

**Huntingdon Area School District  
Copier - Request for Proposal**

2018-19

Other Required Features

Location	Current Location	Lease Expiration Date	Current Equipment	Avg Monthly Volume	Unit Proposed	Monthly Volume	Copies Per Minute	LCT	Sort/Staple	Punch	Print	Scan to Email	User ID for Print/ Copy	Hard Drive Data Removal *	Monthly Lease/Service Agreement	Other Required Features			
																Booklet	Hole Punch	Folding	Fax
Southside	Faculty Room	9/29/18	Ricoh MP7502SP	43,796				yes	yes	yes	yes	yes	yes	yes		Yes	Yes		
Southside	Office	9/29/18	Ricoh MP7502SP	37,148				yes	yes	yes	yes	yes	yes	yes			Yes		
Standing Stone	1st Floor	9/29/18	Ricoh MP7502SP	45,872				yes	yes	yes	yes	yes	yes	yes		Yes	Yes		
Standing Stone	Library	9/29/18	Ricoh MP7502SP	45,248				yes	yes	yes	yes	yes	yes	yes			Yes		
Middle School	8th Grade Hall Copier	9/29/18	Ricoh MP6002SP	16,974				yes	yes	yes	yes	yes	yes	yes		Yes	Yes		
Middle School	Team Room	9/29/18	Ricoh AFMP7001SP	17,593				yes	yes	yes	yes	yes	yes	yes			Yes		
Middle School	Middle School 1st Flr Office	9/29/18	Ricoh AFMP8001	30,737				yes	yes	yes	yes	yes	yes	yes			Yes		
High School	Teacher Lounge	9/29/18	Ricoh MP6002SP	31,378				yes	yes	yes	yes	yes	yes	yes		Yes	Yes		
High School	Library Computer Lab	9/29/18	Ricoh MP6002SP	31,241				yes	yes	yes	yes	yes	yes	yes			Yes		
High School	Office Copier	9/29/18	Ricoh MP2852SP	8,802				yes	yes	yes	yes	yes	yes	yes			Yes		
High School	2nd Floor Copier *	3/29/20	Ricoh AFMP8001SP	35,023				yes	yes	yes	yes	yes	yes	yes			Yes		
Administrative Office	Admin Copier Room - B/W	9/29/18	Ricoh MPC5503	8,565				yes	yes	yes	yes	yes	yes	yes			Yes		fax
	Color Copies			2,080				yes	yes	yes	yes	yes	yes	yes			Yes		fax
														Total Monthly Cost	\$	-			

\* MP8001 on the 2nd floor of the High School is on lease until 3/29/2020 and is not included in the RFP. Any proposal including upgrade of this machine shall consider the lease buyout cost in their proposal.

\*\*Data must be removed/wiped at conclusion of lease.

Current Lease/Month: \$4,806.10

The undersigned vendor certifies proposal is valid for 90 days.

Legal Name of Business	
Business Address	
City	
State/zip	
Phone	
Person Authorized to Sign for Company	
Signature of Authorized Person	
Date	

**Huntingdon Area School District**

<b>Building</b>	<b>Location</b>	<b>Avg Mo Volume</b>	<b>Min CPM</b>	<b>Unit In Place</b>	<b>S/N</b>
Southside	Faculty Room	43,796		Ricoh MP7502SP	C82020731
Southside	Office	37,148		Ricoh MP7502SP	C82020732
Standing Stone	1st Floor	45,872		Ricoh MP7502SP	C82020733
Standing Stone	Library	45,248		Ricoh MP7502SP	C82020734
Middle School	8th Grade Hall Copier	16,974		Ricoh MP6002SP	C82020695
Middle School	Team Room	17,593		Ricoh AFMP7001SP	C82024555
Middle School	Middle School 1st Flr Office	30,737		Ricoh AFMP8001	C82024742
High School	Teacher Lounge	31,378		Ricoh MP6002SP	C82020696
High School	Library Computer Lab	31,241		Ricoh MP6002SP	C82020954
High School	Office Copier	8,802		Ricoh MP2852SP	C82020975
High School	2nd Floor Copier **	35,023		Ricoh AFMP8001SP	C82086852
Administrative Office*	Admin Copier Room			Ricoh MPC5503	C82022180
	Black/White	8,565			
	Color	2,080			

**Total                      Average/Month                      354,457**

\*Admin Office Copier is Color Copier

\*\* MP8001 on the 2nd floor of the High School is on lease until 3/29/2020. Any proposal including upgrade of this machine shall consider the lease buyout cost in their proposal.

<u>Facilities:</u>	Grades	Enrollment				Average
		10/1/2014	10/1/2015	10/1/2016	10/1/2017	
<b>Southside Elementary School</b> 10906 Station Road Huntingdon, PA 16652	K-5	365	386	388	385	381
<b>Standing Stone Elementary School</b> 10 29th Street Huntingdon, PA 16652	K-5	506	500	473	454	483
<b>Huntingdon Area Middle School</b> 2500 Cassady Avenue Huntingdon, PA 16652	6-8	472	444	418	421	439
<b>Huntingdon Area High School</b> 2400 Cassady Avenue, Suite 1 Huntingdon, PA 16652	9-12	615	614	643	598	618
<b>Huntingdon Area School District</b> Adminstrative Office 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652						
	Total	<u>1,958</u>	<u>1,944</u>	<u>1,922</u>	<u>1,858</u>	<u>1,921</u>

	<b>C82020695</b>		<b>C82020954</b>			<b>C82024742</b>		<b>C82086852</b>
3/27/18	732725	4/16/18	1837959		3/7/18	1663618	4/24/18	920873
6/7/16	360424	5/9/16	1101705		6/15/16	1018142	3/16/17	449234
658	372301	707	736254		630	645476	404	471639
Avg/Month	16,974	Avg/Month	31,241		Avg/Month	30,737	Avg/Month	35,023
	<b>C82020696</b>		<b>C82024555</b>			<b>C82020734</b>		<b>C82020733</b>
3/12/18	1831361	3/7/18	1399243		3/27/18	2621103	3/27/18	2706729
5/9/16	1128502	4/20/16	996948		4/27/16	1566827	4/27/16	1637915
672	702859	686	402295		699	1054276	699	1068814
Avg/Month	31,378	Avg/Month	17,593		Avg/Month	45,248	Avg/Month	45,872
<b>B/W</b>	<b>C82022180</b>	<b>Color</b>	<b>C82022180</b>			<b>C82020732</b>		<b>C82020731</b>
3/7/18	538666	3/7/18	98555		4/25/18	1986880	4/24/18	2627142
6/7/16	356508	6/7/16	54315		6/8/16	1137430	6/8/16	1627144
638	182158	638	44240		686	849450	685	999998
Avg/Month	8,565	Avg/Month	2,080		Avg/Month	37,148	Avg/Month	43,796
	<b>C82020975</b>	<b>All Copiers</b>						
4/20/18	539758							
5/24/16	335553							
696	204205							
Avg/Month	8,802	Average/Mo	354,457					