

Paradise Unified School District
Paradise, CA



Every Student Matters. Every Moment Counts.

**2026-2027 Copier and
Managed Print Services RFP**

Due October 21, 2026 3PM Pacific

Request for Proposal

This information was developed in a format to facilitate the preparation of responses to this *Request for Proposals (RFP)* and the subsequent evaluation of those responses. There are several vendors who provide the type of equipment that Paradise Unified School District (PUSD or the District) desires to meet their future copier needs through this competitive selection process. The requirements noted in this RFP are designed to assist in the selection of the vendor that best meets the District's needs. It is expected that all proposing vendors have carefully read and understood the RFP documents.

This document contains the equipment specifications and the requested format for vendor proposals. If additional features or equipment are believed to be appropriate for the school district, please quote them as options and include supporting justification and cost details.

The District reserves the right to the following:

- Accept the Proposal that is, in its judgment, the best and most favorable to the interests of the District,
- To reject the low price Proposal,
- To accept any item of any Proposal,
- To reject any and all Proposals,
- To waive irregularities and informalities in any Proposal submitted or in the *Request for Proposals* process.

General Proposal Instructions

Proposals Due: Please send proposals to Adam Vesely at avesely@pusdk12.org no later than 3:00 p.m. PDT, October 21, 2026.

Only written communication from The District may be considered binding. The District reserves the right to terminate the selection process at any time and to reject any or all Proposals. The contract will be awarded to the vendor whose overall Proposal best meets the requirements of The District. The District shall not be liable for any pre-contract costs incurred by interested vendors participating in the selection process.

The contents of each vendor's Proposal to The District, including technical specifications for hardware and fees, shall remain valid for a minimum of 90 calendar days from the Proposal due date.

PUSD will require the vendor selected to agree to include the contents of this *Request for Proposals* and all representations, warranties, and commitments in the Proposal and related correspondences as contractual obligations when developing final written contracts for equipment and software.

The District may award a contract to a single or multiple vendors.

All proposals **MUST** include a completed response sheet – Exhibit A, attached.

Estimated Schedule

During the selection process, the District will review the submitted Proposals. The District will then pick a final preferred vendor(s) and negotiate final pricing and terms/conditions with the preferred vendor(s). The following is the estimated schedule, as defined by the District and can be changed at its discretion:

Selection Process Step	Estimated Date(s)
Request for Proposals Issued	September 30, 2026
Final Date for Questions	October 9, 2026
Publish Addendum (Q&A)	October 14, 2026
Proposals Due – Received Electronically	October 21, 2026 - 3PM Pacific Time
Anticipated Final Vendor Selection	November 17, 2026
Contract Start Date	January 1, 2027

Purpose

The purpose of this Request for Proposal is to consolidate all copy and managed print services into a single 66-month* agreement with a qualified vendor to provide copiers and managed print services. The agreement shall provide for turnkey installation, full maintenance and support, and vendor provided consumable materials/supplies within the defined scope of the agreement. It is anticipated that the contract shall be effective from January 1, 2027 through June 30, 2032.

Vendors are instructed to propose their most advantageous solution for PUSD in accordance with the requirements and scope of work specified.

All costs are to be fixed at proposed amounts for the duration of the 66-month agreement. This includes but is not limited to lease/rental payments, per-page printing costs, per-page copying costs (if applicable), and software/licensing costs. No escalation or annual price increase should be included in the proposal or any terms.

**The District is requesting a 66-month term so that we may align our next contract with the start of our fiscal year on July 1, 2032.*

Specifications

The specifications of the proposal are contained herein. Proposers must indicate any exception to the specifications listed. Lack of exception constitutes acceptance. Any exceptions may result in reduced scoring in the “Completeness of Proposal and Exceptions” evaluation category.

Proposal Cost Specifications

All proposals must identify the following costs. These costs should be itemized on the response sheet in Exhibit A. The district may choose to select any, all or none of these costs from one or more vendors. Costs in one section must not be dependent on costs in any other section.

1. Hardware Replacement – PUSD is seeking a variety of options to replace existing copy machines. This may include replacing all or some of the machines currently in the district. The district may select from any/all of the options below. The costs below should only include costs for the turnkey cost of the installed hardware, including but not limited to applicable interest or finance charges, installation costs, removal, and haul away/return to lessor of old machines. There are to be no maintenance, service, or support costs included herein. Section 2 includes all copier maintenance and support costs.
 - A. The cost for 13 brand new copy machines with rentals/leases ending in Dec 2026, as listed in Exhibit B, to be replaced with brand new, equivalent feature, copy machines. The proposal should include the cost for replacement with:
 - i. Canon brand copy machines
 - a. Annual cost for 66-month financing or lease with \$0 buyout
 - b. Annual cost for 66-month lease with Full Market Value Buyout
 - c. One time cost to outright purchase the machines
 - B. The cost for 2 brand new copy machines that are New Devices, as listed in Exhibit B. These devices should have equivalent features to the other leased copiers being replaced. The proposal should include the cost with:
 - i. Canon brand copy machines
 - a. Annual cost for 66-month financing or lease with \$0 buyout
 - b. Annual cost for 66-month lease with Full Market Value Buyout
 - c. One time cost to outright purchase the machines
 - C. Vendor purchase of current District Hardware - 1 owned copier
 - i. Amount paid to district, one time in dollars, for vendor to purchase and take ownership of 1 Ricoh copy machine owned outright. Copier would be sold from the district to the vendor as a part of the agreements. This copy machine is indicated in Exhibit B as District Owned.
 - D. All proposed machines should be the closest equivalent model available regarding features and throughput to the existing machines as listed in Exhibit B. Used and factory refurbished machines will not be considered.
2. For pages produced from a copy machine
 - A. The number of pages, both color and black and white included annually in a fixed cost agreement (if entirely a cost per page proposal, this number should be 0).
 - B. The cost per page, both color and black and white, for each page that exceeds the annual fixed cost number (overage).

- C. The credit per page, both color and black and white, for each page under the annual fixed cost number (underage). This is applicable to all 15 copy machines regardless of the purchasing method selected in section 1.
- 3. For pages produced from a printer
 - A. The number of pages, both color and black and white included annually in a fixed cost agreement (if entirely a cost per page proposal, this number should be 0).
 - B. The cost per page, both color and black and white, for each page that exceeds the annual fixed cost number (overage).
 - C. The credit per page, both color and black and white, for each page under the annual fixed cost number (underage).
- 4. UniFLOW and Other Applicable Software/Licensing: The District plans to continue managing the fleet of copiers and printers with UniFLOW. Copiers include Scanning, Secure Print, and faxing via our Xmedius service capabilities. Printer/copier volume is all collected and managed in UniFLOW. The proposals should include software costs as well as who would support this software, upgrades, etc. Our preference is for UniFLOW to be managed by the proposing vendor as opposed to a 3rd party vendor. The vendor responsible for supporting UniFLOW must be registered as a UniFLOW Authorized Partner.
 - A. The proposer must include ALL software and licensing costs to operate UniFLOW annually. Costs must be fixed (no escalation) for a period of 66 months from the date of this agreement.
 - B. Name of UniFLOW Authorized Partner responsible for supporting UniFLOW.
 - C. List any costs, onetime or annual, to furnish a complete and total turnkey copy and print management system to PUSD in adherence to the specifications and requirements of this RFP.

Copier Hardware

Copy Machines: The district currently has 12 Canon copy machines on a lease that expires on December 31, 2026, and 1 Canon copy machines as a rental that expires in December, 2026. Additionally, the District owns 10 Canon copiers and 1 Ricoh copier (the Ricoh will be replaced) outright. See Exhibit B (attached) for a list of existing copiers including their location and lease status. Copiers produce a pooled estimated (based on UniFLOW metering) 2,250,000 black and white pages and 625,000 color pages per year.

Printers: The district continues to decrease our small printer fleet and purchased new printers in Spring 2025. See Exhibit C for the existing printers, which produce a pooled estimated (based on UniFLOW metering) 90,000 black pages and 0 color pages per year. The proposal does not seek to replace any printer hardware. The proposal must allow the district to add or remove printers from the proposal during the term of the agreement. Adding or removing a printer must not change the per page cost – which will be solely dictated by the number of color and black and white pages produced by the printers at the agreed rate. Any restrictions to printer models, types, etc., that can or cannot be added during the agreement must be specified as exceptions to these specifications.

Consumable Supplies

The successful vendor will be responsible for "just-in-time" inventory management of all consumable supplies (except throughput media) including end-user replaceable components for all output devices defined within this RFP.

- Covers all PUSD copiers and printers specified in Exhibits B & C
- Vendor is responsible for the delivery of supplies to the point of need.

Requirements for the consumable supplies required by this RFP.

- Black and White toner is strongly preferred to be OEM. We are open to alternatives, but they must have comparable performance to OEM toner. Toner that continually leaks, prints with additional marks on the page, or appears too light will be rejected and will be replaced at the vendor's cost.
- Color toner must be OEM.
- Consumable supplies must meet original equipment manufacturers' specifications.
- Consumable supplies must not exceed 0.5% failure rate.
- Vendor assumes all responsibility for hardware performance due to consumable supplies.
- Covers all multifunction devices and network printers included within this RFP.
- Vendor retains ownership of all consumables inventory.
- Downtime due to lack of consumable supplies will not be acceptable.
- Vendor is responsible for delivery of supplies to point of need or location determined by technology staff.

- PUSD does have a desire to have excess inventory on-hand at any location or device placement. A minimum of one excess cartridge must be available per building for EACH unique cartridge model used at that building. PUSD has 9 "Buildings". Exhibits B & C list the copy machines and printers at each building.
- PUSD is interested in proactive device monitoring and just-in-time delivery of necessary consumable supplies.

Fix/Repair Maintenance: The successful vendor shall be responsible for all toner, fix/repair maintenance, and/or replacement of all output devices included in a contract resulting from this RFP.

- Covers all PUSD copiers and printers.
- Hardware must meet specifications and minimum uptime requirements.
- Vendor will meet minimum service response requirements.

Requirements for the fix/repair maintenance required by this RFP

End-User Support: The successful vendor shall be responsible for end-user help-desk support for the entire PUSD organization.

- Provide end-user help desk support for all PUSD users on all printers covered by a contract resulting from this RFP.
- Provide a single point of contact for PUSD technology staff.

Management & Process Controls: The successful vendor shall be responsible for the management of the PUSD copier and printer fleet as described within this RFP including measurement and reporting of results. UniFLOW Software should be included in the proposal.

- Electronic monitoring of all output devices that are part of a resulting contract.
- Maintaining service records to report individual device performance.
- Ability to measure and manage output at a job, user or facility level.
- Ability to allocate cost by job, user and facility.
- Ability to manage user access and workflows.
- Manage fleet optimization.
- Additional features available that have been proven to reduce paper and print waste.

Please describe any guarantees you offer for device performance and uptime including penalties for non-performance if applicable:

1. Vendor shall respond to a request for maintenance within one (2) hours.
2. Vendor shall maintain an average on-site response time no more than eight (8) business hours after receiving the original request for maintenance.
3. Vendor shall maintain an average repair time of no longer than twenty four (24) hours after receiving the original request for maintenance.
4. PUSD may be interested in proactive device monitoring and automated service dispatch.

5. Service parts and components must meet original equipment manufacturers' specifications.
6. Vendor assumes all responsibility for hardware performance due to service parts and components.
7. Vendor retains ownership of all service parts and components until such time they are placed in an output device.
8. Vendor will assume responsibility for the disposal of and recycling of all service parts.
9. Vendor will supply PUSD with a call completion notification in either hard copy or electronic format.
10. The proposer must include, in writing, any exceptions taken to specifications within this proposal.

References

PUSD requires a vendor who understands how copy and print services work in school districts and has a track record of building successful relationships and partnerships with customers. Proposals must include three unique references. Each reference should be from a public school district in California that has (1) five or more school buildings (2) a minimum of 1500 students enrolled district-wide and (3) vendor has serviced copy and print management for a minimum of 1 year.

Evaluation Criteria

Criteria	Percentage
Price	40%
Completeness of Proposal and Exceptions	20%
Service, Support, and Supply Management	20%
References and Experience	20%

Exhibit A – Response Form

1. Hardware Replacement

1.A - Cost for 13 brand new copy machines

Option 1.A.i – Canon brand hardware - annual cost for:

1.A.i.a - 66-month lease with \$0 buyout _____

1.A.i.b - 66-month fully financed purchase _____

1.A.i.c - Onetime upfront purchase _____

1.B – Cost for 2 brand new copy machines

Option 1.B.i – Canon brand hardware - annual cost for:

1.B.i.1- 66-month lease with \$0 buyout _____

1.B.i.2 - 66-month fully financed purchase _____

1.B.i.3 - Onetime upfront purchase _____

1.C - Credit for vendor purchase of 1 owned copy machine

1.C - Credit to district in dollars _____

2. Maintenance, Support & Consumables – 25 Copy Machines

2.A - Number of pooled pages annually printed from all 25 copy machines included in lease/finance agreement and district owned (if applicable)

2.A.i - # Pages Black & White _____

2.A.ii - # Pages Color _____

2.B - Cost per page, in dollars, for pages printed from all 25 copy machines in excess (overage) of the numbers listed in response 2.A

2.B.i - Cost per Black & White page _____

2.B.ii - Cost per Color page _____

2.C - Credit per page, in dollars, for the number of pages printed from all 25 copy machines less than (underage) the included amount in 2.A, if applicable

2.C.i - Credit per Black & White page _____

2.C.ii - Credit per Color page _____

3. Maintenance, Support & Consumables – Printers

3.A - Number of pooled pages annually printed from any printer included in lease/finance agreement and district owned (if applicable)

3.A.i - # Pages Black & White _____

3.A.ii - # Pages Color _____

3.B - Cost per page, in dollars, for pages printed from any printer in excess (overage) of the numbers listed in response 3.A

3.B.i - Cost per Black & White page _____

3.B.ii - Cost per Color page _____

3.C - Credit per page, in dollars, for the number of pages printed from a copy machine less than (underage) the included amount in 3.A, if applicable

3.C.i - Credit per Black & White page _____

3.C.ii - Credit per Color page _____

4. Software, Licensing, and ANY other costs

4.A – Annual UnFLOW costs _____

4.B – Name of UniFLOW Authorized Partner _____

4.C – Any and all costs to district on an annual and or onetime basis not included in any of the above that are required to furnish a complete and total turnkey managed print and copier service in adherence with the specifications of this RFP. Please describe in detail below.

5. References

Reference 1

Reference Name _____ School District _____

Reference Title _____ Years Known _____

Reference Phone _____ Reference E-Mail _____

Describe your managed printer services relationship _____

Reference 2

Reference Name _____ School District _____

Reference Title _____ Years Known _____

Reference Phone _____ Reference E-Mail _____

Describe your managed printer services relationship _____

Reference 3

Reference Name _____ School District _____

Reference Title _____ Years Known _____

Reference Phone _____ Reference E-Mail _____

Describe your managed printer services relationship _____

Exhibit B – Copy Machine Inventory

Serial Number	Make	Model	Accessories	Ownership Status	Replacement Status	Location
4JB14073	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	Cedarwood Elementary
4JB13499	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	District Office
38C02090	Ricoh	IMC 6000	Finisher with 3-hole punch/stapling, high capacity drawer	District Owned	Replace	Food Services
4JB18621	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	Paradise Elementary
4GQ00736	Canon	imageFORCE C5140	No Finisher	District Owned	Keep	Paradise High
4JB13755	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	Paradise High
4JB14034	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	Paradise Junior High
4JB14044	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	Paradise Ridge Elementary
4JB14054	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	Pine Ridge
4JB13799	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	Ridgeview High
4JB13510	Canon	imageRUNNER Advance DX C259iF	No Finisher	District Owned	Keep	Transportation
38C02102	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Cedarwood Elementary
38C02106	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Cedarwood Elementary
38C02117	Canon	imageRUNNER Advance DX C5860i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	District Office
38C02051	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Paradise eLearning Academy
38C01986	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high	Lease Expiration Dec 2026	Replace	Paradise High

			capacity drawer			
38C02055	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Paradise High
37S01176	Canon	imageRUNNER Advance DX C5860i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Paradise Junior High
38C02086	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Paradise Ridge Elementary
38C02051	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Paradise Ridge Elementary
38C02156	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Pine Ridge
38C02080	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Ridgeview High
38C02080	Canon	imageRUNNER Advance DX C5850i	Finisher with 3-hole punch/stapling, high capacity drawer	Lease Expiration Dec 2026	Replace	Transportation
3AP03436	Canon	imageRUNNER Advance DX C5750	Finisher with 3-hole punch/stapling, high capacity drawer	Rental Expiration Dec 2026	Replace	Paradise Elementary
TBD	Canon	TBD	Finisher with 3-hole punch/stapling, high capacity drawer	New Device	New Device	Paradise Junior High

Exhibit C – Printer Inventory

Serial Number	Make	Model	Location	Ownership Status
U66651M3N255842	Brother	HL-L6415DW	Cedarwood Elementary	District Owned
U66651L3N243614	Brother	HL-L6415DW	Cedarwood Elementary	District Owned
U66651M3N255832	Brother	HL-L6415DW	Cedarwood Elementary	District Owned
U66651M3N255833	Brother	HL-L6415DW	Cedarwood Elementary	District Owned
U66651H4N428135	Brother	HL-L6415DW	Cedarwood Elementary	District Owned
U66651A6N876335	Brother	HL-L6415DW	Paradise Elementary	District Owned
U66651A6N876342	Brother	HL-L6415DW	Paradise Elementary	District Owned
U66651A6N876337	Brother	HL-L6415DW	Paradise Elementary	District Owned
U66651A6N876261	Brother	HL-L6415DW	Paradise Elementary	District Owned
U66651L3N243348	Brother	HL-L6415DW	Paradise High	District Owned
U66651L3N243349	Brother	HL-L6415DW	Paradise High	District Owned
U66651F4N349458	Brother	HL-L6415DW	Paradise High	District Owned
U66651L3N243345	Brother	HL-L6415DW	Paradise High	District Owned
U66651F4N349462	Brother	HL-L6415DW	Paradise High	District Owned
U66651L3N243340	Brother	HL-L6415DW	Paradise High	District Owned
U66651L3N243347	Brother	HL-L6415DW	Paradise High	District Owned
U66651L3N243574	Brother	HL-L6415DW	Paradise High	District Owned
U66651L3N243341	Brother	HL-L6415DW	Paradise High	District Owned
U66651H4N428116	Brother	HL-L6415DW	Paradise High	District Owned
U66651L3N243365	Brother	HL-L6415DW	Paradise Junior High	District Owned
U66651L3N243358	Brother	HL-L6415DW	Paradise Junior High	District Owned
U66651L3N243364	Brother	HL-L6415DW	Paradise Junior High	District Owned
U66651L3N243355	Brother	HL-L6415DW	Paradise Junior High	District Owned
U66651H4N428129	Brother	HL-L6415DW	Paradise Junior High	District Owned
U66651L3N243377	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned
U66651L3N243515	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned
U66651L3N243374	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned
U66651L3N243368	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned
U66651L3N243369	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned
U66651L3N243376	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned
U66651L3N243375	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned

U66651H4N428109	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned
U66651G4N382801	Brother	HL-L6415DW	Paradise Ridge Elementary	District Owned
U66651M3N255844	Brother	HL-L6415DW	Pine Ridge	District Owned
U66651M3N255846	Brother	HL-L6415DW	Pine Ridge	District Owned
U66651M4N560899	Brother	HL-L6415DW	Pine Ridge	District Owned
U66651M3N255843	Brother	HL-L6415DW	Pine Ridge	District Owned
U66651M3N255847	Brother	HL-L6415DW	Pine Ridge	District Owned
U66651M3N255848	Brother	HL-L6415DW	Pine Ridge	District Owned
U66651H4N428115	Brother	HL-L6415DW	Pine Ridge	District Owned
U66651L3N243353	Brother	HL-L6415DW	Ridgeview High	District Owned
U66651G4N382780	Brother	HL-L6415DW	Transportation	District Owned