



Richland-Bean Blossom Community School Corporation

Ellettsville, Indiana

October 19, 2026

Invitation to Provide Information

K12 Copiers and Managed Print Services

Dear Copier and Managed Print Service Providers:

Richland-Bean Blossom Community School Corporation (RBBCSC) invites your company to respond to the accompanying Request for Information for K12 copiers and managed print services. We are gathering information to help plan reliable, practical, and cost-effective printing and copying services for our schools and support facilities.

Our staff have identified dependable equipment, prompt service, readily available supplies, and convenient access as priorities. We are interested in your recommendations for equipment, printing and scanning workflows, service coverage, and purchase or lease options. Please explain how your approach would support classroom and office needs while simplifying day-to-day use and managing costs.

Please review the RFI and provide a concise response describing your recommended options, relevant K12 experience, support capabilities, and nonbinding budget estimates. Identify any assumptions, exclusions, software requirements, or additional information needed to refine your recommendations. Detailed equipment and usage information may be requested from me.

Please also explain your trade-in process, including itemized credits, lease restrictions, pickup, and secure data deletion. Show pricing with and without trade-ins. RBBCSC will confirm ownership and lease obligations and approve eligible equipment, final credits, and removal in writing. Coordinate pickup after replacement equipment is accepted to maintain service.

Email your response and written questions to rrouton@rbbschools.net. Use the subject line "K12 Copiers and Managed Print Services." Responses are due Monday, November 30, 2026. Answers and any revisions will be posted with the RFI on the district website. Site visits or demonstrations may be arranged through my office.

This RFI is for planning purposes only. It does not constitute a bid solicitation or a commitment to purchase, lease, or award a contract. Participation is voluntary, and respondents are responsible for their own preparation costs.

Thank you for sharing your experience and recommendations to support RBBCSC students and staff.

Sincerely,

Rick Routon

Technology Director

Richland-Bean Blossom Community School Corporation

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Enclosure: Request for Information for K12 Copiers and Managed Print Services