

Biggs Unified School District

300 B STREET, BIGGS, CALIFORNIA 95917

(530)868-1281

Doug Kaelin
Superintendent

NOTICE INVITING TO BID

Biggs Unified School District is seeking proposals from qualified companies to provide printer and copier replacement and maintenance services that will achieve the following objectives:

- Implementing an optimization and standardization strategy for the copier oversight, controls, and managing hardware, consumables, and software to support the district.
- Evaluating and recommending print/copy/scan flow improvements.
- Reducing the districts' printing costs.
- Minimize downtime and maintenance calls.

The successful proposal will result in an agreement that includes a lease and maintenance for a period of five (5) years. The scope includes everything from installation and maintenance to security and optimization.

All copiers are maintained, configured, and repaired by the vendor (s), who shall be required to interact with the Biggs Unified School District technical staff to coordinate configurations and protocols. The district would like to reduce the number of machines on site, while still supporting staff needs.

Proposals/Bids will be accepted no later than Friday, 4:00 pm, November 14, 2025

For the complete list of current devices, all questions specified above will be accepted via email at adyer@biggs.org or by calling Analyn Dyer at the Biggs Unified School District Office #530-868-1281 extension 8102.

The Biggs Unified School District Board of Trustees reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the lower bidder, and/ or waive any irregularities and informalities in any quote received; and in general to make awards in any manner deemed to be in the best interest of Biggs Unified School District. These projects will proceed if/when approved by the Biggs Unified School District.

Doug Kaelin
Superintendent