



Purchase Description

- A. The successful vendor will furnish, install, service and maintain the Multi Functional Device (MFD) requirements outlined in this RFP. All pricing will be based on a FIVE (5) year lease. Lease to start 7/01/2026. Bidders must be either an Original Equipment Manufacturer (OEM) or an Authorized Dealer partnering with a Multifunction Copier OEM.
- B. INDEMNITY
Unless otherwise provided by law, the Contractor will fully and completely indemnify and hold harmless WSU Tech against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property that WSU Tech may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees. These provisions shall also include any liability, which may result from a workers compensation claim or resulting third party action against WSU Tech.
- C. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with the School's procurement shall not be permitted without the express written consent of WSU Tech.
- D. Availability of Funds Any contract award associated with this RFP is contingent upon the availability of funding to WSU Tech. If funds for the continued fulfillment are at any time not forthcoming or are insufficient, through failure of any entity to appropriate funds or otherwise, then WSU Tech will have the right to terminate the Contract at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding. WSU Tech will provide at least thirty (30) days advance written notice of such termination and will use reasonable efforts to ensure appropriated funds are available. In the event that funds are not available, any agreement resulting from this RFP shall become null and void.
- E. F.O.B.
Prices are to be quoted F.O.B. destination (inside delivery with installation). Deliveries made under this RFP will be shipped to WSU TECH locations designated when the order is issued. RFP prices shall include all delivery and installation costs. The successful proposer is responsible for ascertaining delivery requirements for each location.



F.TAX EXEMPT WSU TECH is tax exempt by state statute. The successful vendor will be responsible for any and all state and local taxes including personal property tax. Such taxes must not be included in the bid price.

Insurance

Prior to the commencement of any work and no later than ten (10) days after notice of award of the contract, the successful Contractor shall submit to WSU Tech evidence of insurance demonstrating that the contractor has coverage for Workmen's Compensation Insurance, Liability, Property Damage, and Automobile/Truck insurance with the minimum limits of liability set forth herein. Certificates of insurance shall contain a provision that such policies shall not be cancelled or permitted to expire until at least thirty (30) days prior written notice has been provided to Owner. Further, owner shall be named as an additional insured. Proof of insurance must accompany this proposal.

- (a) Worker's Compensation Insurance shall not be written for less than the statutory limits and shall include Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000);
- (b) General Liability Insurance shall be insured at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) for total aggregate liability; additionally, shall be insured with an umbrella coverage not less than One Million Dollars (\$1,000,000).
- (c) Property Damage Insurance shall be written at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for each aggregate liability; and
- (d) Comprehensive Automobile Liability Insurance shall be maintained throughout the term of any ensuing contract to cover owned automobiles; leased, hired or rented automobiles; employers' non-ownership liability; medical payments and uninsured motorists. This same coverage is understood to extend to all trucks and motorized equipment. The limits of liability shall be no less than:
 - 1) One Million Dollars (\$1,000,000) for each person and One Million Dollars (\$1,000,000) for each occurrence for personal injury and bodily injury; and.
 - 2) One Million Dollars (\$1,000,000) for each occurrence of property damage.
 - 3) Umbrella insurance of additional Two Million Dollars (\$2,000,000)

SCOPE OF WORK

A. Administration:

- 1) Recommended units shall have full functionality for remote monitoring for unit discovery, supplies and alert notifications.
- 2) All recommended devices shall be LDAP, Active Directory compliant with Account Management system.
- 3) All pricing must include equipment deliveries, service labor, technician travel time, all parts, supplies and training. WSU TECH will not accept or allow any contract that charges an additional fee for travel time, maintenance, repair, parts or training.
- 4) The successful bidder will be responsible for the delivery, unpacking and full installation of all equipment. The successful bidder will be responsible for complete training on network and administrative features of the equipment. WSU TECH will determine when training is complete.
- 5) Each proposer must provide descriptions of environmental features of equipment and company green initiatives.

B. Technology:

- 1) All Multifunctional Devices (MFD's) must be new devices (used, refurbished or other designated equipment is not allowed). All recommended devices must have the following: Secure printing, Scan to file, Scan to email, Scan to searchable PDF, Quota Management through LDAP and / or Active Directory Group Management, Desktop Administration, and have the full functionality to print, scan, fax (as noted) and copy.
- 2) All devices must have a standard feature to track and to limit user's ability to print or copy using monthly quotas.
- 3) Each recommended device and all print drivers must be compatible with web based managed interface. The successful bidder must have a support mechanism in place to support WSU TECH in configuring and maintaining all networked attached equipment.
- 4) Data overwrite security and/or image overwrite security features must be included on all copiers.
- 5) Software / Logical Interface: PCL and PostScript capable.
 - Must be Windows and Apple compatible on all devices (PostScript Mods on all printers).
 - Apple O.S. X or newer • Windows platform
 - Computing Infrastructure • Windows workstations
 - Mac OS X variety of versions
 - Mobile devices: iPads, iPhones, Android, Chrome and Window devices, current versions

- 6) Must have the ability for IT Administrators to identify, configure, and monitor devices centrally and be able to group devices logically, for example by school, floor etc.

Billing/Reporting

- A. Reports Each proposer must provide a listing of reports available to WSU Tech. If there are custom reports available, please include a description. Online availability must be noted and format identified.
- B. Invoices WSU Tech is requests billing in a single invoice with a breakdown by location. Please include a sample invoice.

Software Requirements:

WSU Tech requires an enterprise wide software solution to analyze all aspects of the document lifecycle. The goal of this software is to reduce waste (paper) and gain clear visibility into the documents printed and copied. This solution will assist the college in enforcing the print and copy policies to meet its goals and objectives.

The following is a list of minimum requirements for Print Management Software Solution to be installed and functioning on all recommended devices:

- The ability to control student print quotas
- The ability to retrieve a print job from any campus regardless of where it was printed.
- Ability to change print settings at the device before print.
- Force color print jobs to b/w and duplex
- Print and copy tracking for each individual user.
- Monitor and track printing by individual or department.
- Supports full functionality across all Copier manufacture
- AD and or LDAP integration / synchronization
- Include one touch scan to email, Home Folder based on the user who is using the MFD under their name. • On demand reporting for analysis.
- Reports must be simple to create and configure for our needs – Costly customizations should not be needed • Single print driver for all devices.
- Print archiving for audit purposes.
- Secure printing for confidential documents with both Follow-Me and Authenticate log-on through RFID card and key fob access for students and staff.
- Mobile and wireless laptop printing.
- The ability to analyze copies made on MFD's by user login.
- Mobile printing and tracking from iOS devices.
- Printing and tracking from Chrome Book devices.



- Electronic submission utility to streamline the process from an end user to the print shop operator
- Ability to design the workflow around the operators' process
- Account management around users sending jobs to the print center
- One solution to allow for complete user tracking and ability to send and audit jobs sent to the central print

Proposal Content

Vendors must submit the following information:

1. Qualifications of Vendor and its Personnel: Provide an overview of the vendor. Please include information regarding organizational structure and staffing, experience providing digital copier and printer lease and maintenance.
2. Scope of Services: Clearly and succinctly describe the scope of services to be provided. Please provide a table in MS-Excel format including:
 1. List each unit summarized with recommended replacement unit. Please include a full description and model number.
 2. Maintenance, servicing costs and service level details
 3. Details as to your service levels, response times, number of technicians serving this area and problem reporting methodologies.
 4. Costing/financing options
 5. Technical specifications on the following:
 - a. Imaging/feeder speed
 - b. Printing speed
 - c. Copies/Output to schedule maintenance
 6. Detailed and itemized pricing to include:
 - a. Monthly lease payment details
 - b. Total copies included (for maintenance, etc.)
 - c. Per copy charge for overages

If there are any services offered in addition to what the RFP has requested that may be of interest, please describe those in an additional subsection to the scope of services.

3. Maintenance Requirements:
 - a. Monitoring – All units will be networked and be monitored electronically for repair and toner/ink status.



- b. Repairs – Vendor shall guarantee the availability of replacement parts, applicable accessories and equipment within four (4) hours of such report. If a defect remains unresolved for a period of 48 hours or more, the vendor will provide the college with a comparable loaner unit, including installation at no charge.
4. Proposed Schedule of Implementation: Describe the conversion plan you would coordinate to ensure a smooth transition from the current provider. Discuss the implementation effort and lead time that would be required to establish the services requested in this RFP. Include the detailed steps involved and your proposed schedule for meeting each step.
5. Subletting of Contract: No agreement awarded by WSU Tech shall be assigned in whole or in part without the written consent of the College. In no case shall such consent relieve the vendor from its obligations or change the terms of the agreement.
6. Cost/Value: Cost Proposal All proposers must provide a “fully-loaded” cost per page analysis with clearly stated cost driver assumptions (equipment lease, maintenance, etc.). Proposers may choose to present cost information in another format However, proposers may be eliminated from consideration if the requested simplified number is not communicated.

For services not specifically requested herein, but which the proposer charges fees, or where a different level of service is proposed, the proposer shall provide a description of the service and the proposed fee structure. It is the proposer’s responsibility to insert those items in a clear and understandable format. Ancillary services should be priced in a separate cost table and should not be included in the total proposed cost included in the Scope of Services as requested.

WSU Tech reserves the right to remove any individual service contained in the RFP if based on analysis, the fees for providing such service are excessive, or if the service proposed can be performed in an alternative manner. Proposing vendors are required to provide an annualized total for all service charges based on the assumed cost drivers. Whenever possible, proposers should provide a discussion of the particular cost drivers and the impact changes in activity may have on cost.



Delivery and Installation of Equipment

Start of Contract: The vendor shall state in its proposal the number of business days necessary for delivery and installment of equipment. Vendor must detail all anticipated expenses that will be incurred by the vendor for the delivery and installation of equipment. WSU Tech will not be liable for expenses not detailed in the RFP response. The vendor shall invoice the college for delivery and installation upon written acceptance of the equipment by the WSU Tech.

Training and Materials: Delivery and installation cost shall include on-site training by a fully qualified representative of the vendor. All user manuals and operating guides shall also be provided with the equipment. The date of the equipment training shall be chosen by the College after delivery and installation.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal closing unless extended by mutual written agreement of both parties.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

RFP Terms and Conditions

This RFP includes and incorporates the Contract Provisions form (pages 8-9). Vendors should be aware that these terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with WSU Tech is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exception in your response to the RFP; certain exception may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Contract Term

WSU Tech desires to enter into a contract with the successful Vendor(s) for 60 months with two (2) one-year options to renew.



WSU Tech — Copier Fleet Overview | RFP 2026-06

Total Devices	Equivalent to AltaLink MFPs	Equivalent to VersaLink B405 DN	Monthly Pages	Color Devices	B/W-Only Devices
29	24	5	101,752	17	12
	All have staple finisher	B/W desktop, no finisher	All campuses combined	Color-capable Equivalent to AltaLinks	Equivalent to AltaLink B-series + VersaLink

Campus	Address	Total Devices	Color MFPs	B/W MFPs	w/ Finisher	w/o Finisher	Monthly Pages
South (SOU)	3821 E Harry St, Wichita KS 67218 10.4.x.x	13	6	7	9	4	53,658
NCAT / JAB	4004 N. Webb Rd, Wichita KS 67226 10.7.x.x	10	6	4	9	1	33,351
City Center (CTY)	301 S Grove, Wichita KS 67213 10.5.x.x	4	3	1	4	0	12,597
NICHE (NIC)	124 S Broadway, Wichita KS 67202 10.9.x.x	2	2	0	2	0	2,146
TOTAL		29	17	12	24	5	101,752

Will need to add one more printer to the NICHE total. Will need a total of 3 color printers with finishers.