivalent	District-Owned	Room 2517 Athletic Office	40+ ppm	B/W	1 Tray @ 500	Yes	HID & PIN Keypad
Brother MFC-L6915DW or equivalent	District-Owned	Room 1530 Food Service Office	40+ ppm	B/W	1 Tray @ 500	Yes	HID & PIN Keypad
Brother HL-L6415DW or equivalent	District-Owned	Room 2204 HS Computer Lab	40+ ppm	B/W	1 Tray @ 500	No	Existing Fast Release Station
Brother HL-L6415DW or equivalent	District-Owned	Room 5101 Board Office Secretary	40+ ppm	B/W	1 Tray @ 500	No	No
Brother HL-L6415DW or equivalent	District-Owned	Room 1030 JH Ext. Learning Area	40+ ppm	B/W	1 Tray @ 500	No	Existing Fast Release Station
Brother HL-L6415DW or equivalent	District-Owned	Room 1312 Intervention Classroom	40+ ppm	B/W	1 Tray @ 500	No	Existing Fast Release Station

**ATTACHMENT D**

**Signature Page**

**Request for Proposal Document Imaging Equipment**

Submitted by: (Company) \_\_\_\_\_

Represented by: (Signed) \_\_\_\_\_

Represented by: (Print Name) \_\_\_\_\_

Title of Representative: \_\_\_\_\_

Corporate Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Are any corporate employees currently employed or related to someone employed by the Covington Exempted Village School District?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate names and relationships: \_\_\_\_\_