

May 8, 2026

**REQUEST FOR PROPOSAL
FOR
OFFICE REPRODUCTION EQUIPMENT, LEASE, AND SERVICE**

**ATLANTA CLASSICAL ACADEMY
FULTON COUNTY, GEORGIA**

Atlanta Classical Academy (ACA) an Atlanta, GA, public charter school located at 3260 Northside Dr. NW, Atlanta, GA 30305, is soliciting proposals from interested firms to provide leasing and service for office reproduction equipment (*print/copy/scan/fax*) beginning in the 2026-2027 school year.

I. Project Description and Details

ACA is seeking a provider for multifunction office reproduction equipment. Needs vary from high volume black and white, to mid-volume color, and low-volume small/medium office machines. ACA seeks a 36 month equipment lease, and a service contract that covers most or all supplies.

In January of 2027 ACA will begin construction on part of their campus located at 3260 Northside Dr. NW, Atlanta, GA 30305. The school will run a split campus through December 31, 2028 with the possibility of extending to June 2029. This must be taken into consideration while crafting any RFP responses.

For general questions regarding this project and the request for proposal, please contact Mr. Pedro Mateo at:

E-mail: pmateo@atlantaclassical.org

Office Main: 404-369-3500

II. Required Machine Features

All machines require

1. Full compatibility with Macintosh / Apple products (i.e., PostScript) as well as Windows.
2. Machines need to be Uniflow-compatible, though Uniflow license pricing does not and should not be included.
3. Ability to “hold” print jobs until released by users.
4. Ability to scan PDFs to email compatible with Google email servers.
5. Preference for single-pass scanning for double-sided documents.

Proposals should include brochures for all proposed machines including dimensions, power requirements, features included, and other features available.

III. Equipment to lease

ACA seeks a 36 month equipment lease to meet the following needs. Lease would begin approximately July 15, 2026.

1. Resource Room B&W Copy/Print/Scan #1 - Approximately 90ppm with staple, punch, and booklet finisher.
2. Resource Room B&W Copy/Print/Scan #2 - Approximately 90ppm with staple, punch, and booklet finisher.
3. Resource Room Color Copy/Print/Scan - Approximately 45ppm with booklet stapling and punch.
 - a. Please note, ACA would like to see an option to add an additional color printer with similar specifications as above to the lease duration starting in January of 2027.
4. High School B&W Copy/Print/Scan - Approximately 60ppm with staple and punch.
5. Front Office B&W Copy/Print/Scan - Approximately 25ppm with staple and punch
6. Back Office B&W Copy/Print/Scan - Approximately 25ppm with staple and punch.
7. Student Services LS B&W Copy/Print/Scan - Approximately 25ppm.
8. Student Services HS B&W Copy/Print/Scan - Approximately 25ppm.

IV. Currently owned / leased machines

ACA currently leases the following machines, with the lease expiring in July, 2026. Proposal must include coordination of delivery of new machines and management of return of machines coming off lease without a disruption in service.

1. Two Canon ADV ADV 6980 (Resource Room B&W)
2. Canon ADV C5840 (Resource Room Color)
3. Canon ADV 6860 (High School B&W)
4. Two Canon ADV 4925 (Student Services B&W - HS & LS)
5. Two Canon ADV 4925 (Back Office B&W & Front Office B&W)

V. Required Services

The proposal should include delivery and installation of all machines, and manage removal of existing machines. Machine setup to include network, email, and other configuration, and setup of users and codes based on the current system.

Proposal to include language around required mid-term relocation services and the subsequent reconfiguration of relocated machines.

Proposal should include two or more user training sessions - one upon initial setup, and another after several weeks of use. Furthermore, any additional training required throughout the duration of the lease will be provided at no additional cost.

Proposal to outline service level agreement

- How service calls are initiated
- Location of call center (preference for local to Atlanta)
- Are sales, support, and technicians dedicated to account, or pooled?
- Time to respond to service call
- Maximum delay allowed / proposed resolution for extended parts orders or difficult fixes
- Satisfaction guarantee / replacement option and requirement for troublesome machines

Proposal to outline supplies included and excluded in pricing (e.g., toner, staples) and charges/fees on top of service plan (e.g., delivery costs for supplies).

Proposal should include options for printers to automatically send electronic notifications to the supplier in advance whenever toner refills are required. Essentially, we would like to see an automatic toner replacement system.

VI. Page Volumes

An option should be provided to include the following volumes within the leased rate.

1. 150,000/mo B&W
2. 4,000/mo color

Proposal should indicate the rate and process for billing volume overages. Preference will be given to vendors with yearly overage reconciliations.

VII. Firm Stability, Assurances, and References

Proposals should summarize firm experience, headquarters location, commitment to Atlanta, commitment to similar clients, financial stability, contact information for 3 client references, and assurance of all required licenses, and liability and workers compensation insurance. References from similar clients will be requested.

VIII. Submission Instructions & Timeline

Please submit a comprehensive response to this RFP as per bid documentation no later than **Friday, June 5, 2026 at 5:00pm EST.**

We will take written questions in regard to your proposal through June 2, 2026.

Site visits and in-person meetings to review the specifications, to clarify any questions, and for a walkthrough of the facilities with school officials can be requested through May 27th, subject to internal ACA employee availability. Scheduling a site visit is optional.

Submission of a proposal shall constitute acknowledgement that the vendor has reviewed the site conditions and understands the scope of work required to complete the project.

Submit your final RFP to:

- Mr. Pedro Mateo (pmateo@atlantaclassical.org) – An email reply from one of these individuals confirming receipt is required for a submission to be valid.

IX. Award Criteria

Any contract(s) awarded pursuant to this RFP will be awarded to the most responsible and responsive bidder when price, quality, and other evaluation factors are considered with respect to the following factors:

- **Price** (up to 35 points) - Proposals will be evaluated for total cost of ownership over the 36-month lease term, including monthly lease pricing, service plan pricing, included volume pricing, overage rates, supply charges, delivery or installation charges, and any other fees.
- **Equipment Fit, Features, and Technical Compatibility** (up to 20 points) - Proposals will be evaluated based on how well the proposed equipment meets or exceeds the specifications in the RFP, including machine speeds, finishing capabilities, scanning features, operating-system compatibility, print-release functionality, and compatibility with ACA's existing systems.
- **Service Level Agreement & Support Model** (up to 20 points) - Proposals will be evaluated on the strength, clarity, and reliability of the proposed service model, including how service calls are initiated, response times, technician availability, escalation procedures, parts delays, replacement options, and satisfaction guarantees.
- **Implementation, Transition, Relocation, and Training** (up to 15 points) - Proposals will be evaluated on the vendor's plan to install new machines, coordinate removal/return of existing leased machines, configure devices, support ACA's split-campus period, relocate machines mid-term, and provide user training.
- **Supplies, Toner Management, and Administrative Ease** (up to 5 points) - Proposals will be evaluated based on the completeness and convenience of the supply program, including toner, staples, excluded supplies, delivery charges, and automatic toner replacement capabilities.
- **Vendor Experience, Stability, References, and Assurances** (up to 5 points) - Proposals will be evaluated based on firm experience, financial stability, commitment to Atlanta, experience serving similar clients, references, licensing, and insurance assurances.

Price proposals will be ranked from lowest to highest. The lowest responsive bid will receive the maximum points available for price. Other bids will receive progressively fewer points based on their relative ranking.

X. Award of Contract

ACA reserves the right to award the contract to the most responsible and responsive proposal that represents the best overall value to the school when price, quality, and other evaluation factors are considered.

A signed contract and payment terms shall be established between the school and awarded vendor before the work begins.

ACA reserves the right to reject any and all proposals received as a result of this RFP.