



**REQUEST FOR PROPOSALS (RFP)**

**Copier and Managed Print Services**

Address:

218 County Road B

Shawano, WI 54166

RFP Issue Date: 04/20/26

Proposal Due Date: 05/18/26

Contact: Lucas Koenig / Director of Technology

[lkoenig@shawanoschools.org](mailto:lkoenig@shawanoschools.org)

## 1. Introduction

The Shawano School District is requesting proposals from qualified vendors to provide **copier equipment, maintenance, supplies, and managed print services** for district facilities.

The district seeks a cost-effective solution that provides:

- Reliable multifunction copier equipment
  - Centralized fleet management
  - Predictable print costs
  - High service availability
  - Secure printing capabilities
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## 2. District Facilities

Equipment will be located at district facilities including:

- District Administration Office
- Shawano Community High School
- Shawano Community Middle School
- Hillcrest Primary School
- Olga Brener Intermediate School
- Other support buildings as needed

Vendors should assume **networked printing environments and multiple user groups per building**.

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## 3. Scope of Work

The selected vendor will provide the following services:

### Equipment

Multi-function devices capable of:

- Printing

- Copying
- Scanning
- eFaxing (Currently using and must be compatible with eGoldFax)
- Secure printing
- Network integration

**Managed Print Services**

Vendor must provide:

- Remote device monitoring
- Automatic supply fulfillment
- Usage tracking and reporting
- Fleet management tools (currently Papercut w/ badge scanning)
- Badge Readers
- General B/W and Color print Queues

**Maintenance**

Vendor responsibilities include:

- All labor and replacement parts
- Preventive maintenance
- Toner and consumables (excluding paper)
- Software/firmware updates

**Service Response**

Required response times:

<b>Service Type</b>	<b>Response Time</b>
Remote diagnostics	Within 2 hours
On-site service	Next business day
Device replacement if down	Within 48 hours

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#### **4. Technical Requirements**

Devices must support:

- Network printing
- Scan-to-email
- Scan-to-network folder
- Active Directory authentication
- Secure print release
- Energy Star compliant hardware

Preferred features:

- Follow-me printing
- Badge authentication
- Mobile printing capabilities

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#### **5. Contract Term**

The Shawano School District anticipates entering a contract for: **48 Months – 60 Months**

Proposals should include:

- Lease options
- Cost-per-copy agreements
- Upgrade paths
- Early buyout options

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#### **6. Vendor Qualifications**

Vendors must provide:

- Company overview
- Years in business

- K–12 school district experience
  - Service technician locations
  - Three school district references
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## 7. Proposal Submission Requirements

Proposals must include:

1. Executive Summary
  2. Company Profile
  3. Equipment Specifications
  4. Service Plan
  5. Implementation Timeline (Installed by 8/28/2026)
  6. Completed Pricing Sheet (Appendix B) or similar
  7. References
  8. Sample Service Level Agreement
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## 8. Evaluation Criteria

<b>Criteria</b>	<b>Weight</b>
Cost	40%
Equipment Quality	20%
Service & Support	20%
Vendor Experience	20%

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## 9. Proposal Timeline

<b>Milestone</b>	<b>Date</b>
RFP Issued	04/20/2026

<b>Milestone</b>	<b>Date</b>
Questions Due	04/30/2026
Proposal Deadline	05/18/2026
Vendor Evaluation	05/29/2026
Board Approval	06/22/2026
Contract Start	Finish Install by 08/28/2026

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## **Questions**

All Questions for this RFP can be sent to Lucas Koenig at [lkoenig@shawanoschools.org](mailto:lkoenig@shawanoschools.org). All questions and the answers to the questions will be posted on the RFP webpage (<https://www.shawanoschools.com/page/dec-technology-rfp>). The Deadline for questions to be sent is 4/30/2026, after this date questions will no longer be answered.

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## **APPENDIX A**

### **Copier Device Inventory Worksheet**

This worksheet allows vendors to understand the **current copier fleet**.

Please see Appendix A Excel Document

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## **APPENDIX B**

### **Vendor Pricing**

All vendors **must** ensure proposals include list of devices and pricing. We will not accept one price without a breakdown of what we are paying for. We will also need explanation of what consumables are not included with this proposal, this is to include (parts, toner, staples, etc.)

### **Device Lease Pricing Example:**

<b>Device Type</b>	<b>Manufacturer Model</b>	<b>Monthly Lease Cost</b>	<b>Including Monthly Volume</b>	<b>Overages (per page)</b>
High Volume Color Copier				
High Volume B/W Copier				
Mid Volume Color Copier				
Mid Volume B/W Copier				
Desktop Workgroup Device				

**Cost Per Copy**

<b>Print Type</b>	<b>Cost Per Page</b>
Black & White	
Color	

**Included Services**

Indicate if included in base price.

<b>Service</b>	<b>Included (Yes/No)</b>
Toner Supplies	
Parts	
Labor	
Preventive Maintenance	

**Service**                      **Included (Yes/No)**

Remote Monitoring

Fleet Reporting Software

Training

**APPENDIX C**

**Vendor References**

**Organization   Contact Name   Phone   Email   Years Served**

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