

# Moniteau School District

1810 West Sunbury Road  
West Sunbury, PA 16061



## Request For Proposal

### 2026 Multifunction Copiers, Printers, Service and Support

PROPOSALS DUE BY: April 27, 2026

## Overview

The Moniteau School District is requesting proposals for new contracts to support and maintain the printing, copying, scanning, and faxing needs of the district. The copiers and printers are used by faculty, staff, and students to provide classroom materials, student assignments, administrative documents, school-related brochures, flyers, and more.

## Submission Requirements

Vendors must adhere to the following guidelines to be considered:

- Submit two (2) copies of their proposal clearly marked "2026 Multifunction Copiers, Printers, Service and Support"
- Must be located within 65 miles of the district. (Installation and emergency service purposes).
- All proposals must be submitted on the Standard Required Proposal Form, attached as Exhibit "A". All supplemental information required shall be attached to the proposal submission. Omission of such information may provide cause for rejection of the proposal.
- A cost breakdown analysis, Exhibit "A.2" shall be attached to provide clarification of hardware and software prices. The cost breakdown analysis shall contain any and all costs for the equipment and/or services included in the proposal.
- All bidders must submit a Non-Collusion Affidavit as required by 73 Pa.C.S.A 1615, which is attached hereto and marked Exhibit "C" and made a part hereof.
- Alternative proposals should be clearly labeled and will be considered during evaluation.
- Proposals are due by 10:00am - Thursday, April 27, 2026.
- Proposals submitted shall remain open and valid for up to ninety (90) days after April 27, 2026, and may not be withdrawn during such period.
- Mail or deliver proposals to:  
Moniteau School District  
Attn: Alix Greenawalt  
1810 West Sunbury Road, West Sunbury, PA 16061

The District reserves the right to reject any and all proposals or parts thereof for any reason, to negotiate changes to proposed terms or to waive minor inconsistencies. All questions concerning this proposal should be submitted in writing to Mr. Alix Greenawalt, Director of Technology, at: [ajgreenawalt@moniteau.org](mailto:ajgreenawalt@moniteau.org). Responses will be sent to all bidders.

## Target Deliverable Schedule

Bid Opening and Initial Review of Proposals: April 27, 10:15am

Conduct interviews (if necessary): May 4 - May 8

Final Review: May 11 - May 13

Contract Awarded by Board: May 18 (date may change at the discretion of the district)

The anticipated project start date is July 1, 2026, and the completion date is no later than August 13, 2026. All equipment, installation, and configuration is to be completed by this date no later than 3:00PM. Responsible bidder will also be required to provide training for any new equipment and/or software platforms.

## Request

The Moniteau School District is requesting proposals for new contracts to support and maintain the printing, copying, scanning, and faxing needs in the Moniteau Jr/Sr High School, Dassa McKinney Elementary School, and the C. Foster McGarvey Administration Center. Proposals shall include the following service contract durations:

- One-year service contract
- Three-year service contract
- Five-year service contract

Proposals must include all minimum specifications as described in this request for proposals. Bidders may add additional services or provide for enhancement of contractual rights for the District, but may not propose a service which is less than specified herein, or limit the District's contractual rights below those specified herein.

This Request for Proposal includes the following:

- I. Description of Moniteau School District
- II. Description of existing equipment and services
- III. Minimum Specifications for this Proposal
- IV. Alternative Bids

- I. Description of Moniteau School District

The School District comprises the following townships: Clay, Venango, Marion, Cherry, Washington, and Concord, as well as the boroughs of West Sunbury, Eau Claire and Cherry Valley, all located in the northern section of Butler County, Pennsylvania. The School District is approximately 18 miles north of Butler, Pennsylvania and shares common boundaries with Franklin, Slippery Rock, Butler, Karns City, and Allegheny-Clarion Valley School Districts.

The area served by the School District encompasses approximately 156 square miles. Moniteau School District is largely rural in nature with very little business or industrial development.

The District is financially stable. The 2025-26 real estate tax millage is 101.38 mills. The 2025-26 budget is \$26,498,870.00.

School District Facilities	Grades	Enrollment
Dassa McKinney Elementary 391 Hooker Road West Sunbury, PA 16061	K-6	557
Moniteau Jr/Sr High School 1810 West Sunbury Road West Sunbury, PA 16061	7-12	508

II. Description of existing equipment and services

Moniteau Jr/Sr High School:

Location	Model	Location	Model
Main Office	Toshiba 4515AC	Room 323	Toshiba 7516AC
Guidance Off.	Toshiba 3018A	Media Center	Toshiba 7516AC
Fac. Rm. 109	Toshiba 7518A	Fac. Rm. 603	Toshiba 7518A
LGI Rm. 607	Toshiba 4518A	Help Desk	HP Color LJ M651
Nurse	HP LJ Pro 4001n	MDF	HP Color LJ M651
Cafeteria	HP LJ Pro M201dw	Maintenance	HP LJ Pro 4001n
Kitchen	HP LJ P1006	Room 301	Brother MFC-7860dw

C. Foster McGarvey Administration Center:

Location	Model	Location	Model
Workroom	Toshiba 4515AC	Enrollment	HP LJ Pro 4001n
Superintendent	HP LJ M451nw	Business Mgr.	HP LJ Pro 4001n
Payroll	HP LJ M607	Accounts Payable	HP LJ M607

Dassa McKinney Elementary School:

Location	Model		Location	Model
Main Office	Toshiba 7516AC		Room 100G	Toshiba 4515AC
Room 206	Toshiba 7516AC		Room 308	Toshiba 8518A
Room 501	Toshiba 7516AC		Room 811	HP Color LJ M651
Library	HP Color LJ M651		Room 802	HP Color LJ M651
Cafeteria	HP LJ P1006		Room 311	HP LJ Pro M4001n
Room 313	HP LJ Pro M4001n		Room 609	HP Color LJ M651
Nurse	HP Color LJ M651			

- For printers, the current Managed Print as a Service contract has an allowance of pages before introducing pay-per-print pricing. The School District currently prints less than 5000 black & white pages per month, and less than 1000 color pages per month on the printers covered by this contract.
- For copiers, the current Multi-Function Copier Service contract is entirely pay-per-print pricing. The School District currently prints approximately 22,600 color pages per month, and 298,200 black & white pages per month on the copiers covered by this contract.
- The School District currently utilizes PaperCut MF to manage printer and scanning access and options.
- Fob/Prox cards are used to login to gain access to the multifunction copiers.
- OpenText Core Fax is the current faxing platform, allowing delegated access to receiving and sending faxed documents.
- Toner cartridges are clearly labeled and automatically shipped to the building of a printer before the toner is empty.
- Service calls for copiers, printers, and management platforms are answered in a timely manner.
- Service calls for machines or platforms that are out-of-service are expedited.

### III. Minimum Specifications for this Proposal

All proposals shall include, at a minimum, the products and services described in this section. Proposals must include the minimum specifications below and acknowledgement of manufacturer warranty and labor. Bidders may include additional services or improved contractual rights in this proposal. Such additions should be highlighted and will be considered in evaluating all proposals. The District intends to award a contract to the lowest responsive and responsible bidder. Lowest responsive and responsible bidder is defined as: The Bidder who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost-benefit, based on the criteria stipulated in the bid documents.

- Equipment & Support
  - The bidder may choose to support existing equipment and/or provide comparable equipment with equal or greater specifications than the existing equipment. See above: "II. Description of existing equipment and services".
  - The District would like a new machine of a similar physical size and higher Page Per Minute output for the Administration Center Workroom.
  - If new equipment is to be provided, the equipment shall be brand new and the latest model/generation.
  - If new equipment is to be provided, the bidder shall provide pricing for both purchase and lease options for the length of the contract.
  - If new equipment is to be provided, the bidder shall remove any equipment the district does not intend to keep and offer a "buyback" value for the equipment being removed.
  - All network connected equipment shall be monitored for automatic toner replenishment. Toner shall be clearly labeled and delivered to the building of the equipment before it is empty.
  - All multifunction copiers shall allow users to authenticate using the district's existing "fob cards" or "prox cards" as well as options to login manually.
  
- Software & Online Platforms
  - The bidder shall provide full support and maintenance of the district's locally installed PaperCut MF management system. This includes all required licensing, integration with equipment, feature and security upgrades, and technical support.
  - The bidder shall provide full purchasing and support or concierge purchasing and support options for OpenText Core Fax or comparable fax service. The fax service shall be directly integrated/embedded into office multifunction copiers, as well as allow delegated access to sending and receiving faxes via email.

- Installation and training
  - The bidder shall provide installation of any new equipment and configuration of all equipment involved. The bidder shall also provide group training to select school staff upon completion. The district would like to focus on simplicity and ease of use for all users.
  
- Performance Bond

On or before May 22, 2026 the successful Bidder must:

  - Execute and deliver to the School District a Performance Bond in a form attached hereto as Exhibit "B", as principal, with an insurance company licensed to do business in the Commonwealth of Pennsylvania as surety in an amount equal to 10 percent (10%) of the base contract value (the Proposal price) to guarantee performance of the Contract.
  - Failure to perform by May 22, 2026, shall be cause for the School District to nullify the Contract and seek alternative services.
  - At the time of submission of the Proposal, the Bidder must provide evidence from a surety (as provided above) or a Bank or Savings and Loan that the Bidder can supply the Performance Bond or Irrevocable Letter of Credit required above.
  - Upon the awarding of a contract to the successful vendor, bonds will be returned to those Contractors who were not awarded the final contract.

The successful bidder must provide evidence of Commercial General Liability Insurance within 10 days of being notified that they were selected.

#### IV. Alternative Bids

In addition to the minimum specifications, bidders may include additional services or improved contractual rights in this proposal. Such additions/variations should be highlighted and include explanation of the reasoning and potential benefits of the addition/variation. Such additions/variations can include, but are not limited to:

- Equipment makes/models
- Equipment installation locations
- Service contract lengths (in addition to the minimum 1, 3, & 5 year options)

# EXHIBIT A - PROPOSAL FORM

Moniteau School District  
2026 Multifunction Copiers, Printers, Service and Support

Proposals will only be received on this form.

Due Date: Proposals are due by 10:00am - Monday, April 27, 2026

Proposals must be sent to the District Administration Office at the following address:

ATTENTION: Director of Technology  
Moniteau School District  
1810 West Sunbury Road  
West Sunbury, PA 16061

The following items must accompany this proposal form or it will not be accepted:

1. Cost breakdown analysis (Exhibit A.2)-INCLUDED
2. Performance Bond information (Exhibit B)
3. Non-Collusion Affidavit (Exhibit C)-INCLUDED
4. Assurance to adhere to provisions of written contract (Exhibit D)
5. Financial statement, school district references, past contract compliance (Exhibit E)

Please complete:

Name of Bidding Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Printed Name of owner/officer \_\_\_\_\_

Signature of owner/officer \_\_\_\_\_

Total Base Bid \$ \_\_\_\_\_



## EXHIBIT C - NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding not to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

### OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Title Person Signing)

\_\_\_\_\_  
(Signature)

### ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_