

**Epping School District-SAU#14**

**213 Main Street**

**Epping, NH 03042**

**(603)679-8003**

**Request for Proposal**

**Multi-Functional Digital Copiers &**

**Print Management Solution**

**with Separate Printer Service Contract**

**Notice for Proposal**

The Epping School District is currently seeking proposals for the replacement of 12 Digital Multi-Functional Products (MFP), 3 New Standalone printers, a Print Management Solution and the service of 16 existing district printers.

**Information & Instructions**

**Submission Requirements**

All RFP documents must be submitted to:

Laurie Underwood

Director of Technology

Epping School District

213 Main Street

Epping, NH 03042

(603) 679-5472 x 4150

laurie.underwood@eppingsd.org

The RFP should be clearly labeled **‘Request for Proposal- MFP, Print Management & Printer Solution’**. Proposal shall be received at the SAU 4 Office up until August 2, 2019 no later than 3:00pm. No late, telephone, fax or e-mail submissions or modifications will be accepted. The School District reserves the right to accept or reject any proposal or part of any proposal for any reason, or no reason, without recourse by any proposer and to award a contract to any proposer on any basis which the School District, in its sole and absolute discretion, determines to be in the best interest of the School District.

**Service Contract**

The 12 multi-functional machines should have a service contract that will include all service/maintenance, parts and supplies, including staples but not including paper for 200,000 Black & White images per month and 8,500 Color images per month. Overages will be charged on an annual basis on June 30th. All pricing is to be fixed for the duration of the lease term.

The 19 printer-only devices should have a separate service contract that will include all service/maintenance, parts and supplies, including toner for 6,000 Black & White images per month.

Maintenance Support and Software Upgrade Assurance are required for all print management solutions.

**Training**

The successful proposer will provide basic training on all multi-functional devices and printers to school district staff at no charge including copier, printer, scanner, fax and basic configuration training. The successful proposer will also include all basic training on all print and fleet management solution to all school district staff and IT at no charge including implementation, maintenance and reporting tools.

**Delivery & Installation**

Delivery fees should be included in initial pricing. No additional fees will be paid for delivery. All copy, print, scan, fax and basic configuration installation for the multi-functional devices is also to be included in the initial pricing.

All installation of the print and fleet management solutions are to be included in the initial pricing.

**Return of District Leased Equipment**

All successful proposers will be required to return the current 13 district leased machines, to the current leasing vendor, free of charge to the district, which will be replaced by machines being proposed.

**Pricing**

All proposers should include the following procurement options:

* 48 Month FMV (Fair Market Value) lease

Pricing options should be given as:

* A monthly payment that includes the lease price of all 12 multi-functional devices, the price of service for all 12 multi-functional devices including the 200,000 B&W and 8,500 Color images/month, the price of the print management solution and the price of maintenance on the print management solution for 4 years.
* A monthly payment that includes the lease price of 3 new printer devices and the price of service for all 19 printers within the district including 6,000 B&W images/month.

**References**

Proposers must provide at least three (3) current, local references from school districts that your company has serviced for at least the past three (3) years, to be listed on the reference form at the end of this document.

**Multi-Functional Devices**

All equipment must be new, current production models, with certification from manufacturer attesting to current production status

* New is defined as newly assembled for first-time use with new components & wherein serial numbers, chassis, parts or any components have not been previously used.
* Current production shall mean that the model is currently being manufactured & marketed to the commercial marketplace as brand new equipment.

**Support Material**

All proposers must include brochures/flyers for all multi-functional devices and print management solutions proposed.

**Paperwork Requirements**

All lease agreements and paperwork must include a statement of non-appropriation that in the event no funds or insufficient funds are appropriated & budgeted for the agreement, that the agreement would terminate & be rendered null & void on the last day of the fiscal period of which appropriations were made without penalty, liability or expense to the District of any kind.

**Extension of Contract**

Selected provider shall agree to lease contract term selected. The award resulting from the RFP will be a firm fixed contract for the duration of the lease term. The contract will not auto renew but will go into month to month contract at the conclusion of the contract unless either the successful vendor or Epping School District notifies the other of its intent to terminate the contract at the end of the initial contract period. The notice to terminate the contract at the end of or after the initial contract period must be written at least 30 days prior to the termination date.

No vendor should contact any school-based personnel or school without first contacting the Director of Technology.

All questions and concerns shall be submitted to, Laurie Underwood, Director of Technology at

(603)679-5472 x 4150 or laurie.underwood@eppingsd.org.

**Proposal Specifications**

**As the proposer can you meet all of the criteria listed in each section above? If no, please explain why not.**

|  |  |
| --- | --- |
| **Criteria** | **Vendor Response** |
| **Service Contract** |  |
| **Training** |  |
| **Delivery & Installation** |  |
| **Removal of District Owned Equipment** |  |
| **Pricing** |  |
| **References** |  |
| **Multi-Functional Devices** |  |
| **Support Material** |  |
| **Paperwork Requirements** |  |
| **Extension of Contract** |  |

**Equipment Specifications**

**(see following pages for exact machine specs)**

1. **Epping High School- Downstairs Faculty Room:** 65 page per minute B&W MFP
2. **Epping High School- Media Center:** 42 page per minute B&W Printer
3. **Epping High School- H120:** 42 page per minute B&W Printer
4. **Epping High School- Main Office:** 35 page per minute Color MFP
5. **Epping High School- Guidance Office:** 35 page per minute B&W MFP
6. **Epping High School- Nurse:** 42 page per minute B&W Multi-functional Printer
7. **Epping Middle School- Main Office:** 60 page per minute Color MFP
8. **Epping Middle School- Upstairs Faculty Room:** 75 page per minute B&W MFP
9. **Epping High School- Upstairs Faculty Room:** 65 page per minute B&W MFP
10. **Epping Elementary School- Hallway:** 25 page per minute B&W MFP
11. **Epping Elementary School- Lower Level Work Area:** 35 page per minute Color MFP
12. **Epping Elementary School- Copier Room 1:** 75 page per minute B&W MFP
13. **Epping Elementary School- Copier Room 2:** 75 page per minute B&W MFP
14. **Epping Elementary School- Main Office:** 60 page per minute Color MFP
15. **SAU Office- Copier Area:** 45 page per minute Color MFP

**\*For all “no” responses listed below, please state what is offered instead.**

**Machine #1-** **Epping High School- Downstairs Faculty Room:** 65 page per minute B&W MFP

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| --- | --- |
| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **65 PPM B&W Output Speed** |   |
| **Copy/Print/Scan Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 220 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **8.5 " x 11" Paper** |   |
|  4,300 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 11" x 17" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  3,000 Sheet Stacker |  |
|  65 Sheet Stapler |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #2- Epping High School- Media Center:** 42 page per minute B&W Printer

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced Printer (Yes or No)** |   |
| **42 PPM B&W Output Speed** |   |
| **Print Enabled** |   |
| **Java VM Enabled** |   |
| **512 MB RAM Memory Capacity** |   |
| **320 GB HDD- Including DOSS & HDD Encryption** |   |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1,200 x 1,200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **8.5 " x 11" Paper** |   |
| 850 sheet paper capacity |   |
|  14 lb. - 43 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 43 lb. Bond Paper Weight Range |   |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120V/60Hz/ 10A power requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #3- Epping High School- H120:** 42 page per minute B&W Printer

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced Printer (Yes or No)** |   |
| **42 PPM B&W Output Speed** |   |
| **Print Enabled** |   |
| **Java VM Enabled** |   |
| **512 MB RAM Memory Capacity** |   |
| **320 GB HDD- Including DOSS & HDD Encryption** |   |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1,200 x 1,200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **8.5 " x 11" Paper** |   |
| 600 sheet paper capacity |   |
|  14 lb. - 43 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 43 lb. Bond Paper Weight Range |   |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120V/60Hz/ 10A power requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #4-** **Epping High School- Main Office:** 35 page per minute Color MFP

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **35 PPM B&W and Color Output Speed** |   |
| **Copy/Print/Scan/Fax Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 240 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **Fax Features** |   |
|  Fax forwarding to email/desktop folder |   |
| **8.5 " x 11" Paper** |   |
|  3,200 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 12" x 18" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  1,000 Sheet Stacker |  |
|  50 Sheet Stapler + 5 Sheet Staple-less Staple Option |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #5-** **Epping High School- Guidance Office:** 35 page per minute B&W MFP

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **35 PPM B&W Output Speed** |   |
| **Copy/Print/Scan Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **100 Sheet Auto Reverse Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  80 IPM scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **8.5 " x 11" Paper** |   |
|  3,200 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 11" x 17" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  1,000 Sheet Stacker |  |
|  50 Sheet Stapler + 5 Sheet Staple-less Staple Option |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #6 Epping High School- Nurse:** 42 page per minute B&W Multi-functional Printer

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **42 PPM B&W Output Speed** |   |
| **Copy/Print/Scan/Fax Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **4.3” Color Touch Panel** |   |
| **Java VM Enabled** |   |
| **1.5 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **50 Sheet Auto Reverse Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  32 IPM scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **Fax Features** |   |
|  Fax forwarding to email/desktop folder |   |
| **8.5 " x 11" Paper** |   |
|  500 sheet paper capacity |   |
|  14 lb. - 43 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 35.43" Paper**  |   |
| 100 sheet capacity |   |
|  14 lb. - 43 lb. Bond Paper Weight Range |   |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #7-** **Epping Middle School- Main Office:** 60 page per minute Color MFP

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **60 PPM B&W and Color Output Speed** |   |
| **Copy/Print/Scan/Fax Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 240 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **Fax Features** |   |
|  Fax forwarding to email/desktop folder |   |
| **8.5 " x 11" Paper** |   |
|  3,200 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 12" x 18" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  3,000 Sheet Stacker |  |
|  50 Sheet Stapler |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #8-** **Epping Middle School- Upstairs Faculty Room:** 75 page per minute B&W MFP

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **75 PPM B&W Output Speed** |   |
| **Copy/Print/Scan Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 220 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **8.5 " x 11" Paper** |   |
|  4,300 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 11" x 17" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  3,000 Sheet Stacker |  |
|  65 Sheet Stapler |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #9-** **Epping High School- Upstairs Faculty Room:** 65 page per minute B&W MFP

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **65 PPM B&W Output Speed** |   |
| **Copy/Print/Scan Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 220 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **8.5 " x 11" Paper** |   |
|  4,300 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 11" x 17" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  3,000 Sheet Stacker |  |
|  65 Sheet Stapler |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #10-** **Epping Elementary School- Hallway:** 25 page per minute B&W MFP

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **25 PPM B&W Output Speed** |   |
| **Copy/Print/Scan Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **100 Sheet Auto Reverse Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  80 IPM scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **8.5 " x 11" Paper** |   |
|  1,200 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 11" x 17" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #11-** **Epping Elementary School- Lower Level Work Area:** 35 page per minute Color MFP

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| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **35 PPM B&W and Color Output Speed** |   |
| **Copy/Print/Scan Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 240 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **8.5 " x 11" Paper** |   |
|  3,200 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 12" x 18" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  1,000 Sheet Stacker |  |
|  50 Sheet Stapler + 5 Sheet Staple-less Staple Option |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #12-** **Epping Elementary School- Copier Room 1:** 75 page per minute B&W MFP

|  |  |
| --- | --- |
| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **75 PPM B&W Output Speed** |   |
| **Copy/Print/Scan Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 220 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **8.5 " x 11" Paper** |   |
|  4,300 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 11" x 17" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  3,000 Sheet Stacker |  |
|  65 Sheet Stapler |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #13-** **Epping Elementary School- Copier Room 2:** 75 page per minute B&W MFP

|  |  |
| --- | --- |
| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **75 PPM B&W Output Speed** |   |
| **Copy/Print/Scan Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 220 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **8.5 " x 11" Paper** |   |
|  4,300 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 11" x 17" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  3,000 Sheet Stacker |  |
|  65 Sheet Stapler |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #14-** **Epping Elementary School- Main Office:** 60 page per minute Color MFP

|  |  |
| --- | --- |
| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **60 PPM B&W and Color Output Speed** |   |
| **Copy/Print/Scan/Fax Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 240 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **Fax Features** |   |
|  Fax forwarding to email/desktop folder |   |
| **8.5 " x 11" Paper** |   |
|  3,200 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 12" x 18" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  1,000 Sheet Stacker |  |
|  50 Sheet Stapler + 5 Sheet Staple-less Staple Option |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**Machine #15-** **SAU Office- Copier Area:** 45 page per minute Color MFP

|  |  |
| --- | --- |
| **Minimum Requirements** | **Vendor Response** |
| **Company Name** |  |
| **Manufacturer** |   |
| **Model** |   |
| **New & Currently Produced MFP (Yes or No)** |   |
|  **45 PPM B&W and Color Output Speed** |   |
| **Copy/Print/Scan/Fax Enabled** |   |
| **Scan To/Print from USB & SD Card Slot** |   |
| **10.1” Keyless Smart Operational Control Panel** |   |
| **Java VM Enabled** |   |
| **2 GB RAM Memory Capacity** |   |
| **320 GB HDD- including DOSS & HDD Encryption** |   |
| **220 Sheet Single Pass Document Feeder** |  |
| **Automatic Duplex** |   |
| **Network Printing** |   |
|  PCL 5e/6 |   |
|  PostScript3 |   |
|  1200 x 1200 DPI |   |
|  Hold/Lock/Stored Print |   |
| **Network Scanning** |   |
|  B&W and Color Scanning |   |
|  120 IPM (simplex) / 240 IPM (duplex) scan speeds |   |
|  100 to 600 DPI Scan Resolution |   |
|  Scan to email, FTP & SMB |   |
|  PDF, TIFF, JPEG & PDF/A File Formats |   |
| **Fax Features** |   |
|  Fax forwarding to email/desktop folder |   |
| **8.5 " x 11" Paper** |   |
|  3,200 sheet paper capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Customer Paper Sizes- Up to 12" x 18" Paper** |   |
|  1,200 Sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Bypass Tray- Supports up to 12" x 18" Paper** |   |
| 100 sheet capacity |   |
|  14 lb. - 80 lb. Bond Paper Weight Range |   |
| **Sort & Staple Finisher** |   |
|  Corner & Side Staple Positions |  |
|  1,000 Sheet Stacker |  |
|  50 Sheet Stapler + 5 Sheet Staple-less Staple Option |   |
|  2/3 Hole Punch |  |
| **Digital Surge Protector** |   |
| **Automatic Meter Reads** |   |
| **120/60Hz/20A dedicated power outlet requirement** |   |
| **Energy Star Compliant**  |   |

**List of District owned Printers for Service**

|  |  |
| --- | --- |
| HP LaserJet P4014 | CNDX801519 |
| HP LaserJet P4014 | CNDX216849 |
| HP LaserJet P1606dn | VND3C45464 |
| HP LaserJet 4240 | CNRXK87053 |
| HP LaserJet P2015 | CNBJN71276 |
| HP LaserJet 4240 | CNRXL84633 |
| HP LaserJet Pro MFP M426 | PHBLL7L1NB |
| HP LaserJet P1505 | N/A |
| HP LaserJet P1606dn | VND3F17105 |
| HP LaserJet P4015 | CNDY324757 |
| HP LaserJet MFP M426fdn | PHBLL7Q82T |
| HP LaserJet Enterprise 600 M601 | CNCCF9S0NC |
| HP LaserJet M1102w | VNB4G26755 |
| HP LaserJet Pro P1102W | VND3J82646 |
| HP LaserJet P1102w | VNB4G49890 |
| HP LaserJet M607 | CNBCK760LB |

**Print Management Specifications**

**(For all “no” responses listed below, please state what is offered instead)**

|  |  |
| --- | --- |
| **Minimum Print Management Requirements** | **Vendor Response** |
| **Follow Me Printing (Auto Release at login) at MFP's** |   |
| **Follow Me Printing (Release from List) at MFP's** |   |
| **Secure Release through Follow Me Printing and Card Swipe** |   |
| **Card Reader Integration at MFP's** |   |
| **Card Reader or Pin Authentication at MFP's** |   |
| **Integrates with existing single sign-on environments**  |   |
| Microsoft Active Directory, Apple Open Directory, Novell eDirectory, or Other LDAP, NIS or POSIX Environments |   |
| **Restrict Color Copying by user at MFP's** |   |
| **Consolidated Management & Reporting** |   |
|  By Device (printers & Copiers) |   |
|  By User |   |
|  By Shared Account (client, department, faculty) |   |
|  By Location |   |
|  By Date and Time/Period |   |
|  By Environmental Impact |   |
| **Optionally Apply Rules and Quotas per user or groups at the MFP** |   |
| **Separate reporting for teacher and student usage** |   |
| **Delete out-of-date Print Jobs from MFP's** |   |
| **Print through Airprint and Google Chromebooks through print queue at MFP's** |   |
| **Device Licenses for 13 MFP’s** |   |
| **Tracking of all district machines, including printers** |  |
| **4 Year Support & Software Upgrade Assurance** |   |
| **4 Years subscription for 1 server with unlimited devices & printers, Wide Area Bonjour, AD Authentication, Google Cloud Print and Device Management** |   |
| **13 RFideas HID Prox Card Reader USB (4-year warranty included & brackets)** |   |
| **Installation & Training Included** |   |
| **No server-based licensing**  |   |
| **MFP Embedded Software** |   |
|  **Tracking of copy, print, scan and fax activity** |   |

**Pricing Components**

|  |
| --- |
| **Pricing Components-** **MFP’s, MFP Service (including monthly commitment), Print Management & Print Management Maintenance and Support**  |
| **\*48 Month FMV Lease Price** | **/Month** |
| **Fixed B&W overage rate****(per image)** |  **/ Image** |
| **Fixed Color overage rate****(per image)** |  **/Image** |
| **Does this pricing include deliver, installation & training on the new equipment?** | **Yes or No** |

**\*All monthly pricing must include the monthly price for the 12 new multi-functional devices, service including 200,000 B&W and 8,500 Color images/month to be shared between all 12 pieces of equipment, and the proposed print management solution with 4 years Maintenance & Support.**

|  |
| --- |
| **Pricing Components-** **3 New Leased Printers and monthly (including commitment) for all 19 District Printers**  |
| **\*\*48 Month FMV Lease Price** | **/Month** |
| **Fixed B&W overage rate****(per image)** |  **/ Image** |
| **Fixed Color overage rate****(per image)** |  **/Image** |
| **Does this pricing include deliver, installation & training on the new equipment?** | **Yes or No** |

**\*\*All monthly pricing must include the monthly price for the 3 new leased printers and service including 6,000 B&W images/month to be shared between all 19 district printers.**

**References**

*(Local school references serviced for past 3 years)*

**Reference #1**

School District

Contact Person

Mailing Address

Phone Number/Email

**Reference #2**

School District

Contact Person

Mailing Address

Phone Number/Email

**Reference #3**

School District

Contact Person

Mailing Address

Phone Number/Email