



## PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

400 E Silverspoon Avenue - Granville, IL 61326  
(815)882-2800 x 5

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### **REQUEST FOR PROPOSAL District Copier Machines**

Putnam County Community Unit School District #535, herein referred to as the District, is accepting proposals for lease and/or purchase of copy equipment and agreement for full-service maintenance and supplies. The District also wishes to maintain the existing print management controls system (i.e., Papercut) on the printers located throughout the schools and is requesting a replacement of some of these printers and toner.

In evaluating the submitted proposals, the District will apply the best value standard in selecting the vendor to be awarded the contract. Although price is not the only criteria to be used in the evaluation process, it will have a significant impact on the decision to award the contract. The selection process will include, but is not limited to, the following:

1. Price
2. Proposed equipment
3. General reputation and performance capabilities
4. Conformity to specifications herein
5. Location and availability of service, training, and repair facilities, and personnel
6. Suitability for the intended use of the equipment

The District reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The District reserves the right to request clarification of information from any vendor or to request supplemental material deemed necessary to assign in the evaluation of any proposal.

#### **Timeline**

October 18 <sup>th</sup> , 2023	Release of request for proposal
November 3 <sup>rd</sup> , 2023	Proposals due to District Office by 3:00 PM
November 4 <sup>th</sup> -10 <sup>th</sup>	District review of proposals
November 14 <sup>th</sup> , 2023	Board of Education regular meeting to award the contract

#### **Proposal Submission**

Proposals should be mailed or emailed to:

Putnam County CUSD #535  
Attn: Dr. Clayton J. Theisinger, Superintendent  
theisingerc@pcschools535.org  
400 E. Silverspoon Avenue  
Granville, IL 61326

**-Providing foundations together, Cultivating individual growth-**  
[www.pcschools535.org](http://www.pcschools535.org)

The proposal shall be submitted by 3:00 PM on November 3<sup>rd</sup>, 2023 and signed by the authorized representative of the proposer. All questions should be directed to Dr. Clayton J. Theisinger, theisingerc@pcschools535.org or (815)882-2800 ext. 5.

This request is for a proposal and the District has the right to accept or reject all proposals.

When submitting a proposal, please include literature along with specifications as to the make, model, and options per the specifications enclosed.

## References

At least five local references should be submitted by the responder.

## Equipment

The District currently uses the following equipment:

Make and Model	School	Location	Annual Copy Volume
Konica Minolta Bizhub 808(B/W)	Putnam County High School	Teacher Workroom	~ 555,000
Konica Minolta Bizhub C250i (Color)*	Putnam County High School	Media Center	~ 30,000
Konica Minolta Bizhub 808 (B/W)	Putnam County Primary School	Teacher Workroom	~ 466,000
Konica Minolta Bizhub 368e (B/W)**	Putnam County Primary School	Room 142	~ 23,000
Konica Minolta Bizhub C368 (Color) (Fax)	Putnam County Primary School	District Office	~ 29,000
Konica Minolta Bizhub 808 (B/W)	Putnam County Junior High	Lounge (Room 27)	~ 382,000
Konica Minolta Bizhub C250i (Color)*	Putnam County Junior High	Media Center	~ 44,000
Konica Minolta Bizhub 808(B/W)	Putnam County Elementary	Lounge	~ 355,000
Konica Minolta Bizhub C250i (Color)*	Putnam County Elementary	Office Room 10	~ 19,000

\*District owns this device.

\*\*This device should be replaced by a smaller unit.

These units are completing a 60-month lease with full service maintenance and supplies.

Please note that the District is seeking to reduce the annual copy volume on all copiers/printers.

## Equipment Replacement:

The District is currently seeking replacement for costly and outdated printing devices. The specific equipment items outlined below are in need of replacement with a multifunction solution that encompasses copying, scanning, faxing, and printing capabilities. The District requests that this equipment be included in the Request for Proposal (RFP) and encompassed within the scope of supplies and maintenance services. Additionally, the new device must be of a compact design, suitable for placement on a modest-sized table.

Make and Model	School	Location	Annual Print/Copy Volume
HP Color LaserJet Pro MFP M480fdw (Fax)	Putnam County High School	Office	~ 8,000
HP Color LaserJet Pro MFP M480fdw (Fax)	Putnam County Primary School	Office	~ 6,000
HP LaserJet Pro MFP M426FDW (BW) (Fax)	Putnam County Junior High	Office	~ 8,000

Furthermore, the District would like to replace the existing high-volume printers with a new high-capacity printing solution that supports the integration of Papercut embedded software for secure hold/release printing functionality.

These replacement printers are to be included as part of the Request for Proposal (RFP) and encompassed within the scope of supplies and maintenance services.

Make and Model	School	Location	Annual Print Volume
HP Laserjet Pro (B/W) P4015N	Putnam County Elementary	Media Center	~ 12,000
HP LaserJet Pro P4015n BW	Putnam County Primary School	Computer Lab	~ 28,000
HP Color Lasetjet pro. M255dw	Putnam County Elementary	Office	~ 6,000

## Equipment Requirements

All digital copiers/printers shall be newly manufactured with no used or refurbished parts. All proposed equipment shall have at a minimum equal or better specifications to the equipment it is replacing. All proposed equipment shall at minimum meet the following requirements:

1. All digital copiers/printers shall be able to produce black and white documents and a smaller number shall be able to produce color documents.
2. All digital copiers/printers shall be able to produce double-sided prints/copies.
3. All copiers should be able to print on sizes letter (8 ½ × 11), legal (8 ½ × 14) and ledger (11 × 17); on white and color paper.
4. All digital copiers/printers shall have stapler finishing.
5. All digital copiers/printers shall have the ability to three-hole punch.
6. All digital copiers/printers shall have a high capacity paper tray.
7. All digital copiers/printers shall possess an automated document feeder.
8. All digital copiers/printers shall have a bypass tray for the purpose of printing on specialized stock.
9. All digital copiers/printers shall be able to enlarge documents in preset increments.
10. All digital copiers/printers shall be able to reduce documents in preset increments.
11. All digital copiers/printers shall have the ability to accept Papercut embedded software.
12. All digital copiers/printers shall be able to provide facsimile transmission and scan to email using pdf format.  
If there are alternative facsimile transmission options that can be utilized outside of a facsimile board that can be included as well as the costs associated with this functionality.
13. All machines should be able by specification to achieve more production capacity than requested.

14. All machines shall have remote meter monitoring.
15. Delivery, installation and testing of all equipment shall occur between December 20<sup>th</sup>, 2023, and January 2<sup>nd</sup>, 2024.

## **Networking**

All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol and meeting the following requirements:

1. The networked digital copiers/printers will be connected to the District's network using the TCP/IP protocol. Bandwidth speeds are capable to 1000 Mbps.; depending upon location.
2. Networked digital copiers/printers shall allow printing from any desktop computer (Macintosh or Windows), iPad, Chromebook or PC from within the Districts' networks.
3. If device driver software is necessary for computers to gain access to all the digital copier's/printer's functions, device drivers for Macintosh and Windows shall be available and provide the same services to each platform.
4. Upon being properly authenticated to the networked digital copier/printer, each device shall be able to be managed over the network using a browser.
5. The responder shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, surge protection, etc.
6. Web based printer management software for centralized control of all devices will be provided to the District by the responder.
7. All proposed equipment will be guaranteed to not interfere with any networked printing device of any kind currently installed within the District.
8. All copiers will have the capability of allowing a user to determine what device a print job should print on after the job has been submitted and the ability to hold the job until the person is at the printer and enters credentials; i.e. "Follow me" or "secure" printing (i.e.; Papercut). Support for this should be provided throughout the duration of the contract. Please include how many trained staff you have on this software.

## **Maintenance/Support**

All responders are responsible for providing maintenance and support on the provided equipment. All proposed maintenance/support agreements shall at a minimum meet the following requirements:

1. The maintenance/service agreement shall commence upon delivery of the equipment.
2. Responder shall provide telephone support number for placing service calls, which will be available Monday through Friday, 7:30 a.m. to 4:00 p.m., excluding legal holidays.
3. The Responder shall maintain a minimum average rate of 97% uptime per copier/printer per calendar quarter with 4-hour response to service calls. The average uptime rate is based upon the number of business days per calendar quarter, excluding each District's recognized holidays.
4. Poor performing and/or problematic copier/printer units will be replaced, at no additional cost to the District, with new similar equipment repaired to manufacturer's specifications and/or repaired to each District's satisfaction.
5. Initial training of each school's personnel shall be conducted upon equipment installation and at no cost to the District.
6. Maintenance and service must be extended to the District's currently owned Konica Minolta Bizhub C250i (Color). If maintenance and service of these copiers is beyond the general agreement, then cost for maintenance and service of these devices must be detailed separately in the proposal.

**ATTACHMENT  
PROPOSAL**

**Company Information**

Prepared by: \_\_\_\_\_  
(Print Name) (Authorized Signature)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_

**References**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Copier Proposal**

Machine Make: \_\_\_\_\_

Machine Model: \_\_\_\_\_

Number of Machines: \_\_\_\_\_

Locations: \_\_\_\_\_

Monthly Payment Per Machine: \_\_\_\_\_

Machine Make: \_\_\_\_\_

Machine Model: \_\_\_\_\_

Number of Machines: \_\_\_\_\_

Locations: \_\_\_\_\_

Monthly Payment Per Machine: \_\_\_\_\_

Machine Make: \_\_\_\_\_

Machine Model: \_\_\_\_\_

Number of Machines: \_\_\_\_\_

Locations: \_\_\_\_\_

Monthly Payment Per Machine: \_\_\_\_\_

TOTAL MONTHLY PAYMENT: \_\_\_\_\_

TOTAL LEASE (60-MONTH) COST: \_\_\_\_\_

\*Please copy and attach additional pages for copier proposal if necessary.

**Printer Proposal**

Machine Make: \_\_\_\_\_

Machine Model: \_\_\_\_\_

Number of Machines: \_\_\_\_\_

Locations: \_\_\_\_\_

Monthly Payment Per Machine: \_\_\_\_\_

Machine Make: \_\_\_\_\_

Machine Model: \_\_\_\_\_

Number of Machines: \_\_\_\_\_

Locations: \_\_\_\_\_

Monthly Payment Per Machine: \_\_\_\_\_

Machine Make: \_\_\_\_\_

Machine Model: \_\_\_\_\_

Number of Machines: \_\_\_\_\_

Locations: \_\_\_\_\_

Monthly Payment Per Machine: \_\_\_\_\_

TOTAL MONTHLY PAYMENT: \_\_\_\_\_

TOTAL LEASE (60-MONTH) COST: \_\_\_\_\_

\*Please copy and attach additional pages for printer proposal if necessary.