

South Portland School Department – RFP Copiers and Service

South Portland Schools seeks proposals for the purchase, installation, and configuration of copiers/MFPs. We also seek a five year support contract, and per page pricing. We will secure our own lease. New devices will be installed at no more than three schools.

Proposals must be submitted via email to atw@spsd.org and cselberg@southportland.org with a subject line of Copiers Summer 2019 by Thursday, August 22, 2019 at 2pm EST.

Questions should be directed to atw@spsd.org and cselberg@southportland.org with a subject line of QUESTION: Copiers Summer 2019

South Portland Schools reserves the right to reject any or all proposals, to waive technical or immaterial non-conformities in proposals if in our best interest, and to exercise judgment in evaluating proposals.

We reserve the right to purchase different quantities of equipment specified.

All equipment specified must be in new condition.

Device A

Quantity 2: 80 PPM multi-function printer (black & white)

Print, copy, and scan capability

Scan to hard drive, email, or desktop - Mobile and tablet printing - Color scanning capability -Auto-duplexing - Single-pass document feeder (min. capacity = 100)

Paper size/capacity: adjustable to 11"x7" (min. capacity = 1,000) 8.5 x 11" (min. capacity = 2,500)

Finishing: stapling, 3 hole punch

Device B

Quantity 2: 75 PPM multi-function printer (color AND black & white)

Print, copy, and scan capability

Scan to hard drive, email, or desktop - Mobile and tablet printing - Color scanning capability -Auto-duplexing - Single-pass document feeder (min. capacity = 100)

Paper size/capacity: adjustable to 11"x7" (min. capacity = 1,000) 8.5 x 11" (min. capacity = 2,500)

Finishing: stapling, 3 hole punch

Fax enabled and installed

Device C

Quantity 4: 45 PPM multi-function printer (black & white)

Print, copy, and scan capability

Scan to hard drive, email, or desktop - Mobile and tablet printing - Color scanning capability -Auto-duplexing - Single-pass document feeder (min. capacity = 100)

Paper size/capacity: adjustable to 11"x7" (min. capacity = 1,000) 8.5 x 11" (min. capacity = 2,500)

Finishing: stapling, 3 hole punch

PRINT MANAGEMENT SOLUTION

South Portland Schools uses PaperCut. All devices specified must be able to be added to our existing PaperCut solution. While card readers are not requested in this RFP, all devices must have the ability to use a scan card (barcode or HID) for print job release. South Portland Schools does NOT seek PaperCut licensing, but winning vendor must add new devices to our existing solution. The cost to do so should be included in the per device price portion of this proposal.

INSTALLATION AND CONFIGURATION SERVICES

Install new devices

Configure new devices

Add new devices to PaperCut

Train interested staff (2 hours per building, maximum 3 buildings)

Remove some existing devices for disposal (devices to be determined)

Move some existing devices to alternate locations within district (devices to be determined)

Project completion September 16, 2019

Copiers / MFPs/Print Management RFP Response

Device Proposed

(note brand, model, and PPM including cut sheets)

Device A: cost per device - _____

Device B: cost per device - _____

Device C: cost per device - _____

Total Cost:

Total cost includes all shipping, disposal or relocations of devices, installation of devices, addition of devices to PaperCut.

Costs for support and Price Per Page

Price per page color: _____

Price per page black and white: _____

Are there minimum copies required for this price? If so explain here.

Are there maximum copies required for this price? If so explain here.

Please enumerate any costs or fees beyond a per page price here.

**Please summarize your service contract and service level agreement.
Please include a sample of the SLA you will enact if awarded this bid.**

**Please include three references of school departments you have worked
with in the past four years:**

Submitted by: _____ Title: _____

Signature: _____ Date: _____