Request for Proposal (RFP)

Lease-to-Own Procurement & Maintenance of Copy Machines and Printers

RFP Date: 11/4/2026

Proposal Submission Deadline: 12:00pm 12/3/2026

Issuing Organization: Central Montcalm Public Schools

Primary Contact: Harvey Shick, Chief of Operations, hshick@central-montcalm.org

1. Project Background & Objective

Central Montcalm Public Schools is seeking competitive proposals from qualified vendors to provide, install, maintain, and finance multi-function copy machines and printers across our school district facilities. The goal is to upgrade our current printing and copying infrastructure while spreading capital expenditure over a fixed term, culminating in full ownership transfer to Central Montcalm Public Schools at contract end. We are looking for high page per minute machines coupled with redundancy in high traffic areas.

2. Lease-to-Own Financial Terms & Requirements

Vendors must provide financing options based on the following parameters:

- **Lease Structure:** Capital / Financing Lease (Lease-to-Own with full ownership transfer at contract expiration).
- **Proposed Terms:** Provide pricing schedules for **48-month**, and **60-month** terms.
- **End-of-Term Options:** Proposals must explicitly state the buyout terms at contract end (e.g., **$1.00 Buyout** or **10% Purchase Option**). $1.00 buyout is preferred by the District.
- **Property Ownership & Titles:** Clear path to title transfer to Central Montcalm Public Schools upon completion of the final payment/buyout fee.
- **Early Termination & Buyout:** Clearly state terms, interest rate calculations, and penalty structure for early payout or device replacement prior to term end.
- **Co-Terminous Billing:** All hardware lease payments and Managed Print Services (MPS) maintenance fees must be consolidated into a single monthly or quarterly invoice.

3. Scope of Work

Hardware Requirements

- **Multi-Function Printers (MFPs):** High-volume, medium-volume, and desktop units with print, copy, scan, and fax capabilities for administrative and school building use.
- **Features:** Badge/PIN secure print release, touchscreens, auto-duplexing, multi-tray feeders, and network scan-to-cloud/email options.

Maintenance & Support Services (Managed Print Services)

- **Service Level Agreement (SLA):** Guaranteed on-site response within [e.g., 4 hours] for critical issues during instructional days.
- **Proactive Monitoring & Supplies:** Automatic replenishment of toner and wear-and-tear parts prior to exhaustion.
- **Maintenance & Repairs:** Full coverage for parts, labor, regular preventative maintenance, and firmware updates.

Implementation & Security

- Delivery, installation, network setup, and user/admin training for district staff and IT personnel.
- Security requirements: Hard drive encryption, auto-image overwrite, FERPA-compliant document handling, and LDAP/Active Directory integration.
- Secure hard drive sanitization and disposal of existing legacy units.

4. Pricing Structure Template

Vendors must structure their financial proposal using the format below. Please provide separate tables if bidding multiple lease term lengths (e.g., 48 vs 60 months).

Cost Item	Description	Payment Frequency	Unit Cost	Total Monthly/Period Cost
Hardware Lease Payment	Base equipment financing cost	Monthly		
End-of-Term Buyout Fee	$1.00 Buyout or fixed purchase option	One-time (End of term)		
Delivery, Setup & Installation	One-time or rolled into lease	One-time / Monthly		
Base Maintenance Charge	Fixed base rate for SLA & monitoring	Monthly		
Cost Per Page — B&W	Includes toner, parts, labor, and repairs	Per page	$	Variable
Cost Per Page — Color	Includes toner, parts, labor, and repairs	Per page	$	Variable

Legacy Device Removal	HDD wipe and disposal	One-time per device		
Energy usage	Usage Cost	Monthly / Yearly		

5. Evaluation Criteria

Proposals will be evaluated based on the following weighted scale:

- **30% — Total Cost of Ownership (TCO) & Lease Terms:** Total lease payments over time, interest rates, buyout terms, and cost-per-page rates.
- **25% — Technical & Security Capabilities:** Machine reliability, Machine Speed, security integrations, and suitability for school operations.
- **25% — Maintenance & SLA Commitments:** Guaranteed response times, vendor service history, and support coverage during school hours.
- **15% — Vendor Experience & Financial Stability:** Track record with K-12 public school districts and financing background.
- **5% — Energy Usage and Environmental waste:** What is the environmental impact of using your brand of equipment

6. Timeline

- **RFP Release Date:** 11/4/2026
- **Vendor onsite walkthrough evaluations scheduled individually**
- **Vendor Questions Due:** 11/24/2026
- **Proposal Submission Deadline:** 12/3/2026
- **Vendor Demos & Interviews:** TBD
- **School Board Approval / Contract Award:** 1/18/2027
- **Deployment Target Date:** Start staging process 1/19/2027

7. Existing Contract Buyout

The successful Proposer shall provide the option to buy out the Organization’s existing copier/printer lease or service contract, if applicable, to facilitate transition to the proposed lease-to-own program. The District's approximate current buyout amount will be determined based on the date of install of the new vendor. The Proposer shall identify the buyout amount as a separate line item and clearly state how the buyout will be incorporated into the proposed pricing, including any associated financing or fees. Any buyout shall be subject to the Organization’s prior written approval and coordination with the existing vendor

8. Submission Guidelines

Proposals must be submitted in hard copy, along with at least 3 references, by mail or hand delivered before **December 3, 2026 @ 12pm.**

Central Montcalm Public School

1480 S Sheridan Rd

Stanton, MI 48888

Attn: Harvey Shick

Late submissions will not be considered by the District.

9. Current Equipment

Bus Garage				
Bus Garage	Bus Garage	172.16.20.94	4HX978411	C405
Office	Bus Garage Office	172.16.20.139	5RB757516	C605
Board Office				
Copier	Copier	172.16.208.26	6TB444798	C8070
Board Office MICR Toner	Board Office	172.16.208.21		4250
HS				
Operations	Operations	172.16.20.157	4HX978412	C405DN
Office	HS Office Copier (color)	172.16.20.135	EHQ239372	C8145
Workroom	HS Workroom (Old office)	172.16.20.136	HQH275255	B8155
Athletics Office	HS Athletics	172.16.20.153	4HX977853	C405DN
RTC RM 714	HS RTC 714	172.16.20.150	6HB853452	B400DN
HS RM 411	Nanzer 411	172.16.20.162	6HB853455	B400DN
SCI RM 402	SCI 402 (Myers)	172.16.20.160	6HB853457	B400DN
ELA RM 201	HSELA RM 201	172.16.20.154	6HB853472	B400DN
Superintendent	Marty's Office	172.16.20.179	6HB853474	B400DN
Office	HS Office Xerox	172.16.20.158	6HB853475	B400DN
SS RM 307	SS 307 (Parkin)	172.16.20.155	6HB853476	B400DN
Teacher's Lounge	HS Lounge	172.16.20.140	BG2480912	D95
Food Service	Amy Main	172.16.20.178	4HX978310	C405DN
Maintenance	Maintenance	172.16.20.190		HP LJ M577
Track RM300	Track RM300	172.16.20.161		HL-L3270CDW
Operations/Tech	Tech	172.16.20.138	4HX981999	C405
MS				
MS Lounge	MS Lounge	172.16.20.170	EDQ723154A	B9100

Library	MS Library	172.16.20.152	6HB853477	B400DN
CMUE				
Office	UE Office Copier	172.16.204.46	EHQ240844	C8145
Office	UE Printer	172.16.204.37	6HB853479	B400DN
Library	UE Library	172.16.204.31	6HB853481	B400DN
C Wing	UE C Wing	172.16.204.36	6HB853483	B400DN
A Wing	UE A Wing	172.16.204.34	6HB853618	B400DN
B Wing	UE B Wing	172.16.204.35	6HB853620	B400DN
UE Copier	Main Copier	172.16.204.47	BG2480896	D95
CME				
Workroom	CME MAIN Copier	172.16.202.48	EDQ723156A	B9100
Office	CME Office Copier	172.16.202.45	EHQ239326	C8145
Media Center	CME Library	172.16.202.31	6HB853623	B400DN
Between Rooms 6 & 7	CME NW Hall	172.16.202.35	6HB853626	B400DN
Office	CME Office	172.16.202.37	6HB853637	B400DN
Between Rooms 15 & 16	CME E Hall	172.16.202.39	6HB853645	B400DN
Between Rooms 10 & 11	CME N Hall	172.16.202.38	6HB129474	B400DN
Between Rooms 2 & 3	CME W Hall	172.16.202.34	6HB129442	B400DN
Adult Education				
GSRP Office	Learning Center	172.16.200.26	YEQ114294	B415
Adult Education	Adult ED Main Office	172.16.200.25	5RB757798	C605
GSRP Color	Learning Center	172.16.200.27	YCQ120582	C415