

# Request for Information

## *K12 Copiers and Managed Print Services*

Richland-Bean Blossom Community School Corporation | Ellettsville, Indiana

RBBCSC invites qualified copier suppliers and managed print providers to share equipment, service, and pricing options for our schools and support facilities.

### **District overview**

Our current inventory lists 52 devices from Sharp, HP, Kyocera, and Canon. Reported printing totaled 1,825,254 pages from August 5 through October 19, 2026. This total does not separate color and black-and-white pages or establish all walk-up copy volume. Final equipment quantities and contract terms have not been determined.

Priorities include reliable equipment, prompt repairs, available supplies, convenient access, and simple printing and scanning.

### **Information requested**

- **Equipment recommendations:** Describe suitable copiers for school workrooms, offices, and departments. Include recommended speeds, color and black-and-white options, duplex printing, paper capacity, cardstock support, stapling, and hole punching.
- **Printing and scanning:** Describe compatibility with PaperCut MF, Google Workspace, Chromebooks, and Windows; scan to email and Google Drive; and secure badge or PIN printing. Identify required software and licensing.
- **Service and supplies:** Identify local service coverage, on-site response and repair times, loaner availability, and replacement options for unreliable devices. Explain which supplies, parts, labor, and delivery charges are included.
- **Budget pricing:** Provide nonbinding purchase and 36- and 60-month lease options, where available. Separate equipment payments, black-and-white and color page rates, software, and other fees. Disclose minimum volumes, rate increases, and end-of-term obligations.
- **Installation and support:** Outline delivery, installation, staff training, ongoing support, security updates, and secure deletion of district data when equipment is removed.
- **Trade-ins:** Provide optional credits by device, prices before and after credits, and a no-trade-in option. Separate lease payoffs and removal fees. Explain inspection, pickup after replacement acceptance, credit timing, and certified data deletion. RBBCSC will confirm ownership and lease obligations and approve eligible devices, final credits, and removal in writing.
- **Vendor experience:** Provide company and contact information, manufacturer authorizations, and two or three K12 references, preferably in Indiana. Identify any applicable state or educational cooperative purchasing agreements.

### **How to respond**

Email a concise PDF response to Rick Routon, Technology Director, at [rrouton@rbbschools.net](mailto:rrouton@rbbschools.net). Use the subject line "K12 Copiers and Managed Print Services." Include recommendations, budget estimates, assumptions, and exclusions. Request inventory and usage details from the district contact.

Response deadline: Monday, November 30, 2026. Email all questions to [rrouton@rbbschools.net](mailto:rrouton@rbbschools.net) with the subject line "K12 Copiers and Managed Print Services." Answers and any revisions will be posted with this RFI on the district website. Demonstrations or site visits may be arranged through the district contact.

### **RFI status**

This request is for planning information only and is not a bid or contract award. RBBCSC is not obligated to purchase, lease, reimburse response costs, or issue a future solicitation. Participation is voluntary and is not required to respond to any future solicitation.