



Coleman Community Schools

**Request for Bids
For
Networked Document Imaging Equipment
& Management Software**

Addendum 1

Issue Date February 29, 2024

-Page 7 item 7 and Page 8 disregard the word “masters”

**-Please see corrected grid for equipment options:
Appendix A: Equipment Requested & Location**

As noted above, the School District’s current document imaging equipment listed in Appendix A-1 of this RFB is provided solely to demonstrate the School District’s current operations and is not intended to mandate a specific manufacturer or curtail competition. It is intended that if a specific manufacturer is listed, it should be followed by the phrase “or substantially similar or greater equivalent.” The School District expects each vendor to use its expertise to develop an overall document imaging network to effectively and efficiently meet the needs of the School District. All machines must be new and configured with at least: one 500 sheet tray, bypass tray, network printing, document management software (Papercut preferred), and automatic duplex. All machines must function in a Windows environment and include Postscript. Some of the machines (noted below) will also have document feeders, scan to email, Multicard Badge readers (including iClass reading) (internal preferred, external badge readers may be acceptable) with “follow me printing”, fax send and receive capabilities, finishing capabilities, and color printing. Any machine labeled “MFP” below will have at least print, copy and color scan to email functions. All machines must include a bypass tray, in addition to the paper sources specified below. Any machine specified with a Stapler must have at least automatic stapling capacity and any machine specified with Finish/Fold must have automatic stapling, hole punch and folding/booklet creation capability. Your proposal should include pricing for automated document management (Papercut preferred).

Coleman Jr./Sr. High School

Qty	PPM	Color	Description	Stapler	Finish/ Fold	Fax	Card Reader	Paper Sources	Locations
1	80+	Mono	MFP (light production)	X			X	4+	Media Center
1	50+	Color	MFP	X	X		X	4+	Staff Workrm
1	35+	Mono	MFP	X			X	2+	Office
1	35+	Mono	Printer (Desktop)					1+	Media Center
1	35+	Mono	Printer (Desktop)					1+	AD Office
1	35+	Mono	Printer (Desktop)					1+	Room 13 Lab

Coleman Elementary School

Qty	PPM	Color	Description	Stapler	Finish/ Fold	Fax	Card Reader	Paper Sources	Locations
1	80+	Mono	MFP (light production)	X			X	4+	Office Workrm
1	50+	Color	MFP	X	X		X	4+	West Workrm
1	35+	Color	MFP				X	2+	Office
1	35+	Mono	Printer (Desktop)					1+	Media Center
1	35+	Mono	Printer (Desktop)					1+	Principal’s Office

1	35+	Mono	Printer (Desktop)					1+	Media Center Lab
1	35+	Mono	Printer (Desktop)					1+	Room 4 Lab

Coleman Administration Office

Qty	PPM	Color	Description	Stapler	Finish/ Fold	Fax	Card Reader	Paper Sources	Locations
1	50+	Color	MFP	X	X			4+	Office
1	35+	Mono	Printer (Desktop)					1+	Payroll Office
1	35+	Mono	Printer (Desktop)					1+	Front Office
1	35+	Mono	Printer (Desktop)					1+	Back Office

Coleman Agri-Science Building

Qty	PPM	Color	Description	Stapler	Finish/ Fold	Fax	Card Reader	Paper Sources	Locations
1	35+	Color	MFP (Desktop)					1+	Classroom

Coleman Transportation Department

Qty	PPM	Color	Description	Stapler	Finish/ Fold	Fax	Card Reader	Paper Sources	Locations
1	35+	Color	MFP (Desktop)					1+	Office