

# GRANADA HILLS CHARTER

## **Copier and Reprographics Equipment, Software, and Services**

Granada Hills Charter (GHC) is requesting bids/quotes for a comprehensive copier and reprographics solution covering two (2) campuses and one (1) remote duplicating center under a contract term not to exceed sixty (60) months. Bids/quotes must be submitted via email to [rfp2026@ghctk12.com](mailto:rfp2026@ghctk12.com) no later than **Friday, April 3, 2026, at 5:00 pm PST**.

### **Equipment Requested**

Appendix A (Copier Fleet) identifies the requested copier and multifunction device models by location. Vendors shall propose equipment that is equivalent or better than the models listed. Granada Hills Charter retains the right to determine if an alternative model meets the definition of “equivalent or better,” taking into consideration speed, duty cycle, functionality, paper handling, finishing capabilities, and overall performance. This is an “all-or-none quote.” Please only submit your bid if you can supply all items, including the specified delivery dates and terms.

All office copier devices must operate from a standard 120V/15-amp electrical outlet. Production/reprographics equipment must include detailed footprint dimensions, weight, voltage, amperage, and electrical connector specifications. All equipment must be new and network-ready.

GHC reserves the right to add up to ten (10) additional multifunction copier devices at any point in time during the contract. Any such additional devices shall be co-terminus with the original agreement term and shall be provided at the same pricing, terms, and conditions as the comparable models proposed in the Supplier’s response.

Bids shall include a secure, fully cloud-hosted print job submission and production management platform that serves as a functional replacement for Canon PRISMA Direct. The platform shall be restricted exclusively to equipment located in the duplicating department and support Google SSO integration.

### **Delivery and Installation**

Vendor shall be fully responsible for delivery, unloading, installation, configuration, and testing. All equipment must be delivered and installed by July 24, 2026.

Bids must also include a strategy to manage or settle the remaining lease obligations associated with the current Canon fleet, including clear financial disclosures and transition planning.

### **Maintenance**

A full-service maintenance agreement is required for the entire contract term. Maintenance shall include all parts, labor, toner, consumables, and service calls, excluding paper only, and pricing must remain fixed for the full contract term.

### **Invoicing and Billing**

Granada Hills Charter requires all lease, service, software, and maintenance invoices to be issued quarterly. Invoices must clearly itemize equipment lease charges, maintenance charges, software fees, and any other applicable costs.

The Vendor shall be fully responsible for preparing, filing, and managing all Business Personal Property (BPP) tax exemption documentation associated with leased equipment, including, but not limited to, California Form BOE-263 (Claim for Exemption – Welfare/Public School) or its successor form.

GHC reserves the right to terminate the agreement for convenience at any time during the contract term with reasonable written notice.

### **Additional Information**

Please submit a quote on your company letterhead. Submit any questions in writing to [rfp2026@ghctk12.com](mailto:rfp2026@ghctk12.com)

Bids must include at least three (3) public K–12 school references located in Los Angeles County or Ventura County.

If your company cannot supply the requested items or complete the bid packet, please submit a “No bid” e-mail response.

In addition to this email, this request for bids has been posted to the organization’s website ([www.ghctk12.com](http://www.ghctk12.com)).

**Appendix A**

Current Model	Current Copiers - Item Description	Location	Monthly Print Volume -	Lease Expiration	Copier Recommendation	Configuration
IRADVXS271F	IMAGERUNNER ADVANCE DX 5271F	High School Campus	230	8/31/2026	IMAGEFORCE 520F	55 PPM B/W Desktop Copier, Single Pass ADF, 1 Drawers - Up to 8 1/2 x 14, Bypass Tray, Fax
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	10,089	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	6,792	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	3,024	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	2,736	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	14,267	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	8,333	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	3,656	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	14,889	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX4735I	IMAGERUNNER ADVANCE DX 4735I	High School Campus	3,552	8/31/2026	IMAGEFORCE 6155	55 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	2,686	8/31/2026	IMAGEFORCE C 5160 w/o FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	1,718	8/31/2026	IMAGEFORCE C 5160 w/ FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tra, Fax
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	905	8/31/2026	IMAGEFORCE C 5160 w/ FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tra, Fax
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	8,333	8/31/2026	IMAGEFORCE C 5160 w/ FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tra, Fax
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	2,444	8/31/2026	IMAGEFORCE C 5160 w/o FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	5,344	8/31/2026	IMAGEFORCE C 5160 w/ FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tra, Fax
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	927	8/31/2026	IMAGEFORCE C 5160 w/o FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	9,106	8/31/2026	IMAGEFORCE C 5160 w/ FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tra, Fax
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	8,564	8/31/2026	IMAGEFORCE C 5160 w/ FAX	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tra, Fax
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	High School Campus	1,320	8/31/2026	IMAGEFORCE C 5160	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	Remote Site	2,615	8/31/2026	IMAGEFORCE C 5160	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	TK-8 Campus	4,600	8/31/2026	IMAGEFORCE C 5160	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	TK-8 Campus	3,717	8/31/2026	IMAGEFORCE C 5160	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVXC5860I	IMAGERUNNER ADVANCE DX C5860I	TK-8 Campus	589	11/30/2026	IMAGEFORCE C 5160	60 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX6870I	IMAGERUNNER ADVANCE DX 6870I	TK-8 Campus	51,238	Owned	IMAGEFORCE 6170	70 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX6870I	IMAGERUNNER ADVANCE DX 6870I	TK-8 Campus	31,470	8/31/2026	IMAGEFORCE 6170	70 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADVX6870I	IMAGERUNNER ADVANCE DX 6870I	TK-8 Campus	42,045	8/31/2026	IMAGEFORCE 6170	70 PPM B/W Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
IRADV350	IMAGERUNNER ADVANCE C350IF	TK-8 Campus	577	Owned	IMAGEFORCE 520F	55 PPM B/W Desktop Copier, Single Pass ADF, 1 Drawers - Up to 8 1/2 x 14, Bypass Tray, Fax
IRADV5235A	IMAGERUNNER ADVANCE C5235A	TK-8 Campus	8,615	Owned	IMAGEFORCE C 5140	40 PPM Color Copier, Single Pass ADF, Inner Finisher, 4 Drawers - Up to 11 x 17, Bypass Tray
<b>Production Copiers</b>						
Current Model	Current Copiers - Item Description	Location	Monthly Print Volume - Average	Lease Expiration	Copier Recommendation	Configuration
IPC710	IMAGEPRESS C710 MAIN ENGINE (POS)	Remote Site	130404	07/23/26	ImagePress V 900	90 PPM Production Printer, Prisma Sync Controller, Booklet Finisher, Booklet Finisher, Puncher Unit, Single Pass ADF, Multi Drawer Paper Deck
CW 3600	COLOR WAVE WIDE FORMAT	Remote Site	N/A	10/07/26	TX-3200	Large Format Printer, Five Color, 36" Wide, Multi-Positional Catch Basket, Pigment Ink, Poster Artist, EPEAT Gold, Energy Star, 2400 x 1200 dpi
CVPDP140SER	VARIOPRINT DP LINE ENGINE (POS)	Remote Site	264401	07/23/26	VPDP 130	130 PPM B/W Production Printer, Prisma Sync Controller, Single Pass ADF, Booklet Finisher, Booklet Trimmer, External Paper Input Module, Puncher Unit, High Capacity Stacker, Document Insertion Unit, SDD Square Fold Booklet Maker