



# WOODWARD-GRANGER COMMUNITY SCHOOL DISTRICT

Woodward-Granger Community School District  
 1904 State Street  
 Granger, IA 50109

## Request For Proposal: District-Wide Copier MFP Refresh

<https://wghawks.school/district/techbids/>

<a href="#">RFP Timeline</a>	<a href="#">2</a>
<a href="#">Purpose and Scope:</a>	<a href="#">2</a>
<a href="#">RFP Proposal Submissions</a>	<a href="#">2</a>
<a href="#">Contact &amp; Address</a>	<a href="#">2</a>
<a href="#">Introduction &amp; Background</a>	<a href="#">3</a>
<a href="#">Project Objectives</a>	<a href="#">4</a>
<a href="#">Scope of Work</a>	<a href="#">4</a>
<a href="#">Vendor Response Requirements</a>	<a href="#">5</a>
<a href="#">Evaluation Criteria</a>	<a href="#">5</a>
<a href="#">Appendix A: Table 1</a>	<a href="#">6</a>
<a href="#">Appendix A: Table 2</a>	<a href="#">7</a>
<a href="#">Appendix B: Board Policy 705.01: Purchasing – Bidding</a>	<a href="#">8</a>

## RFP Timeline

Release Date: Wednesday, April 29, 2026  
Due Date: **Thursday, May 14, 2026 by 3 PM CST**  
Questions: **Deadline for Vendor Questions: May 4th (12 PM/ Noon) via Email**  
Answers: **Q&A Addendum Posted: Monday May 4th (by 4PM)**  
Award Date: May Board of Directors or Later  
Delivery Date: June 2026 - August 2026  
**\*Proposals are due sealed and delivered to the Woodward-Granger Administration Offices**

## Purpose and Scope:

Woodward-Granger Community School District is seeking proposals for a comprehensive district-wide print, copy, and scan solution. The District intends to purchase all equipment outright utilizing SAVE/PPEL funds; no leasing options will be considered for this RFP.

Woodward-Granger MS/HS (future High School), 306 West Third Street, Woodward IA 50276  
Woodward-Granger Early Learning Center, 2200 State Street, Granger IA 50109  
Woodward-Granger Elementary, 2002 Oak Street, Granger IA 50109  
Woodward-Granger Administrative Offices, 1904 State Street, Granger IA 50109  
Grandwood Education Center, 1501 Mulberry, Granger IA 50109  
Woodward-Granger Middle School (NEW), 2601 Sycamore Street, Granger IA 50109

## RFP Proposal Submissions

The deadline for vendor proposals is **3 PM CST, Thursday, May 14, 2026**. The district reserves the right to reject late-submitted proposals. **Proposals must be submitted in a sealed envelope per board policy (Appendix A).**

## Contact & Address

Cody Churchill  
Director of Technology

Questions for the Q&A should be emailed to  
Email: [codychurchill@wghawks.school](mailto:codychurchill@wghawks.school), [codychurchill@wghawks.org](mailto:codychurchill@wghawks.org)

### Sealed Proposals Must be Submitted to the Following Address

Attn: District-Wide Copier MFP Refresh  
Woodward-Granger CSD  
1904 State Street  
Granger, IA 50109

## Introduction & Background

The district currently has consistent MFP's deployed across all buildings. Toshiba e-Studio's are the bulk of that deployment with PaperCut NF being our print management solution. As part of this year's upcoming purchase are copy machines for our NEW Middle School opening this fall for the 2026-2027 school year.

Price will not be the only criteria for selection. Desired feature set, per image rate for b/w and color, service agreement, and compatibility with district needs will be part of the evaluation process.

Current Volumes:

Name	Location	Model	Total Meter Count	Total 3mo AMV	Total 12mo AMV
Admin Color MFP Finisher	Admin	Toshiba e-STUDIO4515AC	165,495	3,867	3,066
Admin Business Printer	Admin	HP M402DNE	18,793	471	367
Admin Shared Printer	Admin	HP M402DNE	91,840	302	237
MICR (Checks) Printer	Admin	HP M402DNE	10,697	139	147
ELC Office Workroom B/W Finisher	Early Learning	Toshiba e-STUDIO5518A	890,098	13,144	9,853
ELC Office Color MFP	Early Learning	Toshiba e-STUDIO3515AC	549,737	11,266	8,948
ELC East B/W MFP	Early Learning	Toshiba e-STUDIO 5018A	541,198	8,644	6,096
ELC West B/W MFP	Early Learning	Toshiba e-STUDIO 5018A	189,833	5,408	3,712
ELEM Office Workroom B/W Finisher	Elementary	Toshiba e-STUDIO6518A	1,192,310	17,901	14,974
ELEM Office Color MFP	Elementary	Toshiba e-STUDIO3515AC	186,919	2,587	2,308
ELEM 2nd Grade B/W MFP	Elementary	Toshiba e-STUDIO 5018A	613,701	10,932	8,324
ELEM 3rd Grade B/W MFP	Elementary	Toshiba e-STUDIO 5018A	472,885	9,902	7,212
ELEM 4th Grade B/W MFP	Elementary	Toshiba e-STUDIO 5018A	613,174	15,361	10,389
ELEM 5th Grade B/W MFP	Elementary	Toshiba e-STUDIO 5018A	530,609	11,188	8,689
Grandwood Office Color MFP Finisher	Grandwood	Toshiba e-STUDIO4515AC	125,850	3,259	2,384
Grandwood Work Room 1 B/W MFP	Grandwood	Toshiba e-STUDIO 5018A	285,637	425	281
Grandwood Work Room 2 B/W MFP	Grandwood	Toshiba e-STUDIO 5018A	144,122	3,749	2,819
HS Workroom MFP Finisher	HS	Toshiba e-STUDIO5518A	1,026,598	18,098	14,264
HS Secretary Color MFP	HS	Toshiba e-STUDIO3515AC	228,193	5,054	4,252
HS South B/W MFP	HS	Toshiba e-STUDIO 5018A	657,823	15,502	11,712
HS North MFP B/W	HS	Toshiba e-STUDIO 5018A	478,429	11,453	8,905
MS Secretary Color MFP (Moving)	New MS	Toshiba e-STUDIO3515AC	402,714	5,257	4,812

Woodward-Granger **CSD**: District-Wide Copier MFP Refresh

**Proposals Due Thursday, May 14, 2026 by 3 PM CST**

## Project Objectives

The district seeks to replace and implement a cost effective print, copy, and scan solution for staff, students, and district approved contractors. The solution should provide consistent user experience functionality across sites and locations.

Volumes across current MS/HS listed above as 'HS' and 'MS' will be divided at the beginning of the 2026-2027 year. The volume should decrease across those devices and shift to the 2 additional 'New Middle School' devices requested below. All volumes should be utilized to adequately size recommended equipment.

## Scope of Work

### Equipment

- MFP Configuration, Installation, and Maintenance
- NFC/Bluetooth Compatible Readers on MFP Devices (Not needed on Admin Office Printers)
- Coordination with district staff on networking and location
- Finishing devices at specific locations - Hole Punch / Staple

### Software & Integration

- Secure print management software to authenticate staff and students (Preferably Cloud Hosted)
  - IDM Integration with Google Workspace (Currently synced nightly)
  - Cloud-Based Management (i.e. PaperCut Hive or equivalent)
    - onsite server infrastructure should be minimized or utilized only for local edge-mesh efficiency
  - Local job queues and release
- Document Scanning
  - Scan to Email or Personal Document Storage (i.e. Google Drive)
  - OCR Compliant Scanning to meet [WCAG 2.1 Compliance](#)
- Security/Access
  - Print Release
  - Secure Pin Code Authentication
  - NFC/Bluetooth Reader Authentication
- Compatibility
  - Device Agnostic - Desktop, Chromebook, Mobile

### Implementation & Support

- Migration services provided by the vendor, including:
  - Migration of Current Copy/Print/Scan Data (PaperCut)
- Training Sessions
  - Minimum of 1 end user session (optionally recorded)
  - Minimum of 1 system administrator sessions
- Documentation
  - End User Guides
  - Administration Guides

Woodward-Granger **CSD**: District-Wide Copier MFP Refresh

**Proposals Due Thursday, May 14, 2026 by 3 PM CST**

## Vendor Response Requirements

Proposals must include the following:

- Executive summary of the solution
- Detailed breakdown of features and capabilities
- Description of system architecture (e.g. cloud infrastructure, security, uptime guarantees)
- Project plan and timeline for installation and migration
- List of included hardware and supported device types
- Training approach and sample materials (if available)
- Documentation samples or table of contents

**Itemized cost proposal**, clearly broken down as follows:

- **Initial and recurring costs**
- Cost-Per-Click (Image) B/W and Color
- Print Management Software License & Support Cost
- Annual breakdown of costs by year
- Total cost for the full term of the contract
- **A 5-year proposal is required**
- Optional - Additional Term Options May Be Included
- Service Level Agreement (SLA) and support model
- References from at least three similar-sized institutions

### Specifications Not Met

Any specifications the vendor/solution are not able to meet must be clearly identified in the bid response and listed under the header of “Specifications Not Met”. Each unmet requirement must be accompanied by a detailed explanation and any applicable alternative solutions or mitigation strategies.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Overall project cost
- Cost-effectiveness and transparency of pricing
- Completeness and clarity of proposal
- Compliance with technical specifications
- Implementation approach and vendor experience
- Physical proximity of vendor to Woodward-Granger (Granger, IA or Woodward, IA for ability to quickly provide on-site support, if needed)
- Training and support offerings
- References and proven success

Woodward-Granger Community School District reserves the right to reject any and all proposals.

**Appendix A: Table 1 - Vendor Completed (Required)**

Name	Location	Proposed Model
Admin Color MFP Finisher	Admin	
Admin Business Printer	Admin	
Admin Shared Printer	Admin	
MICR (Checks) Printer	Admin	
ELC Office Workroom B/W Finisher	Early Learning	
ELC Office Color MFP	Early Learning	
ELC East B/W MFP	Early Learning	
ELC West B/W MFP	Early Learning	
ELEM Office Workroom B/W Finisher	Elementary	
ELEM Office Color MFP	Elementary	
ELEM 2nd Grade B/W MFP	Elementary	
ELEM 3rd Grade B/W MFP	Elementary	
ELEM 4th Grade B/W MFP	Elementary	
ELEM 5th Grade B/W MFP	Elementary	
Grandwood Office Color MFP Finisher	Grandwood	
Grandwood Work Room B/W MFP	Grandwood	
HS Workroom MFP Finisher	HS	
HS Secretary Color MFP	HS	
HS South B/W MFP	HS	
HS North MFP B/W	HS	
New MS Secretary Color MFP - Finisher	New MS	
New MS Workroom 1 MFP - Finisher	New MS	
New MS Workroom 2 MFP - Finisher	New MS	

### Appendix A: Table 2 - Vendor Completed (Required)

Feature	Yes/NO	Additional Notes / Further Explanation
Cloud-Based Management Software		
Local Print Queue Distribution (Edge Model)		
Google Workspace Compatible		
NFC/Bluetooth Authentication		
Cost Per Image B/W: consistent across devices and throughout contract		
Cost Per Image Color: consistent across devices and throughout contract		
Service location to Woodward & Granger less than 100 miles		
OCR Compliant Scanning to meet WCAG 2.1 Compliance		
Consistent Manufacturer for all Managed MFP (Non-Admin Office Printers)		
Current Equipment Buyback/Recycle Option		
Term of quote (years)		

## Appendix B: Board Policy 705.01: Purchasing – Bidding

Original Adopted Date: 07/19/2004 | Last Reviewed Date: 03/06/2023

The board supports economic development in Iowa, particularly in the school district community. As permitted by law, purchasing preference will be given to Iowa goods and services from locally-owned businesses located within the school district or Iowa based companies if the cost and other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items as a part of response evaluation. Other statutory purchasing preferences will be applied as provided by law, including goals and reporting with regard to procurement from certified targeted small businesses, minority-owned businesses, and female-owned businesses.

### Goods and Services

The board shall enter into goods and services contract(s) as the board deems to be in the best interest of the school district. It shall be the responsibility of the superintendent to approve purchases, except those requiring board approval as described below or as provided by in law. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories, or attachments with an estimated cost of \$50,000 or more.

Purchases for goods and services shall conform to the following:

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive request for proposals, quotations, or bids for goods and services up to \$25,000
- For goods and services costing at least \$25,000 and up to \$50,000, the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding, \$50,000 the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications.

The contract award may be based on several cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;

Woodward-Granger **CSD**: District-Wide Copier MFP Refresh

**Proposals Due Thursday, May 14, 2026 by 3 PM CST**

- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences; and
- Other factors deemed relevant by the board.

The board may elect to exempt certain professional services contracts from the thresholds and procedures outlined above.

The thresholds and procedures related to purchases of goods and services do not apply to public improvement projects.

### Public Improvements

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and for which either of the following applies: (1) has been paid for in whole or in part with funds of the governmental entity; (2) a commitment has been made prior to construction by the governmental entity to pay for the building or construction work in whole or in part with funds of the governmental entity. This includes a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these processes, if it so chooses.

The award of all contracts for the public improvement shall be awarded to the lowest responsive, responsible bidder. In the event of an emergency requiring repairs to a school district facility that exceed bidding and quotation thresholds, please refer [policy 802.03 – Emergency Repairs](#).

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.