

Windham School District
C/o SAU 95
19 Haverhill Road
Windham, NH 03842
603-425-1976

Request for Proposal (RFP)
3-Black & White (B&W) copiers & 1- Color copier

Equipment to be replaced:

- Konica 200
- Konica Bizhub 363 (to be replaced with a color unit)
- 2- Konica 362s

DL692, KMBS BIZHUB 200: 2,056/month*

DY094, KMBS BIZHUB 200: 2,042/month*

AK866, KMBS BIZHUB 362: 12,970/month*

AK869, KMBS BIZHUB 362: Unknown (in storage)

CH866, KMBS BIZHUB 363: 9,471/month* (50% color)

*assume 10 month year for annual volume

Minimum Requirements

- Paper Cut software
- RFD equipped
- Energy Star Compliant
- Konica/Minolta or Xerox equipment

Bid Requirements

- Replace current equipment in kind except for Konica 363, replace with color unit equivalent
- Only new and current production copier models are acceptable
- Vendors must provide at least two procurement options
- Outright purchase price
- 60 month Fair Market Value (FMV) lease
- Lease option must include a non-appropriation funding clause to be reviewed & approved by the school district
- Proposers must provide at least five current school district references that your company has serviced for at least 5 years
- The list must include company name, contact person, telephone number, & mailing address. Failure to provide references may be cause for rejection of proposal
- A cost per copy service contract is required that covers all service & supplies, except paper & staples
- All proposals must be submitted using the attached proposal form; no exceptions
- Please mail or hand-deliver your sealed bid to the address above to arrive no later than **10:00am, Monday, August 8, 2017**. All Bids Must Be Sealed and marked "**SAU 95 Copier RFP**".

Service Requirements

- Certified service technicians
- Guaranteed uptime of 95%
- Guaranteed 4 hour response time
- Guaranteed 6 hour call-to-completion (from the time the service call is placed until machine is running)

Windham School District Proposal Form

Vendor Information

Company Name:	
Address:	
Contact Person:	
Phone Number:	
Fax Number:	
Email Address:	

Proposed B&W Information

Copier Manufacturer:	
Model #:	
Is this a new & currently produced copier?	
What is the copier speed?	
What is the network printing speed?	
PS PDL? (Y/N)	
PCL PDL? (Y/N)	
What is the scanning speed?	
Scans both in B&W and Color? (Y/N)	
PDF file format? (Y/N)	
Searchable PDF file format? (Y/N)	
TIFF file format? (Y/N)	
XPS file format? (Y/N)	
Scan to email? (Y/N)	
Scan to PC? (Y/N)	
Scan to FTP? (Y/N)	
Scan to USB? (Y/N)	
ADF	
Max document capacity?	
Max page size?	
Dual scan? (Y/N)	
8 1/2" X 11" paper	
Max # of sheets?	
Paper weight range?	
Custom paper	
Max # of sheets?	
Paper size range?	
Paper weight range?	

Bypass	
Max # of sheets?	
Paper size range?	
Paper weight range?	
Sort & Staple Finisher	
Max # sheets output?	
Max # sheets staple?	
2 & 3-hole punch? (Y/N)	
Booklet Finisher	
Max # of sheets?	
Amount of RAM Memory (MB)?	
Energy Compliant (Y/N)?	

Service Information

Average response time:	
Average call-to-completion time:	
Average tenure of service staff:	

Financial Information

Outright Purchase Price?	
What is the 36 month FMV lease payment (\$1 buyout)? Must not include service.	
What is the cost per copy service rate?	
Does an 11X17 copy/print count as a single click? (Y/N)	
Does this service rate cover all service & supplies except paper & staples? (Y/N)	
What is the 48 month FMV lease payment (\$1 buyout)? Must not include service.	

**Windham School District
Proposal Form**

Vendor Information

Company Name:	
Address:	
Contact Person:	
Phone Number:	
Fax Number:	
Email Address:	

Proposed Color Information

Copier Manufacturer:	
Model #:	
Is this a new & currently produced copier?	
What is the copier speed?	
What is the network printing speed?	
PS PDL? (Y/N)	
PCL PDL? (Y/N)	
What is the scanning speed?	
Scans both in B&W and Color? (Y/N)	
PDF file format? (Y/N)	
Searchable PDF file format? (Y/N)	
TIFF file format? (Y/N)	
XPS file format? (Y/N)	
Scan to email? (Y/N)	
Scan to PC? (Y/N)	
Scan to FTP? (Y/N)	
Scan to USB? (Y/N)	
ADF	
Max document capacity?	
Max page size?	
Dual scan? (Y/N)	
8 1/2" X 11" paper	
Max # of sheets?	
Paper weight range?	
Custom paper	
Max # of sheets?	
Paper size range?	
Paper weight range?	
Bypass	
Max # of sheets?	
Paper size range?	
Paper weight range?	
Sort & Staple Finisher	
Max # sheets output?	
Max # sheets staple?	
2 & 3-hole punch? (Y/N)	

Booklet Finisher	
Max # of sheets?	
Amount of RAM Memory (MB)?	
Energy Compliant (Y/N)?	

Service Information

Average response time:	
Average call-to-completion time:	
Average tenure of service staff:	

Financial Information

Outright Purchase Price?	
What is the 60 month FMV lease payment? Must not include service!	
What is the cost per copy service rate?	
Does an 11X17 copy/print count as a single click? (Y/N)	
Does this service rate cover all service & supplies except paper & staples? (Y/N)	
Cost to return existing copiers to the leasing company?	

Please attach five school district references serviced for the past 5 years.

For any questions, please contact Bill Hickey at 603-845-1550.