

# Managed Print Services

Request for Proposal  
2022-2023



# Managed Print Services

## Includes:

- **Printing, Copying, Scanning, and Faxing**
- **Provides Printers and Multi-Function Devices (Copiers)**
- **Service, Support, and Supplies**
- **Quarterly Reviews**



# Current State

- **About 10 million copies per year**
  - **8,198,510 to date**
  - **46,582 daily average**
- **Total yearly cost: \$158,908**
- **239 total pieces of equipment**



# RFP Timeline

**PROJECT**

**DATE**

**RFP Issuance**

**December 22, 2022**

**Vendor Intention to Respond**

**January 18, 2023**

**District Walkthrough**

**January 26, 2023**

**Proposals Due**

**January 9, 2023**

**Evaluation**

**January 16, 2023**

**Vendor Selection**

**March 1, 2023**



# Areas of Evaluation

The background of the slide shows a person's hands operating a large, grey paper shredder. The person is wearing a light-colored, long-sleeved shirt. The shredder has a control panel with a small screen and several buttons. The overall scene is brightly lit, suggesting an office or classroom environment.

**Cost Effectiveness**

**Service and Support**

**Past Performance**

**Knowledge of Papercut Software**

**Security Practices**

**Quality**

**Suitability**

**Impact on Instructional Time**

**Reliability**

**Future Proof**

# Lease Highlights

- **Leverages a mixture of new & District-owned devices**
  - **87 new**
  - **77 used**
- **Upgraded 21 single-function printers to multi-function devices (MFDs)**
- **Upgraded several MFDs to color and eliminated color printers**
- **Reduced overall number of printing/copying devices by 75 for a total of 164 devices**



# Proposed Marco Lease

## 2024-2029

- Monthly costs:
  - Lease charge - \$4,388.56
  - Papercut License - \$988.03
  - eGoldfax - \$255.92
- Total monthly lease cost - \$5,632.51 (\$8,116.84)
- Total yearly lease cost - \$67,482.12 (\$97,402.08)





# Anticipated Lease Savings

- Monthly lease savings - **\$2,484.33**
- Yearly lease savings - **\$29,811.96**

**5-year savings:**

**\$149,059.80**





# The Future

- **About 8 million copies per year**
  - Increase use of Print Shop
  - Additional implementation of Follow Me
- **Shift 50% of copies from printers to copiers**
  - Yearly savings of nearly \$10,000
- **Replace all printers with copiers (MFDs)**

