



West Branch Local School

14277 Main St.

Beloit, Ohio 44609

Request for Proposal for Multifunctional Copiers/Printers

**Proposal Package: 2020-2021 Copier/Printer Equipment and Service**

## **I. OVERVIEW**

The West Branch Local School District of Beloit, Ohio is issuing a Request for Proposal (“RFP”) from experienced vendors to provide multi-function digital copiers/printers and related maintenance and support services. See attachments for a list of current copiers and printers throughout the district. Please submit your proposal in a sealed envelope to the Contact person shown below on or before August 10, 2020. Submissions must be in accordance with the Request for Proposal that is available free of charge on the West Branch Local Schools web site at <http://www.westbranch.k12.oh.us>. No oral or electronically transmitted proposals will be accepted. All proposals submitted shall become the property of West Branch Local Schools. Please feel free to make suggestions your company deems appropriate regarding additions or deletions to our requirements in writing so other companies have ample time to respond. The West Branch Local School District reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals received and to accept any proposal which is deemed most favorable to the District at the time and under the conditions stipulated.

All responses to the Request for Proposal shall be submitted to:

West Branch Local School District  
Attn: Julia Rozsnyai, Treasurer  
14277 Main Street  
Beloit, Ohio 44609

Only electronic (email format) questions during the bidding process shall be considered and shall be addressed to the following people. All questions must be received by 3pm on August 7, 2020.

Technical questions may be submitted via email to Jim Graham, IT Director at [Jim.Graham@wbwarriors.org](mailto:Jim.Graham@wbwarriors.org) or any other questions to [Mona.McNeely@wbwarriors.org](mailto:Mona.McNeely@wbwarriors.org)

## **II. INTRODUCTION**

The West Branch Local School District of Beloit, Ohio consists of three (3) locations, which include a High School, Middle School, and one (1) Elementary buildings. West Branch School District is seeking proposals from established vendors who have been in the business of multifunction digital copiers/printers for a minimum of five (5) years, and who lease, maintain and support the specified copiers/printers in each location. The purpose of this document is to provide information to submit a proposal. The district would consider recommendations by the vendor to consolidate copiers and/or printers.

The District is looking to enter into a five (5) year contract beginning September 1, 2020 and ending June 30, 2025.

The District is looking to enter into a three (3) year contract beginning September 1, 2020 and ending June 30, 2023.

### **III. SUBMISSION REQUIREMENTS**

The submission requirements for the RFP are detailed below. Submissions should include the Vendor's response(s) to Option 1 "Provide a Service/Maintenance Agreement on the district's current copiers and printers" and Option 2 "Provide new copiers to the district and provide a Service/Maintenance Agreement on the copiers and printers" and Option 3 "Provide new copiers and printers to the district and provide a Service/Maintenance Agreement on the copiers and printers".

Attached are lists of our copiers and printers the district currently retains. Please consider the enclosed information when completing your RFP.

#### **Requirements for:**

##### **Option #1**

Provide a Service/Maintenance Agreement for the District's current copiers and printers; include the number of clicks allowed and the cost per click for both Black and White and Color Copies/Prints. Please note the additional requirements regarding service must cover:

- All Replacement parts for both copiers and printers
- All repair cost including labor and travel on both copiers and printers
- Providing all Genuine Ink Cartridges for all copiers and printers
- District to stock multiple of each toner needed to help with demand
  
- All copiers must have "PaperCut Licenses" with Follow-me printing
  
- All copiers must be HID compliant with key fobs and/or badges (Current badging - DSX HID compatible)

#### **Requirements for:**

##### **Option #2**

Provide the District with New Copiers Comparable to the current copiers on site. (Leasing Option Only) Note that removal of current copiers will be the responsibility of the vendor, please state what "Trade in Value" your company is willing to offer for the copiers currently on site.

The new copiers must meet the following requirements:

- All digital copiers shall be capable of producing double-sided prints/copies
- All copiers must contain hard drives
- All copiers must have central reporting capabilities
- All copiers must have PIN # / secure print capabilities
- All copiers must have "PaperCut Licenses" with Follow-me printing
- All copiers must be HID compliant with key fobs and/or badges (Current badging - DSX HID compatible)
- District to stock multiple of each toner needed to help with demand

Provide a Service/Maintenance Agreement for any new copiers and the district's current printers; include the number of clicks allowed and the cost per click for both Black and White and Color Copies/Prints. Please note the additional requirements regarding service must cover:

- All Replacement parts for both copiers and printers
- All repair costs including labor and travel on both copiers and printers
- Providing all Genuine Ink Cartridges for all copiers and printers

**Requirements for:**

**Option #3**

Provide the District with New Copiers Comparable to the current copiers on site and New Printers Comparable to current printers. (Leasing Option Only) Note that removal of current copiers and printers will be the responsibility of the vendor, please state what "Trade in Value" your company is willing to offer for the copiers currently on site. The new copiers must meet the following requirements:

- All digital copiers shall be capable of producing double-sided prints/copies.
- All copiers must contain hard drives
- All copiers must have central reporting capabilities
- All copiers must have PIN # / secure print capabilities
- All copiers must have "PaperCut Licenses" with Follow-me printing
- All printers must be included in "Papercut Licenses" 3000 users with mobility print
- All copiers must be HID compliant with key fobs and/or badges (Current badging - DSX HID compatible)
- All printers must be HID compliant with key fobs and/or badges or pin capable (Current badging - DSX HID compatible)
- All printers must have network capability
- All printers may be same model

Provide a Service/Maintenance Agreement for any new copiers and new printers; include the number of clicks allowed and the cost per click for both Black and White and Color Copies/Prints. Please note the additional requirements regarding service must cover:

- All replacement parts for both copiers and printers
- All repair cost including labor and travel on both copiers and printers
- Providing all Genuine Ink Cartridges for all copiers and printers
- District to stock multiple of each toner needed to help with demand

We look forward to receiving your proposal and will be in touch shortly after doing so.

Sincerely,

Mona McNeely  
Superintendent Secretary  
West Branch Local School  
14277 Main Street  
Beloit, Ohio 44609