

REQUEST FOR PROPOSAL (RFP) (Revised Dates)

Copier Maintenance & Software Management Services

Chickasha Public Schools

Issue Date:09/8/25

1. Introduction

Chickasha Public Schools is seeking proposals from qualified vendors to provide comprehensive maintenance and software management services for the district's fleet of copiers. The resulting agreement will be for a five-year term, beginning 11/01/2025 and ending 11/01/2030, with the option to extend upon mutual agreement.

2. Scope of Services

The selected vendor will provide full-service copier maintenance and software management, including but not limited to:

- Preventative Maintenance: Scheduled inspections and servicing to minimize downtime.
- Repairs: On-call service for breakdowns, including parts, labor, and travel.
- Toner & Consumables: Supply and delivery (excluding paper) as required.
- Software Management: Remote monitoring, usage tracking, automated meter reads, secure print release, and user authentication.
- Response Time: Priority response within 4 business hours for service calls.
- Replacement Equipment: Temporary replacement units if repairs exceed 3 days.

A list of all copiers, including make, model, and location, is attached as Appendix A.

3. Vendor Qualifications

- At least 5 years of experience in copier maintenance and software management.
- Experience with a variety of copier brands and models.
- The ability to provide prompt on-site service within 150 miles of Chickasha.
- References from at least three (3) clients with similar service agreements.

4. Walk-Through Opportunity

Vendors are welcome to conduct a walk-through of all sites prior to submitting proposals. To schedule, contact Joe Molder at 405-620-2981 or jmolder@chickasha.k12.ok.us no later than 10/10/2025.

5. Proposal Submission Requirements

- Cover Letter summarizing the vendor's interest and qualifications.
- Company Profile including years in business, staffing, and locations.
- Proposed Service Plan detailing maintenance procedures, software management capabilities, and response times.

- Pricing Structure (include monthly cost with maximum page limits and per page overage costs). Pricing structure should include a 5 year agreement with a maximum of 15% cumulative for the entire agreement.
- References from comparable clients.
- Proof of Insurance meeting the district's minimum coverage requirements.

6. Timeline

- RFP Issued: 09/08/2025
- Walk-Through Deadline: 10/10/2025
- Questions Due: 10/10/2025
- Proposals Due: 10/10/2025
- Evaluation & Selection: 10/13/2025
- Contract Start Date: 11/01/2025

7. Evaluation Criteria

- Experience and qualifications (25%)
- Service plan and capabilities (25%)
- Software management functionality (20%)
- Pricing (20%)
- References and past performance (10%)

8. Terms & Conditions

The district reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous.

The selected vendor will be required to enter into a formal agreement with the district.

All costs associated with preparing and submitting a proposal are the responsibility of the vendor.

Contact for Questions:

Jennifer Stegman, Assistant Superintendent
Chickasha Public Schools
405-222-2500 | jstegman@chickasha.k12.ok.us

Attachments:

- Appendix A – Copier Inventory List

Chickasha Public Schools Copier and Printer Devices

Make	Model	Device Type	Serial Number	Location	Floor	Department	Accessories
HP	Laserjet pro 400 M401dn		PHGFF59922	Administration - 900 W Choctaw	1st		
HP	Laserjet P3015		VNB3Y65753	Administration - 900 W Choctaw	1st		
HP	LaserJet P4014dn		CNDX328984	Administration - 900 W Choctaw	1st		
HP	Color LaserJet Managed MFP E87640dn	MFD	CNC1N2D015	Administration - 900 W Choctaw	1st	Super Asst Ofc Rm 5	Int Fin + 4 Tray
HP	LaserJet Pro M404dn	Printer	PHBB363485	Administration - 900 W Choctaw	1st	Super Ofc	
HP	LaserJet Pro M402dne	Printer	PHB5F34112	Administration - 900 W Choctaw	1st	Exec Dir Ops Rm 6	
HP	LaserJet Pro M501dn	Printer	PHBTQ02227	Administration - 900 W Choctaw	1st	Payroll Rm 4	
HP	LaserJet Pro 400 M401n	Printer	PHGDB43076	Administration - 900 W Choctaw	1st	Welcome Ctr Rm 17	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1M7C07Q	Administration - 900 W Choctaw	1st	Finance Rm 11	Int Fin + 4 Tray
HP	LaserJet Pro M501dn	Printer	PHBTR70466	Administration - 900 W Choctaw	1st	Asst Super Rm 11A	MICR
HP	LaserJet Pro M404dn	Printer	PHBB269094	Administration - 900 W Choctaw	1st	Treasurer Rm 2	MICR
HP	LaserJet Managed MFP E82540dn	MFD	CNB1L3Q453	Administration - 900 W Choctaw	1st	Personnel Rm 8	Int Fin + 4 Tray
HP	LaserJet Pro 500 MFP M521dn	MFD	CNDKN2N134	Transportation - 706 N 16th St	1st	Front Rm	
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07W	Transportation - 706 N 16th St	1st	Back Rm	
HP	Color LaserJet Managed MFP E47528f	MFD	CNCRR2R2G3	Chickasha High School - 101 John P Cowan St	Act Ctr - Upper	Activity Ctr Upper Level Music	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1M7G07Z	Chickasha High School - 101 John P Cowan St	Act Ctr - Upper	Athletic Dir Secretary	
HP	Color LaserJet Managed E55040dn	Printer	JPBCN2506C	Chickasha High School - 101 John P Cowan St	Act Ctr - Upper	Athletic Dir	
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07F	Chickasha High School - 101 John P Cowan St	Act Ctr - Lower	Girls Basketball Ofc	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1MBP05P	Chickasha High School - 101 John P Cowan St	1st	HS Ofc	2nd Output + 4 Tray
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07C	Chickasha High School - 101 John P Cowan St	1st	HS Principal Ofc	
HP	LaserJet P4015n	Printer	JPDF275792	Chickasha High School - 101 John P Cowan St	1st	Records Rm 212	
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1J05H	Chickasha High School - 101 John P Cowan St	1st	Teacher Lounge	Fin + 4 Tray
HP	LaserJet Managed MFP E52645dn	MFD	MXBCN2K2RK	Chickasha High School - 101 John P Cowan St	1st	Counselor	
HP	LaserJet Managed MFP E52645dn	MFD	MXBCN2K2V0	Chickasha High School - 101 John P Cowan St	1st	Band Wrkrm	
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07S	Chickasha High School - 101 John P Cowan St	1st	Ag Ofc	
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07M	Chickasha High School - 101 John P Cowan St	1st	Counselor Asst	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1M7G06K	Chickasha High School - 101 John P Cowan St	1st	Counselor Asst	2nd Output + 4 Tray
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1J0DK	Chickasha High School - 101 John P Cowan St	1st	Media Ctr	Fin + 4 Tray
HP	LaserJet Managed MFP E82540dn	MFD	CNC1MBP05H	Chickasha High School - 101 John P Cowan St	1st	Teacher Lounge Rm 906	Fin + 4 Tray
HP	LaserJet Pro M501dn	Printer	PHBTR69929	Chickasha High School - 101 John P Cowan St	1st	Football Coach Ofc	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1M7K0JY	Adult Learning - 1208 South 17th St	1st	Front Ofc	Fin + 4 Tray
HP	LaserJet Enterprise 600 M601dn	Printer	CNBCCD40RD	Adult Learning - 1208 South 17th St	1st	Dir Alt Edu	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1M7C07T	Adult Learning - 1208 South 17th St	1st	Library	Fin + 4 Tray
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07R	Adult Learning - 1208 South 17th St	1st	ALC Dir	
HP	LaserJet Pro M404dn	Printer	PHBB363501	Bill Wallace Early Childhood Center - 2301 South 16th St	1st	Asst Principal Rm 117	
HP	LaserJet Pro M404dn	Printer	PHBB257987	Bill Wallace Early Childhood Center - 2301 South 16th St	1st	Rm 116	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1M7C07P	Bill Wallace Early Childhood Center - 2301 South 16th St	1st	Secretary Ofc	Fin + 4 Tray
HP	LaserJet Managed MFP E82560dn	MFD	CNC1N1J0DM	Bill Wallace Early Childhood Center - 2301 South 16th St	1st	Teacher Wrkrm Rm 123	Tandem + Fin
HP	LaserJet Managed MFP E82560dn	MFD	CNC1N1J0DW	Bill Wallace Early Childhood Center - 2301 South 16th St	1st	Teacher Wrkrm Rm 123	Tandem + Fin
HP	Color LaserJet Managed E55040dw	Printer	JPBCN2506K	Bill Wallace Early Childhood Center - 2301 South 16th St	1st	Rm 231	
HP	LaserJet Managed MFP E52645dn	MFD	MXBCN2K1Y4	Bill Wallace Early Childhood Center - 2301 South 16th St	1st	Rm 219	
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1701Q	Grand Elementary - 1415 Grand Ave	1st	3rd Grade Wrk Area	Tandem + Fin
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1J05B	Grand Elementary - 1415 Grand Ave	1st	Wrkrm	Tandem + Fin
HP	LaserJet Managed MFP E82540dn	MFD	CNC1N1702H	Grand Elementary - 1415 Grand Ave	1st	Principal Front Ofc	Tandem + Fin
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07T	Grand Elementary - 1415 Grand Ave	1st	Principal Ofc	Wireless
HP	LaserJet Managed MFP E82540dn	MFD	CNC1MDM0DR	Grand Elementary - 1415 Grand Ave	1st	Front Ofc	Int Fin + 4 Tray
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1J0DC	Grand Elementary - 1415 Grand Ave	1st	Teacher Wrkrm 1st Gr	Tandem + Fin
HP	LaserJet Managed MFP E82560dn	MFD	CNC1N1J0F0	Grand Elementary - 1415 Grand Ave	1st	Teacher Wrkrm 2nd Gr	Tandem + Fin
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07J	Grand Elementary - 1415 Grand Ave	1st	Asst Principal	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1MDQ09Q	Chickasha Middle School - 1000 South 9th St	1st	Main Ofc	Fin + 4 Tray
HP	PageWide Managed MFP P57750dw	MFD	CN9C9KY07N	Chickasha Middle School - 1000 South 9th St	1st	Attendance	
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1J05G	Chickasha Middle School - 1000 South 9th St	2nd	Teacher Wrkrm	Fin + 4 Tray
HP	LaserJet Managed MFP E82560dn	MFD	CNC1N1J0F2	Chickasha Middle School - 1000 South 9th St	1st	Teacher Lounge	Fin + 4 Tray
HP	Color LaserJet Managed MFP E47528f	MFD	CNCRR2R2TH	Chickasha Middle School - 1000 South 9th St	1st	Band Rm	
HP	LaserJet Pro MFP M426fdw	MFD	PHBLL4C680	Maintenance - 102 N 9th St	1st	Maint Ofc	
HP	LaserJet Managed MFP E82540dn	MFD	CNC1N5M03P	Enrollment Ctr - 628 Kansas	1st		Cab + Int Fin
HP	Color LaserJet Managed E55040dw	Printer	JPBCMDV33L	Lincoln Elementary - 103 Dakota	West	Media Ctr	
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1701P	Lincoln Elementary - 103 Dakota	West	Teacher Lounge	Int Fin + 4 Tray
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1J05J	Lincoln Elementary - 103 Dakota	East - 1st	Teacher Wrkrm	Tandem + Fin
HP	LaserJet Pro M402n	Printer	PHBHJ95740	Lincoln Elementary - 103 Dakota	East - 1st	Nurse Rm 104	
HP	LaserJet Managed MFP E82550dn	MFD	CNC1N1J04Y	Lincoln Elementary - 103 Dakota	East - 2nd	Teacher Wrkrm 210	Tandem + Fin