

Request for Proposal
District Copy and Print Services RFP

Dear Vendor:

This request for proposals is to provide managed copier and print services for the Gobles Public Schools (GPS). We will be accepting proposals until 2:00 PM, Wednesday, May 6, 2026. The base bids will be read after the close of the bid. All Specific questions or clarifications should be directed to

Lukas Enciso Technology Coordinator
Gobles Public Schools
(269) 628-9388
lukas.enciso@gobles.org

Thank you for taking part in this process.

Sincerely,

Lukas Enciso CTO Technology Coordinator
Gobles Public Schools
409 N State St
Gobles MI 49055

Uniform Proposal Requirements

The following pages represent the uniform requirements that must be met in order to submit bids/quotes for the equipment and installation listed.

1.0 Advertisement for Bids

- 1.01 GPS is accepting proposals for Managed Print and Copy Services for purchase. GPS will only accept complete and accurate bids containing all of the information requested below (as minimum requirements). Please respond to this section item by item, providing all of the required information, and indicate if the bidder fully complies, does not comply, partially complies, or takes exception. All responses other than “fully complies” require an explanation. **Both a physical copy and a digital copy are required.**

No Fax or Email Bids will be accepted

Gobles Public Schools Administrative Office
ATTN: Managed Print and Copy Bid
Jen Chandler
409 N State St
Gobles, MI 49055

- 1.02 Bid review will begin at 2:00 P.M. on Wednesday, May 6, 2026. All bids must be received by this time to be included in the bid opening. No late bids will be considered. Bid responses may be sent to the following address:
- 1.03 Gobles Public Schools reserves the right to accept or reject any and all bids.
- 1.04 Vendors may have more than one solution that fits the scope of this project. Please feel free to submit more than 1 proposal.
- 1.05 It is the intent to award bids by May 11, 2026. Installation may commence after July 1, 2026, coinciding with the start of the fiscal year; no payments will be issued prior to this date. All equipment is expected to be operational by August 1, 2026, in locations where construction is complete. Locations that are still under construction will be coordinated with the Gobles Technology Coordinator for installation. On-site personnel will be trained by August 15, 2026 and as requested by the building supervisor. Teacher training will be provided before the start of the school year, with dates and times coordinated with the principal. There will also be at least one annual training for new staff and updates.

- 1.06 Optional Feature - Cost Itemized for each model for each feature (List cost and if they are an option) on a page attached to the sheet. And if this is an option on the models
- Saddle stitch stapling
 - User Authentication Key FOBS/CARDS specify which one is being supplied
 - Authentication unit for the copier (Preferred to work with our Door Cards by HID Prox)
 - Fax Card availability and cost
 - Scan to Google or Scan to File Share
 - Active Directory (AD) Connectors for Scan to option
 - Google Cloud Capable
 - Scan to Google Drive
 - 3-hole punch
 - Others as page trays, cabinets, finishers, Etc.
- 1.07 The following criteria shall be considered in making an award:
- Cost of equipment purchase
 - Page fee cost per copy
 - Maintenance/service agreement conditions
 - Conformity to listed specifications
 - Delivery of the copiers within the required time schedule
 - Service and warranty provided
 - Prior working relationship experience
 - References
 - Find-Me Printing / Pull Printing/Follow-Me Printing
 - Secure Printing options
 - Repair force and certification and distance to our organization
- 1.08 GPS reserves the right to change the quantity of accessories, copiers, or printers at the time of the order
- 1.09 Vendors may provide a proposal specifying the purchase cost and the per-page cost. The cost per B/W printed/copied page will be consistent regardless of what device is being used. Similarly, the cost per color-printed or copied page will be consistent regardless of which color-capable device is used.
- 1.10 Bidders must clearly indicate the extent of warranties, guaranteed response time, and ability to provide parts and services for the equipment on which they are bidding.
- 1.11 Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance if the bidder is unable to do so for the duration of the contract.
- 1.12 It is understood that GPS is a governmental entity, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the Bidder's quoted prices should not include any allocation for taxes.

- 1.13 The following items must be included in your bid price:
- a) The machines and devices offered, including brand name, model number, included options, market introduction date, and page-per-minute speeds.
 - b) Delivery and installation of the machine to the location of deployment.
 - c) Instructions and in-services to individual school building personnel concerning the operation of equipment on a mutually acceptable date as agreed to between the building administrator and Bidder.
 - d) Maintenance of all machines in good working condition, including but not limited to all necessary inspections, repairs, and adjustments, including replacement of parts and drums. Bidders must indicate the annual cost of maintenance and supplies (excluding staples) on a per-copy basis for the duration of the contract.
 - e) Contract rates will be locked at the cost per page for the term of no less than five (5) years.
 - f) The equipment must be certified as new and not refurbished
- 1.14 Machines shall be kept in good working order to minimize work delays and copy problems. Machines must meet the total volume requirements listed under Copier Equipment Needed. Gobles Public Schools reserves the right to request a new replacement copier at the Bidder's expense in the event that a recurring problem cannot be corrected to the satisfaction of the School District conclusion that a copier is experiencing a recurring problem will be defined as: "The same issue" 3 times or more on the same device within a 60-day period.
- 1.15 If a copier or printer is going to be down for more than 24 hours, then the vendor needs to supply a temporary replacement.
- 1.16 The attached bid proposal sheet must be completed and enclosed as part of the bid proposal. Each copier / multi-function device will support SMTP connectivity and Google authentication directly. Scan to email feature will have the ability to authenticate directly to Google to send emails with attachments without the need for a separate local SMTP server.
- 1.17 Vendor will also include hardware options that will allow the GPS to utilize existing HID Prox cards. Samples of the key fobs are available for testing systems; it is the vendor's responsibility to verify the results.
- 1.18 Proactive replenishment of consumable supplies. Vendors are encouraged to provide a proactive service for toner and consumables by monitoring copiers and printers online. Vendors will send supplies automatically as levels become low.

2.00GPS - Scope of work and bid response format

The selected vendor shall provide the following services to Gobles Public Schools. This section is broken up into three parts: Equipment, Maintenance, and Software.

2.01 Maintenance

Maintenance for the equipment listed in the previous section will include a minimum 8 hours x 5 days per week (M-F) services with a maximum 4-hour response time. Selected vendors will provide toner and sufficient toner stock to allow daily use of the equipment.

2.02 Setup of New Equipment and Removal of Existing Equipment

Removal of existing equipment shall also be included as an optional component of this proposal. All copiers and most printers being replaced will require removal and coordination with the vendor of the current equipment.

2.03 Software

Printer management software shall also be included as part of the overall cost proposal. Preferred software is PaperCut MF, which will provide accounting, security, and management for all printing, copying, scanning, and faxing. Software needs to be compatible with Windows and Chrome, allowing for printing from Chromebooks as needed.

There should be a bid sheet for each Model of copier and printer bid and each alternate that you wish to bid.

BID PROPOSAL SHEET

Black and White

Gobles Public Schools
REQUEST FOR PROPOSAL – COPIER PURCHASE OPTION

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

Model Number of Copier: _____

Attach a list of accessories available on a separate sheet and the cost.

All units are to be equipped with finisher and accessories listed in the equipment specification of this RFP

EQUIPMENT PURCHASE OPTION: Please attach an Itemized unit cost

Purchase price: _____

MAINTENANCE AND SUPPLIES (NOT INCLUDING STAPLES) and there shall be no charges for underage's and no overage per page cost added.

I AGREE TO ABIDE BY ALL OF THE TERMS OF THIS REQUEST FOR PROPOSAL UNLESS OTHERWISE STATED IN MY BID PROPOSAL. CONTRACT RATES WILL BE LOCKED AT _____ COST PER PAGE BLACK AND WHITE and _____ COST PER PAGE COLOR FOR THE TERM OF NO LESS THAN FIVE (5) YEARS.

Authorized Signature

Date

Print Name, Title

BID PROPOSAL SHEET

Color/Black and White

Gobles Public Schools
REQUEST FOR PROPOSAL – COPIER PURCHASE OPTION

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

Model Number of Copier: _____

Attach a list of accessories available on a separate sheet and the cost.

For Each model number listed fill out a sheet

All units are to be equipped with finisher and accessories listed in the equipment specification of this RFP

EQUIPMENT PURCHASE OPTION: Please attach an Itemized unit cost

Purchase price: _____

MAINTENANCE AND SUPPLIES (NOT INCLUDING STAPLES) and there shall be no charges for underage's and no overage per page cost added.

I AGREE TO ABIDE BY ALL OF THE TERMS OF THIS REQUEST FOR PROPOSAL UNLESS OTHERWISE STATED IN MY BID PROPOSAL. CONTRACT RATES WILL BE LOCKED AT _____ COST PER PAGE BLACK AND WHITE and _____ COST PER PAGE COLOR FOR THE TERM OF NO LESS THAN FIVE (5) YEARS.

Authorized Signature

Date

Print Name, Title

BID PROPOSAL SHEET

Color/ Black and White Alternate Options

Gobles Public Schools
REQUEST FOR PROPOSAL – COPIER PURCHASE OPTION

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

Model Number of Copier: _____

Attach a list of accessories available on a separate sheet and the cost.

All units are to be equipped with finisher and accessories listed in the equipment specification of this RFP

EQUIPMENT PURCHASE OPTION: Please attach an Itemized unit cost

Purchase price: _____

MAINTENANCE AND SUPPLIES (NOT INCLUDING STAPLES) and there shall be no charges for underage's and no overage per page cost added.

I AGREE TO ABIDE BY ALL OF THE TERMS OF THIS REQUEST FOR PROPOSAL UNLESS OTHERWISE STATED IN MY BID PROPOSAL. CONTRACT RATES WILL BE LOCKED AT _____ COST PER PAGE BLACK AND WHITE and _____ COST PER PAGE COLOR FOR THE TERM OF NO LESS THAN FIVE (5) YEARS.

Authorized Signature

Date

Print Name, Title

Total Proposal Cost Copiers and Printers Purchase

Gobles Public Schools REQUEST FOR PROPOSAL – PURCHASE OPTION

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

Number of Copier: _____

Attach a list of accessories available on a separate sheet and the cost.

All units are to be equipped with finisher and accessories listed in the equipment specification of this RFP

EQUIPMENT PURCHASE OPTION: Please attach an Itemized unit cost

Purchase price: _____

MAINTENANCE AND SUPPLIES (NOT INCLUDING STAPLES) and there shall be no charges for underage's and no overage per page cost added.

I AGREE TO ABIDE BY ALL OF THE TERMS OF THIS REQUEST FOR PROPOSAL UNLESS OTHERWISE STATED IN MY BID PROPOSAL. CONTRACT RATES WILL BE LOCKED AT _____ COST PER PAGE BLACK AND WHITE and _____ COST PER PAGE COLOR FOR THE TERM OF NO LESS THAN FIVE (5) YEARS.

Authorized Signature

Date

Print Name, Title

Appendix

Current list of Models

Printers

Qty.	Full Model Name	Output Type
2	HP Color LaserJet CP3525	Color
1	Ricoh SP C252DN Color Laser Printer	Color
1	Ricoh Aficio SP C262DNw Color Laser Printer	Color
1	HP LaserJet Pro MFP M428 series	Black & White
1	HP LaserJet 1300	Black & White
2	HP LaserJet 1320 series	Black & White
6	HP LaserJet Enterprise 600 M602 series	Black & White
6	HP LaserJet P3005 series	Black & White
Total: 20		

Copier Models

Qty.	Full Model Name	Output Type
1	HP Color LaserJet Managed MFP E87640dn	Color
1	Ricoh Aficio MP 6002SP Multifunction Copier	Black & White
1	Ricoh Aficio MP 7502 B&W Multifunction Copier	Black & White
1	RICOH IM 7000 Black and White Laser Multifunction Printer	Black & White
1	Lanier MP 5055SP Digital B&W Multifunction Printer	Black & White
Total: 5		

Misc. Devices

Qty.	Full Model Name	Output Type
1	DTC 1250e	Color Badges
1	Duplo DF-915	Paper Folder

Total of 25 copiers and printers, 1 Badge Printer, 1 Paper Folder

Please Note: Gobles Public Schools is looking to reduce our footprint in this area and consolidate some of the current devices. GPS is not necessarily looking for a one-to-one swap.

Replacement Footprint:

Copiers

Qty	Type	Location
2	Color MFP	MS/HS
2	B/W MFP	MS/HS
1	Color MFP	EL
1	B/W MFP	EL

Printers

Qty	Type	Location
0	Color	MS/HS
10	B/W	MS/HS
1	Color	EL
2	B/W	EL
1	B/W	Transportation

Misc Devices

Qty	Type	Location
1	Color Badge Printer	MS/HS
1	Paper Folder	MS/HS

Current Average Impressions/Month:

- Monthly Total - All Printers/Copiers:
 - 112,000 - Black and White
 - 3,000 - Color
- Printer/Copier Breakdown (Per Device Average/Month):

Copiers

- MP6002SP
 - 25192
- MP7502
 - 19529
- HPE87640
 - 1491
- HPE87640
 - 2922
- IM7000
 - 44838
- Lanier MP5055SP
 - 24331

Printers

- HP1300
 - 100
- HP1320
 - 100 - B/W
- HPCP3525
 - 150 - B/W
 - 500 - Color
- HPM428
 - 150 B/W
- HPM602
 - 350 - B/W
- HPP3005
 - 2500 - B/W
- HPP3015
 - 150 - B/W
- SPC252DN
 - 50 - B/W
- SPC262DNW
 - 50 - B/W
 - 200 - Color