



AUBURN-WASHBURN USD 437
5928 SW 53RD ST
TOPEKA, KS 66610-9451

Request for Proposal
RFP NO 80013
Addendum B

RFP Issuance: March 23, 2026
Site Visit: March 26, 2026
Deadline for Question: March 27, 2026
Addendum: March 30, 2026
Proposal Deadline: April 8, 2026 12:00pm
Award: April 20, 2026

Scope Change

Washburn Rural High School has requested an additional small MFP desk.

34) Multipurpose - Small MFP Desk

Question and Answers (Questions with changed answers are red lined)

- 1) In reviewing the PaperCut licenses. Excluding the single function printers, won't you need ~~498~~109 licenses and not 106?

You are correct, we would need a total of ~~498~~109 licenses to cover all of the multi-function units.

- 2) You have 6 x Machine Configurations. Could you please simplify the response to this RFP but simply telling us exactly how many of each configuration #1-#6 you want quoted?

16 - Single-function printers (including the additional one in this addendum)

~~47~~18 - Small MFP on Desks

8 - Small MFP on the floor

12 - Large MFP without finisher

67 - Large MFP with finisher

4 - Copy Center

- 3) Please provide current Papercut CRN#

C-Z6F3PR

- 4) Do you require Proximity Card readers for Papercut access or just Pin #?

Just PIN number.

- 5) Clause 20 - IS the vendor required to provide all 3 pricing models or just the one we recommend, i.e.: Unlimited page count?

A vendor is only required to provide a quote with the pricing model they recommend. A vendor may provide multiple options if they wish.

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- 6) May offerors include their Agreements for Maintenance (as well as the Lease Agreement) as part of the proposal response?

Those may be included as part of the response

- 7) If offerors have any exceptions to the terms and conditions in the Solicitation, should such exceptions be included in the proposal response?

Yes, those should be included in the response so they can be considered as part of the response.

- 8) Could you please provide average monthly volume for both black/white and color by device?

This proposal would change the makeup of our devices quite a bit so getting by devices, especially color, would be difficult.

- 9) Who will be responsible to remove/return the current equipment? Will there be a buyout to consider?

The current lease holder will remove the equipment.

- 10) Who will be responsible to remove/return the new proposed equipment at the end of the term?

The winning vendor will be expected to remove the equipment at the end of the new term.

- 11) Are you looking for pricing per unit or total lump sum lease pricing?

Either would be acceptable.

- 12) Can we please have a copy of your current PaperCut configuration including the service expiration date? If that isn't available, a PaperCut CN (customer number) should work.

Our CRN is C-Z6F3PR.

- 13) Would you be willing to accept a +/- 5ppm due to each manufacturer having either even or odd page per minute minimums?

The listed speeds for each class of device is a minimum speed the district will accept.

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- 14) We calculated ~~408~~109 devices that would require PaperCut . However, it's mentioned you have 101 licenses out of the 106 you need. Could you please reconfirm the totals for PaperCut license and let us know which devices do not need a license?

The total is ~~408~~109 devices that would need to be licensed for the 5-year term. The 16 single-function printers will not have PaperCut on them. Our current PaperCut install has 101 licenses on it so we would need to extend the support for those 101 licenses for the 5-year term and add ~~7~~8 additional licenses.

- 15) Are returns or pickups for your current devices required to be included in the pricing?

The current lease holder will pick up the current devices.

- 16) Based on the information gathered during the walkthrough, your current fleet is primarily composed of monochrome devices. According to the RFP, it appears you are requesting a new fleet consisting solely of color devices. Is that correct, or would you prefer to retain some monochrome units while adding additional color units?

We are requesting a new fleet consisting solely of color devices.

- 17) If you are seeking a full fleet of color-only devices, are you open to a slightly lower ppm rate for the “copy center” devices, specifically moving to around 75 ppm?

We would prefer to hold the 80ppm minimum for those devices. The interface varying from those of the other devices would be acceptable. All 4 devices are used by a single individual at the building so disruption would be minimized.

- 18) How are you currently handling faxing? Are you using any fax software? If available, could you provide your faxing volume information?

We currently use device-based faxing both for incoming and outgoing faxes. Faxing is currently handled by existing MFPs in the locations.

- 19) For the “small MFP” (A4/compact MFP) options, you noted a preference for an internal finisher. Since some A4 units cannot support an internal finisher, would a small external finisher still meet the district's needs?

An internal finisher was specified since most locations where those will be housed the available space will not allow for the footprint to grow much.

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20) Can you please clarify the number of PaperCut licenses needed to cover the entire fleet, as well as the type of maintenance and support you require? The RFP indicates that you currently have 101 of the 106 licenses needed; however, it also states a requirement for ~~408~~109 total MFDs (excluding printers).

You are correct, there are ~~408~~109 devices that will need to be licensed in total.