

# Pecatonica Area School District

## Request for Proposal

### Managed Print Services

| Item                     | Details                 |
|--------------------------|-------------------------|
| Date Issued              | September 16, 2026      |
| Proposal Due             | October 2, 2026 3:00 PM |
| Anticipated Award        | November 16, 2026       |
| Requested Term           | 60 Months               |
| Requested Implementation | December 29-31, 2026    |

## 1. Purpose

The Pecatonica Area School District is seeking a qualified vendor to replace and support its copier, printer, scanning, and faxing needs under one managed print services agreement. The district is looking for a reliable, secure, easy to manage solution with strong local support, predictable billing, clear reporting, and minimal disruption for district staff.

The Pecatonica Area School District is currently under a 60-month agreement with Gordon-Flesch Company, expiring 2/15/2027. The district would like to implement a new solution over the scheduled Christmas break to mitigate disruption with the staff while equipment is replaced. The chosen vendor must agree to cover the final monthly payment (\$833.17) of the existing contract + all return shipping expenses.

## 2. Requested Solution

- Six new A3 Copiers configured by location as listed in Section 3.
- All service calls, parts, labor, toner, supplies, delivery, installation, setup, training, and lease return shipping included.
- One consolidated invoice with clear equipment, service, and usage detail.
- Annual business review covering device usage, service history, print volume trends, and cost saving recommendations.
- Ability to adjust volume allowances during the agreement if the district usage changes.
- Awarded vendor will be responsible for return shipping expense of existing leased equipment.

## 3. Required Equipment Schedule

Vendors may propose equivalent models only if they clearly meet or exceed the intent of the requested configuration. Any substitution must be identified with a short explanation of differences and any impact to user experience, service, supplies, or total cost.

| Location                 | Address                                | Requested Equipment | Minimum Configuration                                                                      |
|--------------------------|----------------------------------------|---------------------|--------------------------------------------------------------------------------------------|
| Elementary Work Room     | 701 School Road<br>Hollandale, WI      | 65 PPM A3 Color MFP | 1x Paper Tray + Tandem Trays, LCC, 3K Stacking<br>Stapling Finisher, 3-Hole Punch, Fax Kit |
| High School Library      | 704 Cross Street<br>Blanchardville, WI | 65 PPM A3 B&W MFP   | 4x Paper Trays, Inner Finisher                                                             |
| High School Work Room    | 704 Cross Street<br>Blanchardville, WI | 65 PPM A3 B&W MFP   | 4x Paper Trays, Inner Finisher, 3-Hole Punch                                               |
| High School Front Office | 704 Cross Street<br>Blanchardville, WI | 45 PPM A3 Color MFP | 4x Paper Trays, Inner Folding Unit, External Finisher                                      |
| District Office          | 704 Cross Street<br>Blanchardville, WI | 45 PPM A3 Color MFP | 4x Paper Trays, Inner Finisher, Fax Kit                                                    |
| Elementary Library       | 701 School Road<br>Hollandale, WI      | 45 PPM A3 Color MFP | 4x Paper Trays, Inner Finisher, Fax Kit                                                    |

## 4. Minimum Requirements

### 4.1 Equipment and User Experience

- All A3 Copiers must provide print, copy, and scan in B/W and color, with 11 x 17 support.
- District Office A3 copier must provide fax capabilities.
- All A3 Copiers must have the ability to utilize secure print release via user codes.
- All equipment must be new and manufacturer supported.
- Finishing accessories and paper tray configuration must match the equipment schedule.
- Vendor must include all required software, licensing, subscriptions, connectors, or accessories in the proposal price.

### 4.2 Managed Print Services

- All toner, parts, maintenance kits, labor, mileage, service calls, delivery, installation, and training must be included.
- Toner should be supplied proactively when supported by the vendor monitoring platform.
- Vendor must provide local or regional service coverage during normal business hours.
- Vendor must state average onsite response time, escalation process, technician coverage, and parts availability.
- Vendor must provide a single point of contact for implementation and ongoing account management.

## 5. Proposal Response Requirements

Responses should be clear and practical. Marketing material may be included as an appendix, but the main response should directly address the items below.

- Company background, years in business, and financial stability.
- Complete equipment schedule with make, model, configuration, and department placement.
- Clear list of exceptions, substitutions, assumptions, or added costs.
- Implementation plan including delivery, installation, configuration, training, customer support, and lease return support.
- Service plan including onsite response, escalation, technician coverage, parts availability, support hours, and monitoring capabilities.
- Three references from educational, government, or related organizations.
- Pricing using the format in Section 7.

## 6. Evaluation Criteria

| Area                            | District May Consider                                                                                                            |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Service and support             | Local response capability, trained technicians, escalation process, monitoring, parts availability, and clear account ownership. |
| Technology fit                  | Ability to meet the requested configurations, scanning, print drivers, reporting, and embedded security requirements.            |
| Total cost and price protection | Full cost over the term, overage rates, included services, lease structure, and long-term price clarity.                         |
| Vendor qualifications           | Public sector experience, relevant references, manufacturer support, financial stability, and implementation approach.           |
| Overall value                   | Ease of administration, user experience, risk reduction, device security, and fit with the district needs.                       |

The Pecatonica Area School District reserves the right to select the proposal that best meets its needs and provides the best overall value. The lowest price proposal may not be selected if another proposal provides stronger service, lower risk, better security, or better long-term value.

## 7. Pricing Schedule

Pricing must be easy to compare and must include all costs expected during the agreement. Annual escalations and other fees (if applicable) must be included in pricing table.

| Cost Item                      | 60 Month Option |
|--------------------------------|-----------------|
| Total Annual Cost Year 1       | \$              |
| Total Annual Cost Year 2       | \$              |
| Total Annual Cost Year 3       | \$              |
| Total Annual Cost Year 4       | \$              |
| Total Annual Cost Year 5       | \$              |
| Other Fees not included above  | \$              |
| Total cost over agreement term | \$              |

## 8. Volume Allowances and Overage Pricing

Respondents should include annual black and white and color allowances with overage rates. Allowances should be adjustable during the term if actual usage changes.

| Meter Group                   | Included Volume  | Overage Rate |
|-------------------------------|------------------|--------------|
| A3 Color Copiers: B/W Pages   | 594,600 Annually | \$           |
| A3 Color Copiers: Color Pages | 211,000 Annually | \$           |

## 9. Term, Billing, and Reporting

- Requested agreement term is 60-month FMV lease.
- Billing should be consolidated into one invoice with asset level reporting when available.
- Overages should be billed annually unless another structure is proposed and accepted by the District.
- The District should have the ability to adjust allowances during the agreement if actual usage changes.
- Vendor should provide annual reporting on usage, service history, trends, and improvement recommendations.

## 10. Submission Instructions

Proposals must be submitted by the date and time listed below. Late or incomplete proposals may be rejected. The District will not pay costs related to preparing or submitting a proposal.

| Submission Item   | Details                                                |
|-------------------|--------------------------------------------------------|
| Submit to         | Dr. Dani Scott                                         |
| Email             | dscott@pecatonica.k12.wi.us                            |
| Physical address  | 704 Cross Street, PO Box 117, Blanchardville, WI 53516 |
| Proposal deadline | 10-02-2026 3:00 PM                                     |

Any questions concerning this RFP should be directed to Dr. Dani Scott, Superintendent, at [dscott@pecatonica.k12.wi.us](mailto:dscott@pecatonica.k12.wi.us).

## 11. District Rights and General Conditions

- The district may accept or reject any or all proposals.
- The district may waive minor irregularities or informalities.
- The district may request clarification, added information, presentations, or demonstrations.
- The district may negotiate final terms with the selected respondent.
- Submitted proposals may become public records under applicable Wisconsin public records laws.
- Respondents should clearly identify any confidential, proprietary, or trade secret information.