Elmwood-Murdock Public Schools – RFQ

Elmwood-Murdock Public Schools hereby invites qualified local vendors to submit quotations for the provision of leased multifunction copier and printer equipment, including all associated service, maintenance, repairs, supplies (excluding paper), and technical support. Through this RFQ, the district seeks to establish a partnership with a vendor that can deliver high-performance printing solutions, exceptional customer service, and a cost-effective ownership model. The selected solution should provide reliability, scalability, and operational efficiency while supporting the district's current and future document management needs.

Devices

BW Copier, Printer, Scanner – Quantity 2 (75-85 PPM)

Specification	Meets Specification
Tandem Tray	☐
Paper Pass Unit	☐
Duplex Single Pass Feeder	☐
OCR, PCL, and Adobe PostScript	☐
External Stacking/Stapling Finisher	☐
eGoldFax Integration Capabilities	☐

BW & COLOR Desktop Multifunction Device – Quantity 2 (35-45 PPM)

Specification	Meets Specification
Duplex Single Pass Feeder	☐
(x1) High Stand	☐

BW Desktop Single-function Device – Quantity 1 (45-55 PPM)

Specification	Meets Specification
Duplex Single Pass Feeder	☐
Wireless Connection	☐

Solutions

PaperCut MF

- Must have at least 2 certified/licensed PaperCut technicians on vendor's payroll
- **Line item this expense**

eGoldFax

- Will need the minimum 250 pages per month included
- **Line item this expense**

Quotation Form

Device Lease

Lease cost for all machines, per month: $_____

Device Service

Monthly Service for _____B/W Pages: $_____

B/W Overage Cost per Page: _____

Monthly Service for _____ Color Pages: $_____

Color Overage Cost per Page: _____

Solution Lease

Lease cost for all solutions, per month: $_____

Total Lease & Service (per month) $_____

Additional Details

- Must have responses submitted by 11-25-26 at 12pm CST
- Vendor will be selected by 12-9-26 at 12pm CST
- Installation must occur prior to 3-29-27
- All buyout funds for Elmwood-Murdock's current print contract w/ Bishop Business will be taken care of by the selected or winning vendor
- Overages will be billed on an Annual basis
- Pricing will be given using a 60-month FMV (Fair Market Value) lease terms/rates