



Windham School District

*School Administrative Unit 95
19 Haverhill Road
Windham, New Hampshire 03087
Phone (603) 845-1550 • Fax (603) 845-1551*

Request for Proposal (RFP)

Equipment to be replaced with color unit

- Konica 654E
- Konica 363
- Xerox D95
- Xerox D95

Minimum Requirements

- Konica
- Paper Cut software
- RFID equipped
- Energy Star Compliant
- Maximum output volume 37,500 copies/month

Bid Requirements

- Replace current equipment 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
- **Bids are due August 3, 2018 10am.** All Bids Must Be Sealed and marked "SAU 95 Copier RFP".



Windham School District

Service Requirements

Windham School District Proposal Form

Vendor Information

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

Proposed Color Information

Copier Manufacturer:	Konica
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?	



Windham School District

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.