



MASON
PUBLIC SCHOOLS

An exemplary learning community—
Every student. Every day.

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Superintendent

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Assistant Superintendent of
Academic Services

RICK BROOKS
Human Resources Director

TRACEY WOODEN
Chief Financial Officer

MELISSA NETZEL
Director of Instruction

February 11, 2026

To: All Interested Parties

From: Mason Public Schools, Project Owner

Cc: Communications by Design, Project Technology Consultants

Re: Request for Quotation

Mason Public Schools (MPS) is requesting proposals regarding the lease of new printing equipment and maintenance of existing equipment across their entire organization. The following document provides additional information regarding details of this project. Mason Public Schools invites all interested parties to submit their response to this Request for Quotation (RFQ).

This RFQ is being sought for the purposes of gaining knowledge of equipment available with corresponding costs, and should not be construed as intent, commitment or promise to acquire equipment, services, supplies or solutions offered. Upon completion of the RFQ process, Mason Public Schools may, or may not elect to proceed expeditiously with the purchase of a solution based on proposals submitted.

Information provided in response to this RFQ will become the property of the Mason Public Schools.

Mason Public Schools will not be responsible in any way for payment for information herein requested, nor shall the District become liable for any cost incurred by the vendor in their voluntary response to this request or subsequent clarification activities.

Schedule

Request for Bid Distributed: February 11, 2026

Pre-Bid Meeting: **February 25, 2026 at 1:00PM**

Location:

Mason Public Schools Administration
Maple Room
201 West Ash Street #2a
Mason, Michigan 48854

Proposals Due: **March 9, 2026 at 10:00AM**

Location:

Mason Public Schools Administration
Maple Room
201 West Ash Street #2a
Mason, Michigan 48854

Physically sealed bids for the base bid work will be received at the administration office and read aloud at a public opening. Bids arriving after the appointed time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.

Faxed or electronically delivered bids will not be accepted.

If you have questions regarding this project, please contact the District's technology consultant, Communications by Design.

Mr. Doug Ransom
dransom@cbdconsulting.com

Ms. Rebecca Szilagy
rszilagy@cbdconsulting.com

We appreciate and look forward to your response to this request.

SCHEDULE OF VALUES/BID FORM

(Bidder may submit version of only this form with slight variation. All information in this form is required. Form submitted must materially match below both in content and format. Electronic version of this form is required with bid package. Failure to provide appropriate and complete SCHEDULE OF VALUES, as determined by the Owner and/or Designer, may result in disqualification of Bid.)

Bidder: _____

New Copiers - 60 Month FMV Operating Lease – B/W – Fleet Rate				
Base Monthly	Pages Per Month	Plus Per Page	Annually Renewable (Y/N)	Other Notes
\$	375,000			
Provide complete operating lease pricing. Lease shall include all equipment, supplies, labor and software support required to keep device operating at manufacturer's recommended levels. No other costs or fees will be permitted. Attach copy of proposed operating lease agreement.				

New Copiers - 60 Month FMV Operating Lease – Color – Fleet Rate				
Base Monthly	Pages Per Month	Plus Per Page	Annually Renewable (Y/N)	Other Notes
\$	42,000			
Provide complete operating lease pricing. Lease shall include all equipment, supplies, labor and software support required to keep device operating at manufacturer's recommended levels. No other costs or fees will be permitted. Attach copy of proposed operating lease agreement.				

Existing Printers - 60 Month Service Contract – B/W – Fleet Rate				
Base Monthly	Pages Per Month	Plus Per Page	Annually Renewable (Y/N)	Other Notes
\$	10,000			
Provide complete service contract pricing. Service contract shall include all equipment, supplies, labor and software support required to keep device operating at manufacturer's recommended levels. No other costs or fees will be permitted. Attach copy of proposed maintenance agreement.				

Existing Printers - 60 Month Service Contract – Color - Fleet Rate				
Base Monthly	Pages Per Month	Plus Per Page	Annually Renewable (Y/N)	Other Notes
\$	3,000			
Provide complete service contract pricing. Service contract shall include all equipment, supplies, labor and software support required to keep device operating at manufacturer's recommended levels. No other costs or fees will be permitted. Attach copy of proposed maintenance agreement.				

END OF SECTION

Mason Public Schools

1.01 DESCRIPTION OF PROJECT

- A. Contractors shall propose systems and/or components to be deployed using standard procedures and technology components and as specified herein. The system components shall be installed and connected to the owner's existing physical infrastructure and as specified herein. Contractor shall be responsible for a fully functional and operational system. No components, cables or connections shall be provided by Owner for the system unless specifically identified herein.

1.02 WARRANTY

- A. Any replacement, upgrade or fix, including labor for any non-conforming or non-operational part of the system shall be fixed and/or replaced at no additional cost to the Owner.
- B. On site services provided under the contract shall be performed by personnel or representatives of manufacturer of individual components and/or appropriately trained and certified Contractor representatives as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.
- C. Contractor shall provide the following response times for all malfunctioning equipment:
 - 1. Four (4) business hours or less for matters that are deemed of a critical nature by Owner and render any unit unable to maintain reasonable functionality.
 - a. Business hours are defined as 8:00am to 5:00pm, Monday through Friday excepting customary legal holidays.
 - 2. Two (2) business days for matters not deemed by the Owner to be of a critical nature.
 - 3. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter.
 - 4. Owner shall be provided direct escalation instruction for service contract matters deemed to be of a chronically reoccurring matter.

1.03 CONTRACTOR

- A. The Contractor shall accept complete responsibility for the full installation, certification and support of the system and/or components as required. Contractor shall be an authorized vendor of all major components.
- B. The Contractor shall have a proven track record in comparable system supply, configuration and installation.
- C. The Contractor shall provide three (3) K-12 school references in their bid response.

1.04 PRINTING EQUIPMENT

- A. Printing equipment shall be supplied in quantities and capabilities in accordance with provided equipment schedule.
 - 1. Acceptable Manufacturers (In alphabetical order):
 - a. CANON
 - b. KYOCERA
 - c. RICOH
 - d. TOSHIBA
 - e. XEROX
- B. All equipment shall be new; no reconditioned or refurbished equipment shall be accepted.
- C. Lease and maintenance contract pricing per page shall include all toner, staples, service, connectivity and parts. The Owner will only be responsible for the supply of paper or copier and printer devices.
- D. Contractor shall supply auto toner replenishment services to ensure continuity of printing services.
- E. Contractor shall provide all transportation and delivery services in a timely manner to individual work location(s) at each site of work in preparation for installation activity. No equipment shall be delivered to the district without prior approval from Owner.
- F. In addition to capabilities and options identified in equipment schedule, Contractor shall provide the following equipment.
 - 1. Properly sized line conditioning and surge protection equipment shall be included.
 - 2. All necessary patch cables for device connection.
 - 3. Each unit shall include any necessary cabinet, cart and/or components to accommodate floor mounting locations intended for the device. No counter-top surfaces are to be assumed for locations of equipment in the base bid.
 - 4. FIPS 140-2 certified hard disk drive (HDD)

1.05 OUTPUT CONTROL SOFTWARE

- A. Output Management / Document Control Software suitable to support all staff and administrative users only will be provided.
- B. Acceptable Manufacturers:

1. PaperCut
- C. PaperCut licensing shall be provided for all new copier devices for a term of 5 years.
- D. Output Management Software shall meet or exceed the following:
1. Full integration with LDAP Directory.
 2. Full integration with user code-based authentication.
 3. Full integration with Google Apps/Cloud Print
 4. Ability for use with card readers to authorize printing use
 - a. Ability for full integration with contractor supplied card reader for user authentication.
 5. Usage tracking
 6. Remote web administration
- E. All supplied devices shall be fully integrated into supplied Papercut system. Including all labor and licensing for a fully functional system.

1.06 LEASE REQUIREMENTS

- A. Contractor shall provide pricing for lease on the work sheet provided. Lease arrangement shall meet the following requirements:
1. 5-year term
 2. Municipal lease
 3. FMV buyout
 4. Preurchased pages will be distributed evenly over the term of the lease.
 5. Unused copies, on a monthly basis, shall be rolled over to the next month for the entire term of the lease.
 6. Any overages shall be identified on a monthly basis and added to Owner billing.
- B. Any lease arrangement that does not meet the above terms and conditions should be clearly identified by the bidder.

1.07 INSTALLATION

- A. Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with Owner's or other contractor's activities.
- B. Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure

storage locations. Any work that may impede the general use of the space and/or other contractor's work and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.

- C. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.
- D. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks or misplaces any surfaces or access plates/panels the Contractor shall repair and/or replace the surface, plate or panel to the original condition.
 - 1. Repairs shall include, but not be limited to patching and painting.
 - 2. Final determination as to the damage condition and/or repair/replacement fitness of any surface, plate or panel shall be the sole responsibility of the Designer.
 - 3. The building and work area shall be returned to its original condition prior to final sign off of the project.
- E. The Contractor shall furnish all equipment necessary for a fully compliant and operational system as specified herein including, but not limited to the following:
 - 1. Work shall include careful coordination and cooperation with others to insure a timely, cost effective and proper installation for Owner's intended application. Such efforts shall include, but not be limited to, coordinating and cooperating with other contractors, Owner, Designer and Engineer.
 - 2. Storage of all equipment and components until such time those items are released for delivery to a specific staging location in a specific building according to the specifications.
 - 3. Coordination for delivery of materials to Owner specified sites with Owner personnel to accommodate reasonable, efficient, safe and secure arrival at intended locations.
 - 4. Transport equipment to the Owner's installation location(s).
 - 5. The Contractor shall transport from the Owner designated staging area in each building, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein.
 - 6. Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and breaking down and appropriately discarding packaging as directed.
 - 7. Remove existing decommissioned equipment and components maintaining accurate inventory records and status documents and breaking down and appropriately discarding packaging as directed.

- a. Remove all existing equipment, not a part of the new output management system, and as directed by Owner from current locations and transport components to Owner identified staging location.
- b. Contractor shall coordinate with existing equipment leasing company and deliver equipment as necessary.
8. Collect all information necessary to accurately document all system devices to the Owner's intended use and need.
9. Work shall be performed to meet local codes and industry standards including proper grounding and bonding of installed equipment. Work shall conform to "best practices" observed by industry professional installers and as required by Owner and Designer.
10. Inventory receipt of all components and equipment shipped to individual Owner locations to comply with latest release schedule.
11. Work shall include careful coordination and cooperation with others to insure a timely, cost effective and proper installation for Owner's intended application. Such efforts shall include, but not be limited to, coordinating and cooperating with other contractors, Owner, Designer and Engineer.
12. Contractor shall securely reset existing copier devices to delete any personal or proprietary information.
13. Contractor shall install and make fully functional all Contractor supplied badge reader devices. Badge reader devices shall work with existing Owner credentials.
14. Contractor shall fully configure all copier devices to Owner requirements, including but not limited to:
 - a. Secure release/badge printing
 - b. Follow-Me printing
 - c. User-level tracking and reporting
 - d. Departmental chargebacks
 - e. Rules-based routing
 - f. Mobile and cloud printing support
 - g. Integration with Microsoft Active Directory, Microsoft 365 and Google Workspace.

F. Worksites include the following:

1. Alaiedon Elementary School
1723 Okemos Road
Mason, Michigan 48854

2. James C. Harvey Education Center
400 S. Cedar Street
Mason, Michigan 48854
3. Mason Middle School
235 Temple Street
Mason, Michigan 48854
4. Mason High School
1001 S. Barnes Street
Mason, Michigan 48854
5. Mason Public Schools Administration
201 West Ash Street #2a
Mason, Michigan 48854
6. North Aurelius Elementary School
115 North Aurelius Road
Mason, Michigan 48854
7. Steele Elementary School
531 Steele Street
Mason, Michigan 48854
8. Transportation Building
801 Kim Drive
Mason, Michigan 48854

1.08 TRAINING

- A. Contractor shall provide training for the Owner designated system administrator(s). Owner shall designate up to three (3) administrators to be trained. Training shall be a minimum of one (1), two (2) hour session in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:
 1. Basic trouble shooting of the installed system and components including diagnostic and problem resolution actions.
 2. System back-up and restore functions and procedures for all system parameters and configurations.
 3. Device additions, moves, repairs and changes as well as reconfiguration.
 4. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to and system configuration changes.
- B. Contractor shall provide training for Owner designated system operators. Owner shall designate up to three (3) operators per new unit to be trained. Training shall be a minimum of one thirty (30) minute session in length (each), at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system operating functions.

1. Operator training shall be conducted in each building for each type of unit installed in that facility.
- C. Building level training support shall be provided for all buildings (district wide) during the initial week of deployment. This training support shall provide users with assistance in basic operation, troubleshooting, and problem diagnostics of the installed equipment.

1.09 SCHEDULE, MEETINGS AND PLANS

A. Schedule

1. Final Vendor Presentations: Week of March 16, 2026
2. Contractor Chosen: Week of April 13, 2026
3. Work Commences: May 1, 2026
4. Substantial Completion: June 30, 2026
5. Project Close-out: July 17, 2026

B. Planned sequence of operations shall be established by the Contractor within the guidelines established by the Owner, as required herein and as required to meet schedules.

C. Project progress meetings shall be held, but not limited to, weekly at a site and time identified as convenient for Owner and as required herein. Meetings will be attended as required herein.

Multifunction Printer Equipment Schedule

Location	Existing Copier Model	Color or Monochrome	New Copier PPM	Dual 500 Sheet Trays	2000 Sheet Large Capacity Tray	3-hole Punch	Saddle Stitch Finisher	Finisher
Alaiedon - Lounge	TOSHIBA e-STUDIO5015AC	Color	50	Yes	Yes	No	No	Yes
Alaiedon - Main Office	TOSHIBA e-STUDIO6518A	Monochrome	65	Yes	Yes	No	No	No
Alaiedon - Storage	TOSHIBA e-STUDIO5015AC	Color	50	Yes	Yes	No	No	Yes
Central Office	TOSHIBA e-STUDIO6516AC	Color	75 (Color) - 85 (BW)	Yes	Yes	Yes	Yes	No
HEC - Lounge	TOSHIBA e-STUDIO5015AC	Color	50	Yes	Yes	No	No	Yes
HEC - Main Office	TOSHIBA e-STUDIO6516AC	Color	50	Yes	Yes	Yes	No	Yes
HEC - RM 106	N/A	Monochrome	65	Yes	Yes	No	No	Yes
HEC - Special Education	TOSHIBA e-STUDIO5015AC	Color	50	Yes	Yes	No	No	Yes
High School - Athletics	TOSHIBA e-STUDIO6518A	Monochrome	65	Yes	Yes	No	No	Yes
High School - Food Service	TOSHIBA e-STUDIO4518A	Color	50	Yes	Yes	No	No	Yes
High School - Library	TOSHIBA e-STUDIO6518A	Monochrome	65	Yes	Yes	No	No	Yes
High School - Main Office	TOSHIBA e-STUDIO7516AC	Color	75 (Color) - 85 (BW)	Yes	Yes	No	Yes	No
High School - Room 33	TOSHIBA e-STUDIO6518A	Monochrome	65	Yes	Yes	No	No	Yes
High School Workroom - Copier 1	TOSHIBA e-STUDIO8518A	Monochrome	90	Yes	Yes	No	No	Yes
High School Workroom - Copier 2	TOSHIBA e-STUDIO8518A	Monochrome	90	Yes	Yes	No	No	Yes
High School Workroom - Copier 3	TOSHIBA e-STUDIO8518A	Monochrome	90	Yes	Yes	No	No	Yes
Middle School - Front Office	TOSHIBA e-STUDIO5015AC	Color	50	Yes	Yes	No	No	Yes
Middle School - Lab 41	TOSHIBA e-STUDIO6518A	Monochrome	65	Yes	Yes	No	No	Yes
Middle School - Principals Office	TOSHIBA e-STUDIO5015AC	Color	50	Yes	Yes	No	No	Yes
Middle School - Workroom	TOSHIBA e-STUDIO6518A	Monochrome	90	Yes	Yes	No	No	Yes
North Aurelius - Lounge	TOSHIBA e-STUDIO6518A	Monochrome	65	Yes	Yes	No	No	Yes
North Aurelius - Main Office	TOSHIBA e-STUDIO5015AC	Color	50	Yes	Yes	No	No	Yes
Steele - 2nd Floor	TOSHIBA e-STUDIO5015AC	Color	50	Yes	Yes	No	No	Yes
Steele - Main Office	TOSHIBA e-STUDIO6518A	Monochrome	65	Yes	Yes	No	No	Yes
Steele - Teachers Lounge	N/A	Monochrome	65	Yes	Yes	No	No	Yes
Transportation	TOSHIBA e-STUDIO3518A	Color	50	Yes	Yes	No	No	Yes

Existing Printer Inventory

Address	Existing Printer Model	Description
1001 S BARNES ST MASON HIGH SCHOOL	CC494A-R	Art 00
1001 S BARNES ST MASON HIGH SCHOOL	CC494A-R	Main Office
1001 S BARNES ST MASON HIGH SCHOOL	CC494A-R	Lab 74/75
1001 S BARNES ST MASON HIGH SCHOOL	CC489A#BGJ-HP	Media Center
1001 S BARNES ST MASON HIGH SCHOOL	36S0520	Athletics
1001 S BARNES ST MASON HIGH SCHOOL	36S0520	Media Center
1001 S BARNES ST MASON HIGH SCHOOL	36S0520	Lab 43
1001 S BARNES ST MASON HIGH SCHOOL	36S0520	Student Services
1001 S BARNES ST MASON HIGH SCHOOL	36S0520	Lab 45
1001 S BARNES ST MASON HIGH SCHOOL	36S0520	Press Box
1001 S BARNES ST MASON HIGH SCHOOL	36S0520	Pool
1001 S BARNES ST MASON HIGH SCHOOL	CF236A#BGJ	Lab 64
1001 S BARNES ST MASON HIGH SCHOOL	HEWLASERJETM402N	Food Service
115 N AURELIUS RD NORTH AURELIUS ELEMENTARY	CC494A-R	Office Color
115 N AURELIUS RD NORTH AURELIUS ELEMENTARY	36S0520	North Printer
1723 OKEMOS RD ALAIEDON ELEMENTARY	CC494A-R	Office
201 W ASH ST STE 2A AP	W1A29A#BGJ	Unknown
201 W ASH ST STE 2A AP	HEWLASERJETM402N	Check Printer
1001 S BARNES ST MASON HIGH SCHOOL	3PZ55A#BGJ	Operations
235 TEMPLE ST MASON MIDDLE SCHOOL	CC494A-R	Office
235 TEMPLE ST MASON MIDDLE SCHOOL	36S0520	Lab 41
235 TEMPLE ST MASON MIDDLE SCHOOL	36S0520	Band
235 TEMPLE ST MASON MIDDLE SCHOOL	CC494A-R	Lab 41
400 S CEDAR ST	36S0520	Lounge
400 S CEDAR ST	HEWLASERJETM402N	SPED