



**Montague Area Public Schools**  
4882 Stanton Blvd  
Montague, MI 49437

## **INVITATION TO BID**

Montague Area Public Schools "District" is accepting bids for the purchase and installation of digital copying/printing equipment.

All sealed proposals are due at Montague Area Public Schools' District Office located at 4882 Stanton Blvd., Montague, MI 49437. Proposals must be clearly marked "2026 MAPS Copier/Printer Bid," and are due no later than **2:00 PM EST, Friday, April 24, 2026**. No bids submitted after the stated deadline will be considered. At that time, there will be a public opening of the bids received.

The District is exempt from sales tax. A tax exemption certificate will be available to the winning vendor at time of purchase.

The Board of Education reserves the right to reject any or all bids received, in whole or in part, to waive any irregularities, and in general, to make the award in any manner deemed in the best interest of the District.

All questions regarding this bid should be directed, via email, to Stacey Brown (browns@mapsk12.org) or Steve Denniston (dennistons@mapsk12.org).

### **AWARD**

It is the Board of Education's intent to award the Bid at the May 11, 2026, Board meeting with delivery of equipment to follow July 1, 2026 – July 31, 2026.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the Instruction to Bidders and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award:

- a. ***Cost of equipment purchase***
- b. ***Rebates available for removal of old equipment***
- c. ***Cost of sixty (60) month fixed maintenance/service agreement***
- d. ***Conformity to listed specifications***
- e. ***Delivery of the devices within the required time schedule***
- f. ***Service and warranty provided***
- g. ***References***
- h. ***Total copying/printing solution provided***

### **GENERAL INSTRUCTIONS TO BIDDERS:**

1. Proposals shall be submitted in a sealed envelope/container, clearly marked with the heading "2026 MAPS Copier/Printer Bid." An original and two (2) copies of the financial terms of the proposal are due no later than 2:00 PM EST, Friday, April 24, 2026. Must also include two (2) copies of detailed brochures for each device you are bidding.

Brochures must include a listing of all the features, along with different options that are available.

2. Late bids will not be accepted.
3. All bids shall be valid to a period of 90 days from opening and will be considered an irrevocable offer for that period of time.
4. Bidders shall provide a list of at least three (3) references (school district references encouraged and preferred) in the State of Michigan with whom they have been providing similar services within the past two years. Names and phone numbers of contact persons shall be included.
5. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review not listed, could be a basis for rejection of the bid. In addition to providing the brand name, bidder must include the model number and manufacturer's number.
6. The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by the District. The copiers are to be delivered to the individual buildings in the locations, and in the time frames determined by the District.
7. Bid amounts are to include all costs associated with installing all systems on our Microsoft Network via 10/100/1000 Ethernet. Power and network drops will be available at all locations.
8. Bidders must clearly indicate extent of warranties, guaranteed response time, and ability to provide parts and services for the equipment on which they are bidding. Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the bidder be unable to do so over the life of the contract.
9. The following items must be included in your bid price:
  - a. The devices offered including brand name, model number, and market introduction date.
  - b. Delivery and Installation of all equipment.
  - c. Instructions and at least two (2) in-services at each location concerning operation of equipment on a mutually acceptable date as agreed to between the building administrator and Bidder.
  - d. Maintenance of all devices in good working condition, including but not limited to all necessary inspections, repairs and adjustments, including replacement of parts and drums. Bidders must indicate annual cost of maintenance and supplies (including staples) on a cost per copy basis for the duration of the contract. All parts and supplies used for maintenance are to be genuine OEM parts to ensure optimum equipment performance.
10. Machines shall be kept in excellent working order so that work delays and copy problems will be minimal. All service calls placed must have a response time of less than four business hours (7:30 a.m. – 4:00 p.m., M-F). Machines must meet the total volume requirements listed under the requirements. The District reserves the right to request a new replacement copier/printer at the Bidder's expense in the event that a recurring problem cannot be corrected to the satisfaction of the School District. The conclusion that a device is experiencing a recurring problem requiring replacement is at the sole discretion of the District.
11. The District may, at their discretion, request a demo machine for a minimum of two (2) weeks before awarding the contract.
12. Machines shall be delivered, installed, and invoiced between July 1, 2026 and July 31, 2026
13. Any deviations and/or concerns with the bid requirements/specifications must be stated in a separate letter with the sealed bid.

### **GENERAL SPECIFICATIONS:**

1. The District reserves the right to add new products throughout the course of the agreement with the same terms and conditions of this agreement.
2. All invoices shall be provided from one billing source, including all devices and services on the same invoice.
3. Monthly meter readings shall be conducted electronically by the bidder.
4. Maintenance per page of all sizes up to 11 x 17 shall be billed as one click. If the cost for 11x17 is different, it must be listed separately.
5. All billing components (equipment, supplies, and maintenance) will be invoiced on a per impression basis. Supply and Maintenance pricing includes initial training, all parts, labor, toner, staples, developer, drum, freight, delivery and all other supplies except paper. This Cost per Click will be fixed and valid for sixty (60) months from the date of successful installation and include no monthly minimums. The bidder must provide credit for all copies produced while servicing equipment.
6. There shall be no per scan charges assessed.
7. No security deposits are required.

### **GENERAL EQUIPMENT SPECIFICATIONS:**

1. Copier/Printers furnished must be "digital" and include all new parts of standard first grade quality, constructed of 100 % new components.
2. Copier/Printers furnished must produce readable, useful, plain paper prints/copies of such typical originals as handwritten and typewritten pages, copies of copies, halftones, carbonless forms, books and colored stock determined by the District. Under normal office use and storage conditions, prints/copies shall be resistant to smudging and shall have readability and file life in excess of seven (7) years.
3. Device noise level, when in standby mode, shall not produce a noise level from fans or other device which exceeds the normal office background noise level as determined by the District.
4. Fax capability is not requested and should not be included in the bid pricing.
5. Machines must support and conduct automated electronic meter readings.
6. Any proposed modifications to sites are subject to the District's approval prior to the placement of any office equipment at any location. The Bidder shall provide the District with written requirements for the installation of their equipment if different than existing. It is the responsibility of the Bidder to profile the requirements of the site. It is each school's responsibility to provide the electrical and site preparation. Surge protectors, if required, shall be provided by the Bidder.
7. All equipment shall meet or exceed the requirements of Underwriters Laboratory (U.L.). Each machine shall have the U.L. label affixed in a conspicuous place.
8. The cost for removal of existing equipment shall be included. Upon removal, vendor must provide a written certificate of secure data sanitization and describe e-waste disposal practices (recycling or certified destruction).

**GENERAL EQUIPMENT SPECIFICATIONS:**

1. The equipment sites should not require any modification or preparation. It is the bidder's responsibility to determine if the site meets the equipment requirements.

**BID PROPOSAL SHEET**

**MONTAGUE AREA PUBLIC SCHOOLS  
REQUEST FOR PROPOSAL - DIGITAL COPIER/PRINTERS**

NAME OF BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I agree to abide by all of the terms of this request for proposal. I confirm that all the specifications and otherwise stated exceptions meet or exceed all the requirements in this request for proposals. I understand that Montague Area Public Schools and its Board of Education reserves the right to reject any or all bids, in whole or in part, to waive any irregularities, and in general, to make the award in any manner deemed in the best interest of the District.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

The following pages contain the specifications for  
Montague Area Public Schools

**Summary: (1) High End Copier/Printers, (9) Mid Range Copier/Printers, (1) Mid Range Color Copier/Printer** (The number of copier/printers are suggestions by the District. The District is looking for a five year total copier/printer solution from the vendor based on several factors such as building size and annual volume.)

**July 2024 – June 2025 12 Month Total Copy Volume By Building**

<b>Central Business Office (mid-range color copier)</b>	
<b>Black/White</b>	<b>35,896</b>
<b>Color</b>	<b>30,487</b>
<b>MHS--Office</b>	<b>108,079</b>
<b>MHS--Library</b>	<b>385,904</b>
<b>MHS--Counseling</b>	<b>227,098</b>
<b>NBC—Teacher’s Lounge</b>	<b>241,960</b>
<b>NBC-Office</b>	<b>311,948</b>
<b>RRO--Office</b>	<b>251,095</b>
<b>RRO—Staff Lounge</b>	<b>397,919</b>
<b>RRO—Office (high end copier)</b>	<b>552,561</b>
<b>MACC--Office</b>	<b>33,190</b>
<b>MACC--Workroom</b>	<b>126,071</b>
<b>Grand Total</b>	<b>2,702,208</b>

**Minimum Hardware Specifications (High End):** (One Copier/Printer Needed)

- Copy/Print Speed: 95 ppm minimum
- Paper Supply: 3,500 Sheet Minimum, 3 trays, 100 Sheet Bypass, 11x17 capable
- Doc Feeder: Dual sided color scanning, 200 Sheet, 95 ppm minimum (Single pass preferred)
- Finisher: 100 Sheet Staple, 3 Hole Punch, 3,500 Sheet Capacity
- USB Port – for printing from and scanning to
- Color and B&W scanning to email account or Microsoft network share. Prefer ability to scan to the authenticated users home directory. (PDF or TIFF) Searchable PDF via copier interface preferred.
- True multitasking capable - allows multiple processes simultaneously.
- Print around feature – machine will bypass a job requiring a particular paper size or type without backloging other jobs.
- Must have the ability to function as a printer within a Microsoft network.
- Minimum 100Base-t Ethernet network connectivity.
- No refurbished units. All devices must be new.
- This machine shall operate on a 240 VAC power supply.
- This machine should be considered “light production class” that realistically has a duty cycle of over 1 million copies each year.

**Proposal:**

Copier/Printer Model (Name & Model): \_\_\_\_\_

Market Entry Date: \_\_\_\_\_

Copies/Prints Per Minute: \_\_\_\_\_

Copy/Print Size Range: \_\_\_\_\_

Paper Tray Capacity: \_\_\_\_\_

Number of Paper Trays: \_\_\_\_\_

Supported Paper Sizes: \_\_\_\_\_

HDD Size: \_\_\_\_\_

Finisher (Description): \_\_\_\_\_

Document Feeder: \_\_\_\_\_

**Additional Options and Prices:**

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**Minimum Hardware Specifications (Mid Range):** (Nine Copier/Printers Needed)

- Copy/print Speed: 55 ppm minimum
- Paper Supply: 3,000 Sheet Minimum, 3 trays, 100 Sheet Bypass, 11x17 capable
- Doc Feeder: Dual sided color scanning, 200 Sheet, 55 ppm minimum (Single pass preferred)
- Finisher: 50 Sheet Staple, 3 Hole Punch, 2,000 Sheet Capacity
- Color and B&W scanning to email account or Microsoft network share. Prefer ability to scan to the authenticated users home directory. (PDF or TIFF) Searchable PDF via copier interface preferred.
- True multitasking capable - allows multiple processes simultaneously.
- Print around feature – machine will bypass a job requiring a particular paper size or type without backloging other jobs.
- Must have the ability to function as a printer within a Microsoft network.
- Minimum 100Base-t Ethernet network connectivity.
- No refurbished units. All devices must be new.
- These machines shall operate on a standard 120 VAC power supply

**Proposal:**

Copier/Printer Model (Name & Model): \_\_\_\_\_

Market Entry Date: \_\_\_\_\_

Copies/Prints Per Minute: \_\_\_\_\_

Copy/Print Size Range: \_\_\_\_\_

Paper Tray Capacity: \_\_\_\_\_

Number of Paper Trays: \_\_\_\_\_

Supported Paper Sizes: \_\_\_\_\_

HDD Size: \_\_\_\_\_

Finisher (Description): \_\_\_\_\_

Document Feeder: \_\_\_\_\_

**Additional Options and Prices:**

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**Minimum Hardware Specifications (Color 1):** (One Copier/Printer Needed)

- Copy/print Speed: 55 ppm minimum
- Paper Supply: 3,000 Sheet Minimum, 3 trays, 100 Sheet Bypass, 11x17 capable
- Doc Feeder: Dual sided color scanning, 200 Sheet, 55 ppm minimum (Single pass preferred)
- Finisher: 50 Sheet Staple, 3 Hole Punch, 2,000 Sheet Capacity
- Color and B&W scanning to email account or Microsoft network share. Prefer ability to scan to the authenticated users home directory. (PDF or TIFF) Searchable PDF via copier interface preferred.
- Capability to reduce and enlarge
- Minimum resolution of 600 dpi x 600 dpi
- True multitasking capable - allows multiple processes simultaneously.
- Print around feature – machine will bypass a job requiring a particular paper size or type without backloging other jobs.
- Must have the ability to function as a printer within a Microsoft network.
- Minimum 100Base-t Ethernet network connectivity.
- No refurbished units. All devices must be new.
- This machine shall operate on a standard 120 VAC power supply.

**Proposal:**

Copier/Printer Model (Name & Model): \_\_\_\_\_

Market Entry Date: \_\_\_\_\_

Copies/Prints Per Minute: \_\_\_\_\_

Copy/Print Size Range: \_\_\_\_\_

Paper Tray Capacity: \_\_\_\_\_

Number of Paper Trays: \_\_\_\_\_

Supported Paper Sizes: \_\_\_\_\_

HDD Size: \_\_\_\_\_

Finisher (Description): \_\_\_\_\_

Document Feeder: \_\_\_\_\_

**Additional Options and Prices:**

\_\_\_\_\_

**Montague Area Public Schools Bid:**

**Cost Per Impression for Full Maintenance & Supplies:**

**B&W Cost Per Impression (60 months locked in):** \_\_\_\_\_ up to legal size \_\_\_\_\_ 11x17 (Indicate if different for device models proposed)

**Color Cost Per Impression (60 months locked in):** \_\_\_\_\_ up to legal size \_\_\_\_\_ 11x17 (Indicate if different for device models proposed)

**Purchase Price (tax exempt) for each machine:**

- Model: \_\_\_\_\_ Purchase Price: \_\_\_\_\_
- Model: \_\_\_\_\_ Purchase Price: \_\_\_\_\_
- Model: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

**Optional Proposals:**

**Familial Disclosure Statement**

In accordance with Section 1267 of Michigan Revised School Code this sworn and notarized statement of an authorized representative, discloses any familial relationship between the owner and/or any employee of the Bidder, and any member of the project Owner’s governing Board(s) or Superintendent(s). The law does not preclude bidders from submitting bids or a Board of Education from approving a bid with a familial relationship. The law requires the notification to allow Board members and the Superintendent to avoid recommending or voting on a conflict of interest.

The following are members of the Board for Montague Area Public Schools:

**Doug Schmidt      Cindy Francis      Ben Rupert      Joel Smith**  
**Emily Fullmer      Amanda Dahl      Karen Neubauer**

The bidder must check one of the following:

\_\_\_\_ No, there is not a familial relationship between the Owner or any employee of the Bidder and any member of the Montague Area Public Schools Board.

\_\_\_\_ Yes, there is a familial relationship between the Owner or an employee of the Bidder and a member of the Montague Area Public Schools Board.

	<u><i>Owner/Employee</i></u>	<u><i>Board Member</i></u>	<u><i>Relationship</i></u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**BIDDER:**

Name of Company\_\_\_\_\_

Name of Representative\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

**NOTARY:**

Subscribed and sworn this \_\_\_\_ day of

\_\_\_\_\_, 2026.

Notary Signature\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

County of \_\_\_\_\_

My Commission expires\_\_\_\_\_

# IRAN ECONOMIC SANCTIONS ACT

## Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the compliance certification requirement provided in the Montague Area Public Schools (the "School District") Request for Proposals for the Purchase of Copiers/Printers (the "RFP"), hereby certifies, represents and warrants that the Bidder (including officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a contract/purchase order as a result of the aforementioned RFP, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract/purchase order or proposed contract for which false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal three (3) years from the date it is determined that the person has submitted the false certification.

### BIDDER:

### NOTARY:

Name of Company \_\_\_\_\_

Subscribed and sworn this \_\_\_\_ day of

Name of Representative \_\_\_\_\_

\_\_\_\_\_, 2026.

Signature \_\_\_\_\_

Notary Signature \_\_\_\_\_

Date \_\_\_\_\_

Notary Public, State of \_\_\_\_\_

County of \_\_\_\_\_

My Commission Expires \_\_\_\_\_