



# REQUEST FOR PROPOSAL

KC International Academy  
414 Wallace Avenue.  
Kansas City, MO 64125

**Request for Proposal**

# School Copier Services

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## I. Overview

KC International Academy (KCIA) is seeking proposals for a managed copier and print solution. The requested services should begin July 1<sup>st</sup>, 2026.

KCIA is seeking qualified bidders to provide digital copier equipment and software that supports the organization's current and long-term document copying, scanning, and printing requirements. KCIA is seeking to replace the 6 copier units with similar speeds or greater with a newer product.

- **The proposals are required to provide a solution to address for the following needs:**
  1. Copier service, maintenance, parts, and supplies are to be included in the overall proposal
    - a Supplies included should be (toner, staples, waste basket, etc)
  2. Document imaging features (scan to email, scan to location or equivalent)
  3. All copiers are to be equipped with stapling and punch hole capabilities.
    - a Black and white machines should have a finisher attached
  4. Printer and copier use monitoring and reporting access.
  5. Paper costs are currently not included.
  6. 4 hour or better response time guarantee
  7. 95% uptime guarantee
  8. Papercut management software is desired for allowing user and device reporting, authentication with id cards, and printing to print queues.
  9. Software installed to communicate copier metering to Vendor.
  10. Pricing should include 2 monthly charges:
    - a cost per click/copy (covering supplies and service)
    - b lease payments (covering cost of equipment)
  11. Periodic Toner pickup and recycle options
  12. Toner automatically ordered and shipped to KCIA, when devices reach 20% levels or a level recommended by Vendor.

- **Background**

### **History of Kansas City International Academy**

KCIA originally opened as Della Lamb Charter School, the very first charter school in the State of Missouri. It opened in the Summer of 1999 with an enrollment of 120 students in Kindergarten through 4th grade. The school was originally located at the corner of 10th and Charlotte. The school quickly expanded to serve students through 8th grade with an increased enrollment over 610 students.

Historically, the KCIA student body has included students from all over the world. Students and families at KCIA represent 21 different countries from Africa, Asia and South America and speak

at least 15 different languages. Most of our students come from families experiencing economic challenges (more than 98% receive Free/Reduced Lunch Rates).

As the school expanded, additional school sites were added in order to accommodate the growing population. The school used to have two locations: 500 Woodland Ave and 414 Wallace Ave. The two buildings merged in 2017 and now all students attend school at the Wallace location

**KCIA Today**

In 2016, Kansas City International Academy became a separate organization focused exclusively on providing educational services to its students and families. A new Board of Directors was created, which hired a new Administrative Leadership Team.

KCIA is chartered by the Missouri Charter Public School Commission since January 1, 2022

- **Current Copier counts on 6 Devices as of 3/17/26**

- Anticipated Black usage ending 6/30/26 will be 7,182,345 prints over 5 years or \$1,431,056 per year or 119,706 per month
- Anticipated Color usage ending 6/30/26 will be 310,732 color prints over 5 years or 62,147 per year or 5,179 per MONTH

As of <b>3/17/2026</b>	<b>BLACK COUNTS</b>				
<b>Location</b>	<b>Sharp Model</b>	<b>Black Count</b>	<b>4.75 years of – Annual calc</b>	<b>Anticipated last 3 months</b>	<b>Total 5 year usage projection</b>
Office Color	MX-4071N	346,373	72,920.63	18,230.16	364,603.16
3rd Floor	MX-M7570	516,023	108,636.42	27,159.11	543,182.11
2nd Floor Aquarium	MX-M6071	1,379,071	290,330.74	72,582.68	1,451,653.68
Cafeteria	MX-M6071	1,817,939	382,724.00	95,681.00	1,913,620.00
K-4-North	MX-M7570	1,598,480	336,522.11	84,130.53	1,682,610.53
K-4 South	MX-M6071	1,165,342	245,335.16	61,333.79	1,226,675.79
<b>TOTALS</b>		<b>6,823,228</b>	<b>1,436,469.05</b>	<b>359,117.26</b>	<b>7,182,345.26</b>

As of <b>3/12/2026</b>	<b>Color</b>			
<b>Sharp Model</b>	<b>Color Count</b>	<b>4.75 years of use (annual calc)</b>	<b>Anticipated last 3 months</b>	<b>Total 5 year usage projection</b>
MX-M4071N	295,196	62,146.53	15,536.63	310,732.63

### 1.1 Schedule of Events

The following is the estimated schedule of events for this project.

- Release of RFP – Monday, March 18th, 2026
- RFP final questions due – Wednesday, April 15th, 2026
- Proposals due – Thursday, April 16th, 2026 at noon
- Responses open and Evaluation start – Thursday, April 16th at 12:30 pm
- Board Approval of proposal recommendation – Tuesday, April 28th at 2 PM.
- Equipment delivery installation and base services begin July 1st, 2026
- Software integration and final setup by Friday July, 24th, 2026
- Removal of existing equipment complete by July 24<sup>th</sup>, 2026

## **II TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (“RFP”)**

### **2.0 Response Submissions**

Response to this RFP can be submitted via email to [brehmer@kcia.us](mailto:brehmer@kcia.us) or in a sealed package and delivered via a trackable delivery service or personally, on or before **Thursday, April 16<sup>th</sup>, at 12:00pm CST**, to

KC International Academy  
RFP Copier Services  
Attention to: Bruce Rehmer,  
414 Wallace  
Kansas City, MO 64125

The response packages will be **publicly opened at 12:30pm CST on Thursday, April 16<sup>th</sup>**, at the same location.

Email responses will receive a confirmation of receipt email and will not be viewed or evaluated until the bid opening date. The District is not responsible for lost email transmission or delivery failure by the mail service. It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. The District reserves the right to reject all late arrivals. The Vendors must submit two (2) copies of proposal if physically submitted along with any unique maintenance contracts, along with an electronic copy submitted on a flash drive or thru email.

### **2.1 Costs Associated with Preparation of the Vendor’s Response**

The District will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

### **2.2 Questions**

Questions regarding this RFP can be emailed to [brehmer@kcia.us](mailto:brehmer@kcia.us) and must be submitted by April 14th. All questions and answers will be posted at

<https://docs.google.com/document/d/1xxHI7VNLMMxGGelfws9JYkz0fD8flYNPvLgk8D1qBnU/edit?usp=sharing>

### **2.3 Proposal Binding Period**

Prices quoted in the Vendor’s response for all labor and materials will remain in effect for a period of at least sixty (60) business days from the closing of the RFP.

### **2.4 Omissions**

Omission in the proposal of any provision herein described shall not be construed as to relieve The Vendor of any responsibility or obligation requisite to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

### **2.5 Price Quotations**

Price quotations are to include the furnishing of all materials, equipment, maintenance and training manuals, tools, and the provision of all labor and services necessary or proper for the completion of the work except as may be otherwise expressly provided in the Contract Documents. The District will not be liable for any costs beyond those proposed herein and awarded, including, but not limited to, any unforeseen costs related to this project. Time and materials quotes will be unacceptable.

## **2.6 Variation in Quantities and Configurations**

The District reserves the right to modify quantity and configuration requirements. The Vendor agrees to sell The District the revised quantity of items at the unit price as stated in the RFP regardless of quantity changes.

## **2.7 Project and Service Lead**

The Vendor will provide a Project Lead and Service Lead who will act as a single point of contact for all activities regarding the initial project and ongoing service. The Project Manager will be required to make on-site decisions regarding the scope of the work and any changes required by the installation work. The Project Manager will be entirely responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation or changes to the work. The Service Lead will be responsible for ongoing service and support related to the contract.

## **2.8 The Vendor Qualifications**

### **2.8.1 Experience**

The Vendor must submit a written statement of qualifications documenting the following areas of experience:

The selected Vendor shall be fully capable and have at least 5 years' experience in printer and copier service and support systems as well as any specified networking equipment, specifically any electronic devices providing connectivity for network devices. To ensure the system has continued support, The District will contract only with Vendors having a successful history of sales, installation, service, and support. During the evaluation process, The District may, with full cooperation of The Vendors, visit The Vendors' places of business, observe operations, and inspect records.

### **2.8.3 References**

The District may, with full cooperation of The Vendors, visit client installation to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through The Vendors; however, The Vendor personnel shall not be present during discussions with references. The Vendor must provide a minimum of five (5) reference accounts at which similar work, both in scope and design, have been completed by The Vendor within the last five years.

## **2.9 Equal Employment Opportunity**

In connection with the execution of this Contract, The Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, national origin or marital status. The Vendors shall take affirmative action to ensure that minority and disadvantaged applicants are employed and employees are treated during their employment without regard to race, religion, color, sex, age, national origin or marital status. Missouri Targeted Small Businesses are eligible to bid this project.

## **2.10 Safety**

The Vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state

labor laws, regulations and standards. The Vendor shall indemnify and hold harmless The District from and against all liabilities, suits, damages, costs and expenses (including attorney's fees and court costs) which may be imposed on The District because of The Vendor, subcontractor, or supplier's failure to comply with the regulations stated herein.

## **2.11 Patents and Royalties**

The Vendor, without exception, shall indemnify and hold harmless The District and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by The District. If The Vendor or subcontractor uses any design, device, or materials covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

## **2.12 Indemnification**

The Vendor shall indemnify and hold harmless The District, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence of any negligence (excluding negligence by The District, its agents or employees) in connection with the same; or by use of any improper materials or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants or employees. The Vendor further agrees to indemnify and hold harmless The District, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city or other applicable laws, bylaws, ordinances, or regulations by The Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate The Vendor to defend at its own expense or to provide for such defense, at The District's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against The District which may result from the operations and activities under this Contract whether the installation operations be performed by The Vendor, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to The Vendor shall obligate The Vendor to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

## **2.13 Liability and Insurance**

The Vendor shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance.

### **2.13.1 Insurance Coverage**

The Vendor shall be fully liable to provide and maintain in force during the life of this Contract, such insurance, including Public Liability Insurance, Product Liability Insurance, Auto Liability Insurance, Workman's Compensations and Employer's Liability Insurance as will assure to The District the protection contained in the foregoing indemnification provision undertaken by The Vendor. Such policies shall be issued by United States Treasury-approved companies authorized to do business in the State of Missouri, having agents upon whom service of process may be made in The District's name, and shall contain as a minimum, the following provisions, coverages, and policy limits of liability.

### **2.13.2 General Liability**

The Vendor will have General Liability Insurance as shall protect The District, The Vendor, subcontractor, agents, and employees from claims for damages. The limits of liability provided by such policy shall be no less than One Million Dollars (\$1,000,000.00) per occurrence combined single limit bodily injury and property damage, and an amount not less than Two Million Dollars (\$2,000,000.00) for damages on account of all occurrences.

### **2.13.3 Product Liability**

The Vendor will have Product Liability or Completed Operations Insurance with bodily injury limits of liability of not less than One Million Dollars (\$1,000,000.00) per person; One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate.

### **2.13.4 Auto Liability**

The Vendor will have Auto Liability Insurance with bodily injury limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and property damage limits of not less than One Million Dollars (\$1,000,000.00).

### **2.13.5 Workman's Compensation & Employer's Liability**

The Vendor will have Worker's Compensation and Employer's Liability Insurance with minimum limits as required by the State of Missouri but in no case less than One Hundred Thousand Dollars (\$100,000.00).

### **2.13.6 Claims**

In any and all claims against The District or any of their agents or employees by any employee of The Vendor, any subcontractor, or anyone directly or indirectly employed by any of the contracting parties or anyone for whose acts any of them may be liable, the indemnification obligation under indemnification shall not be limited in any way by any limitation on the amount or types of damages, compensation acts, disability benefit acts, or other employee benefit acts.

### **2.13.7 Contractual liability**

The District shall not be responsible for loss or damages to vendor's property either on or off The District's premise. The vendor is solely responsible for loss or damage to shipments and deliveries of all equipment and materials until turnover of finished project. The vendor shall be one hundred percent (100%) responsible for their personnel and personal property.

### **2.13.8 Personal Injury**

The Vendor shall procure and maintain adequate personal injury insurance to protect the vendor's personnel and The District against damages for bodily injury including death that may arise from operations under this contract. Also the Vendor's insurance shall cover the Vendor's subcontractors, and/or anyone directly or indirectly employed by the Vendor.

## **2.14 Bonding**

### **2.14.1 Performance and Payment Bonding**

Within seven (7) days after notice of award, The Vendor is required to have valid Performance and Payment Bonds in force covering the work performed up to the acceptance by The District. The Bonds must be in the amount of one hundred (100) percent of the Contract amount, guaranteeing to The District the completion and performance of the work covered in such as well as full

payment of all suppliers, agents, laborers, or subcontractors employed in the performance of the project. Such Bonds shall be in a form and with a surety acceptable to The District and shall provide for the protection of all persons supplying labor or materials used for the performance of the work. Purchase order(s) will not be issued until on hundred (100) percent payment bonds are received.

The Vendor agrees to keep such Bonds, or a replacement thereof, in force at all times during the course of the performance under this project. In addition to the foregoing requirements, such bonds shall contain provision, whether by attaching endorsements or supplemental agreements, guaranteeing to The District the successful completion of the project. The Vendor may comply with the requirements of this provision by causing said Bonds to specifically name The District as one of the parties to whom the protection afforded by said Bonds is extended or as an alternate, may furnish The District with a separate Performance Bond meeting the same criteria.

## **2.15.1 Proposal Preparation and Submission Requirements**

### **2.15.1.1 Authorized Representative**

All proposals must be signed by an authorized representative of the Vendor. All information requested must be submitted. Failure to submit all information requested may result in the exclusion of the submitted proposal from consideration, a lower score in the evaluation of the proposal, or the reviewing parties requesting the missing information.

### **2.15.1.2 Proposal Preparation**

Submitted proposals should be written in a concise simple manner, providing a straight forward solution to the RFP. Respondents should focus upon providing the most cost effective yet technologically sound solution to the district.

### **2.15.1.3 Proprietary Information/Trade Secrets**

All submitted data, including information prepared for the district in response to this RFP will exclusively belong to The District. The information will be open to public inspection as required by law. Any trade secrets or proprietary information will not be disclosed to the public; however, such information should be brought to the attention of the district with adequate reason for such withholding.

## **2.16 Evaluation and Award of Responses**

The District may at its discretion and at no fee to The District, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response.

### **2.16.1 Right to Reject**

The District reserves the right to accept or reject all proposals or sections thereof. In addition, The District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor can propose.

### **2.16.2 Evaluation Criteria**

The criteria for selection of The Vendor will entail several specific considerations. The District reserves the right at any time to request documentation or additional information/clarification on any of the following but not limited to: Vendor qualifications; Vendor understanding of the project scope of work and overall goal; Vendor compliance with specifications detailed in RFP; Vendors demonstrated ability to perform.

### **2.16.3 Award of Project**

The District will select and award the project to a single Vendor felt best meeting the evaluation criteria. Price will not be the only consideration.

The District reserves the right to cancel this RFP, reject submitted proposals or portions of proposals at any time prior to the awarding of the project. The District is not required to provide a statement of reason as to why any proposal is deemed as not being most advantageous to the goals of The District. The District is not obligated to commit to any products or services as a result of the publication of this document. All proposed solutions will be presented to The District for final approval. The District reserves the right at any time to reject portions of this project.

### **2.17 Special Conditions**

The facilities are academic in nature and thus activities in all customer facilities will not be interrupted by The Vendor's work activities. The computer systems associated with this work will not be taken off-line or removed from service during normal working hours. Arrangements must be made by The Vendor to coordinate any such activities. The Vendor will be required to work around all of the conditions listed above as well as working with The District staff to minimize disruptions to normal customer activities.

#### **2.17.1 Contract Modification**

The Vendor agrees that all contract modifications (change orders) are to be submitted in writing to the Project Coordinator no less than five (5) days before work on modified areas is to take place. Any extension of contract dates will be discussed between the Project Manager and the Project Coordinator and placed in writing on the contract modification. Price markup for contract modifications shall not exceed five (5) percent of the comparable material and labor breakout on the response form in section IV for the Prime Vendor and ten (10) percent for Subcontractors.

### **2.18 Cancellation Policy**

- a.** The other party has breached any provision of this contract and has failed to cure such breach within thirty (30) days of written notice by the other party. Breaches by SUPPLIER shall include, but not be limited to, the following items: failure to deliver parts and/or services in a timely manner; failure to submit quarterly reports on a timely basis; failure to maintain adequate insurance coverage; unauthorized transfer of responsibilities; failure to utilize the manufacturer's authorized branded and/or authorized parts, supplies or consumables; failure of the products to meet specifications, and/or unsatisfactory customer and/or technical service.
- b.** If termination affects only a portion of the multifunctional fleet installed under this contract, CLIENT reserves the right to cancel that portion of this contract without incurring causes for liquidated damages or any other costs; this contract shall then remain in full force and effect with respect to all remaining equipment. SUPPLIER shall waive all charges for terminated equipment for the remainder of the term of this contract. Upon conclusion of this contract, SUPPLIER agrees to cooperate in an orderly settlement of its account with CLIENT.

## 2.19 Performance Liability

In the event the Vendor does not complete the project by **the date listed in timeline**. The District reserves the right to deduct from the final payment five hundred dollars (\$500.00) per day until the project is complete. Performance penalties will not be incurred due to weather events or other unforeseen events by the District.

## 2.20 Advertising

The Vendor agrees not to use the results from this RFP as a part of any commercial advertising without prior written approval of The District.

## 2.30 Term lengths

All installations under this contract shall have a common expiration date of five years, after the contract goes into effect **depending on the agreed upon terms. Contract may be extended, at CLIENT'S option to monthly, quarterly or annual** for up to one year as determined by CLIENT. Under no circumstances will there be an automatic rollover into a term that exceeds the original term.

## 2.31 Monthly Billing Spreadsheet:

SUPPLIER shall reconcile CLIENT'S monthly copying volume on all equipment installed on a monthly basis:

- SUPPLIER shall at all times assume the responsibility for promptly gathering and reporting accurate meter readings from all units installed under this contract
- In addition to the monthly invoice, CLIENT requires a monthly usage report by machine and per user

## 2.32 Quarterly Uptime Report:

In order for CLIENT to properly manage its multifunctional equipment, SUPPLIER shall be required to submit, along with its monthly invoice, a quarterly uptime summary for all equipment installed under the terms of this contract. This quarterly summary shall include for each unit:

- The serial number, model name and location/name of the unit
  - Last meter and current meter
  - The unit's quarterly volume  
The total cumulative annual volume to date
  - The number of service calls placed for that unit and the response time and downtime associated with each call
  - The unit's average uptime percentage for the given quarter
- a) For the purposes of determining acceptable equipment uptime (95%) under this contract, CLIENT will operate the equipment an average of twenty (20) eight-hour workdays per month, from 7 a.m. to 4 p.m. Monday through Friday. A list of holidays will be provided to SUPPLIER.
- b) SUPPLIER shall submit the quarterly report described in this section, covering activity in the previous calendar quarter during each calendar quarter of each year this contract is in effect

## 2.4 Electrical Requirements:

Equipment shall be capable of operating on 120 VAC,  $\pm 5V$ , 60 Hz.  
Models requiring dedicated outlets may be proposed and should be clearly indicated in SUPPLIER'S

response document

**III Price Budget and References:**

**3.1 Project Budget:**

- Complete in its entirety, the price table provided. The proposed budget response shall be listed in the same format and order as provided below.
- We desire to replace 2 of our black 60+ page a minute copiers for a color capable 60+ page a minute device (1 in Elementary and 1 by the Aquarium).

**A) LEASE Costs**

TYPE	Minimum PPM	Qty.	Model Proposed	Monthly Cost per Unit	Yearly Cost per Unit	Total Lease for # of Units x Five Years proposed
Color MFP	40+	1		\$	\$	\$
Color MFP	60+	2		\$	\$	\$
B/W MFP	60+	1		\$	\$	\$
B/W MFP	70+	2		\$	\$	\$
				Yearly cost for all of the units combined		\$
				Monthly cost for entire fleet		\$

**B) SERVICE MAINTENANCE PER COPY RATE**

<u>Copy/Click description</u> <i>(KCIA will not pay for the estimated amounts but just for the actual copy/prints created).</i>	Cost per copy/print	Total Monthly estimated usage	Total for 5 years of estimated usage
All Black & White copy click rates <b>billed as used</b> (which covers toner, staples, and service)- (estimate 119,255 monthly or 1,431,056 a year)	\$		
All Full-Color Copies / Prints to be <b>billed as used</b> (which covers toner, staples, and service)- (estimate of 5,126 monthly or 61,512 yearly)	\$		
<b>Total yearly cost for service maintenance on B/W and color copies combined</b>			

**C) Shipping expiring 5-year old Equipment - Return Charges**

Description	Total
Shipping 6 Sharp back to Lease company	\$

**3.2 References:**

**Five project references must be provided of which three must be entities where you have provided comparable projects (overlaps acceptable).** These projects must have been engaged during the last two years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. The Project Scope must include the quantity of product provided, level of service provided and if OEM or Remanufactured product is purchased. Use the format below. Reference contact information must be current and include working phone numbers

Reference Organization	Contact Name	Phone Number	Project Scope	Project Completion Date
1.				
2.				
3.				
4.				
5.				

IV. EVALUATION CRITERIA MATRIX

Vendors will be weighed according to the below matrix. 6856 ,

**KCIA Copier  
Evaluation Criteria Matrix**

Factor	Points	Vendor
	Available	Score
Total Value and Price of Proposal	80	
Proposal meets all RFP items	10	
References	10	
<b>Totals</b>	<b>100</b>	

Picture and Locations of Equipment

*West Wing K4-North - MX7570*



*West Wing K4-South MX6061*



*Office Color MX4071n*



*Aquarium-M6071n*



*Cafeteria - M607n*



*3rd Floor - M7570n*

