NEWPORT SCHOOL DISTRICT
P.O. Box 70
1380 W. 5th Street
Newport, WA 99156
Phone: 509-447-3167

To: **Interested Vendors**
From: **Belynda Best, Business Manager**
Subject: **Request for Proposal (RFP) for Copiers Districtwide**
Date: **July 13, 2026**

Newport School District is requesting proposals for copy machines districtwide. We invite qualified vendors to submit proposals for copiers. Proposals will be accepted until 12:00 p.m. on July 31, 2026, by the District Office, 1380 W. 5th Street, P.O. Box 70, Newport, Washington 99156.

It is the intent of the Newport School District to award a 3-5 year lease contract to a single provider for district-wide document management needs. This RFP requests proposals for two categories of new, connected digital equipment: three (3) high-speed black and white copiers and six (6) color copiers, as described in the enclosed specifications.

Any questions regarding this RFP should be directed to Belynda Best, via email bestbelynda@newportgriz.com. Only emailed questions will be answered.

The District reserves the right to reject any and/or all proposals, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of the District.

Sealed proposals must be submitted to Belynda Best, Business Manager, Newport School District, P.O. Box 70, 1380 W. 5th Street, Newport, WA 99156. Remember, all proposals are due by 12:00 p.m. on the date listed above, no exceptions.

Newport School District

Request for Proposal Terms and Conditions

Date Proposal Due:

July 31, 2026 at 12:00 p.m. at the District Office, P.O. Box 70, 1380 W. 5th Street, Newport, WA 99156.

All proposals are valid for 60 days.

Proposal Submittal:

All proposals must be submitted in a sealed envelope marked, "Proposal for Copiers." The vendor name should also be clearly marked on the envelope.

Proposal Format:

All proposals must be submitted on the blank forms provided. Proposals submitted on other than the proper blank forms will not be considered.

Prices are being requested for the District for leasing, service, supplies (except transparencies and paper), and training of these devices on a 3 to 5 year term. All prices shall be FIXED for the entire term starting at contract commencement.

Award of Contract:

The tentative date for the contract to be awarded is August 20, 2026. **The District reserves the right to reject any or all proposals in part or in total.** The District reserves the right to waive any or all irregularities.

Certification:

By submitting a proposal for the copiers with the associated service and supplies specified in the proposal, the vendor certifies that they are a manufacturer-authorized service center to sell and service the items specified.

The vendor further certifies that they have in their employment factory-trained technicians qualified to service the equipment being proposed, and maintain an adequate store of factory-authorized repair parts for equipment being proposed.

Term of Contract:

The District intends to enter into a 3-5 year lease contract (36-60 month). The contract will be between Newport School District and the vendor awarded the contract. There shall be NO third party involved in this contract.

Inclusions in Proposal:

Vendor is to calculate the total cost for the District to use the various copy machines for the accepted contract period. Vendor should submit proposals for each contract period specified. ***Please feel free to***

provide more than one proposal for different machine brands, for example: one quote for Cannon and another for Xerox).

The proposal must be in the form of a lease payment.

Vendors will be responsible for loading print drivers on user computer workstations. Also, the proposal should include all network connectivity. The District will NOT be responsible for the cost of any connectivity hardware or software that is inadvertently left out of the proposal. Vendors will be responsible for faxing/e-faxing connectivity as well as scan-to-email connectivity.

Vendors must submit equipment specifications for each proposed equipment model. The District will make the final decision as to whether or not a vendor's equipment meets specifications.

Performance Guarantee:

Vendor will be required to provide a guarantee for replacement of unreliable equipment at no cost to the District. This written guarantee must be included with the proposal forms along with a manufacturer guarantee.

Delivery, Installation and Training:

All equipment shall be delivered, installed, and operational in the building locations indicated. On-premises training should take place according to the agreed upon schedule.

Upon award of contract, a mutually agreed upon delivery and training schedule will be developed between the vendor and the District.

Vendor shall be responsible for unloading, unpacking, installation, and setup of all copiers in the room and location specified by the District. Vendor shall remove all cartons and packing materials from the District at no cost to the District. There will be no cost for installation, removal, or relocation of equipment during this contract.

Repair Service Requirements:

Certified, factory-trained personnel must perform all maintenance. Average time between service call and service technician arrival must be no greater than four (4) hours. Equipment must be repaired within one (1) day. If equipment is non-operational for more than eight (8) business hours, the vendor will supply a loaner to the District at no cost. Vendor will assure that there are no connectivity issues with the machine and will work with District IT personnel to resolve any connectivity issues as they arise; this will not be an additional cost to the District.

Supplies:

It is the vendor’s responsibility to provide all copier supplies, including staples and repair parts. Exception would be for paper, which is district provided.

Supply and Repair:

The vendor will work with the district to establish an online supply order and repair request form. This should be an easy seamless system that tracks location, machine, and other information pertinent to the request.

References:

Vendor shall provide at least five (5) references, preferably educational, from current clients with connected digital equipment. Vendor will be required to complete the attached reference form.

Delivery Charges:

The District will not pay for pickup and delivery charges before, during, or at the end of the contract. The vendor is responsible to remove or reimburse the District the equivalent amount if the District must remove the equipment themselves or pay someone to remove the equipment.

Removal of Current Equipment:

The vendor that is awarded the contract will remove the old machines from the District. If the vendor is unable to remove the machines, the vendor will credit the District the cost for removal of the current systems.

Copiers with hard drives will have the hard drives wiped clean and witnessed by District IT personnel.

Monthly Billing to the District:

Vendor must describe billing methods in a clear, concise fashion. One monthly billing invoice will be submitted to the District. The invoice must show an itemization showing at a minimum the location of each machine and serial number.

Monthly copy tallies will be performed by the vendor at each location in which a copy machine resides.

Evaluation Criteria:

Submitted proposals will be evaluated by the following criteria and points system. Please make sure you address each area in your proposal. **Solicitation during the bidding process results in disqualification.**

Cost of Machines	Reliability of the Products/Services Offered	Features of the Product/Services Offered	Maintenance and Support
0-40	0-20	0-20	0-20

Ability to Interface with District Network	References/Recommendations from Other School Entities	Completeness of Bid
0-10	0-5	0-5

Newport School District

Request for Proposal Format

(The following must be returned with the RFP)

- Capability of Supplier Sheet
- Pricing for 36, 48, and 60 months
- Performance Guarantee
- References

Capability of the Supplier Sheet

General:

Financial Stability: How long has your company been in existence?

Local Presence: Does your company have a local presence? Where is your headquarters located?

Service/Support Capabilities:

Number of technicians: Please provide the number of technicians your company employs, and indicate if they are all factory trained. Are they located within 50 miles of the District?

Number of technology specialists: Please provide the number of technology specialists your company employs who are capable of handling network and connectivity issues.

Relationship with Manufacturer:

Number of years your company has been working with the proposed manufacturer?

Manufacturer support: What type of support is included from the manufacturer?

Requested Equipment Configurations

The District is requesting proposals for the following nine (9) machines: three (3) high-speed black and white copiers and six (6) color copiers. Each machine should be configured with a mix of four (4) to five (5) paper trays. Vendors should cost out the optional side paper bin separately for the three (3) 95 ppm-or-faster black and white machines only.

MACHINE / LOCATION	CONFIGURATION	MINIMUM SPEED
Black & White Copier #1 (Location: Newport High School)	New Black & White Only Connects to Network Copy, Print, Scan, Fax	95 ppm minimum
Black & White Copier #2 (Location: Sadie Halstead Middle School)	New Black & White Only Connects to Network Copy, Print, Scan, Fax	95 ppm minimum
Black & White Copier #3 (Location: Stratton Elementary)	New Black & White Only Connects to Network Copy, Print, Scan, Fax	95 ppm minimum
Color Copier #1 (Location: Newport High School)	New Color Connects to Network Copy, Print, Scan, Fax Staple / Hole Punch / Duplex / Dual Scan	40 ppm minimum

MACHINE / LOCATION	CONFIGURATION	MINIMUM SPEED
Color Copier #2 (Location: Sadie Halstead Middle School)	New Color Connects to Network Copy, Print, Scan, Fax Staple / Hole Punch / Duplex / Dual Scan	40 ppm minimum
Color Copier #3 (Location: Stratton Elementary)	New Color Connects to Network Copy, Print, Scan, Fax Staple / Hole Punch / Duplex / Dual Scan	40 ppm minimum
Color Copier #4 (Location: District Office)	New Color Connects to Network Copy, Print, Scan, Fax Staple / Hole Punch / Duplex / Dual Scan	40 ppm minimum
Color Copier #5 (Location: PORS)	New Color Connects to Network Copy, Print, Scan, Fax Staple / Hole Punch / Duplex / Dual Scan	40 ppm minimum
Color Copier #6 (Location: Homelink)	New Color Connects to Network Copy, Print, Scan, Fax Staple / Hole Punch / Duplex / Dual Scan	40 ppm minimum

Current Monthly Volume Per Machine*

Location	Black & White	Color
Newport High School #1	14,271	1,590
Newport High School #2	10,085	3,197
Sadie Halstead Middle School #1	34,607	2,313
Sadie Halstead Middle School #2	10,436	1,459
Stratton Elementary #1	38,950	3,894
Stratton Elementary #2	37,308	2,056
District Office	3,669	1,905
PORS	3,898	1,589
Homelink	10,106	4,739

***This RFP is asking for only 1 color machine per building.**

Proposed Equipment

Required Features -- Black & White Copiers (Qty. 3, 95 ppm or faster)

- Black and white laser output at 95 pages per minute or faster
- Connects to district network; network scanning and network printing from any location within the building
- Scan to email
- Print and scan from/to USB or network directory in the following formats: PDF, Microsoft Office (Word, Excel, PowerPoint), and Google (Docs, Sheets, Slides)
- Faxing capability
- Mix of four (4) to five (5) paper trays
- Minimum 150-sheet duplexing automatic document feeder; capability of duplexing from any drawer
- 2/3-hole punch (multi-functional) and stapling finisher (multi-functional; up to 100 sheets)
- Reduction and enlargement
- Large LCD control panel
- Multi-bypass tray
- Energy efficient; ability to integrate with district software
- Reversing automatic document feeder; copy correlating and sorting

- Ability to copy or print on card stock
- User codes -- up to 150

Required Features -- Color Copiers (Qty. 6, 40 ppm or faster)

- Color output at 40 pages per minute
- Connects to district network; network scanning and network printing from any location within the building
- Scan to email; dual (simultaneous two-sided) scanning document feeder
- Print and scan from/to USB or network directory in the following formats: PDF, Microsoft Office (Word, Excel, PowerPoint), and Google (Docs, Sheets, Slides)
- Faxing capability
- Duplexing (double-sided copying/printing) capability from any drawer
- Mix of four (4) to five (5) paper trays
- 2/3-hole punch (multi-functional) and stapling finisher (multi-functional; up to 100 sheets)
- Reduction and enlargement
- Large LCD control panel
- Multi-bypass tray
- Energy efficient; ability to integrate with district software
- User codes -- up to 150

Optional Features

Please make these optional features as a separate line for each optional feature.

- Side (large capacity) paper bin -- only cost out on 95 ppm or faster black and white machines
- Booklet finisher -- only cost out on 95 ppm machine as an optional add-on
- Z-fold unit -- only cost out on 95 ppm machine as an optional add-on
- 100-sheet floor finisher -- only cost out on 95 ppm machine as an optional add-on

Pricing for 36/48/60 Month Lease

Please use this layout for machine pricing and use a separate sheet for each leasing term.

Location	Make	Model	PPM	Black/White Cost/Copy	Color Cost/Copy	Cost with all required features*	Other Costs**	Total Cost	Cost/Month on _____ Month Lease
B&W #1									
B&W #2									
B&W #3									
Color #1									
Color #2									
Color #3									
Color #4									
Color #5									
Color #6									

***Lease is to include monthly lease agreement, service, and supplies (excluding transparencies and paper).**

**Other costs must be identified here _____.

_____

Signature / Title / Date

Pricing for 36/48/60 Month Lease for add-on optional features:

Please use this layout for machine pricing and use a separate sheet for each leasing term.

Location	Make	Model	PPM	Black/White Cost/Copy	Color Cost/Copy	Cost with all required features*	Other Costs**	Total Cost	Cost/Month on _____ Month Lease
B&W #1									
B&W #2									
B&W #3									
Color #1									
Color #2									
Color #3									
Color #4									
Color #5									
Color #6									

***Lease is to include monthly lease agreement, service, and supplies (excluding transparencies and paper).**

**Other costs must be identified here _____.

Clearly identify optional feature quoted: _____

_____

_____

Signature / Title / Date

References

Name of Customer	Length of Relationship	Contact Name	Telephone Number	Email Address

Performance Guarantee

Please make a statement here regarding your performance guarantee.