

# REQUEST FOR PROPOSAL (RFP)

Multi-Function Copier Lease and Services

Issued by: South San Joaquin Irrigation District (SSJID)

Proposal Due Date: Friday, February 27, 2026

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# Introduction

South San Joaquin Irrigation District (SSJID) is soliciting proposals from qualified vendors to provide and install multifunction copier equipment under a lease agreement to support departmental operations across our facilities. SSJID is committed to ensuring reliable, efficient, and cost-effective copying, printing, scanning, finishing, and secure access management.

## Project Overview

SSJID requires the lease, installation, and ongoing support of six (6) multi-function copier devices at three (3) separate physical locations. Devices must meet the performance and feature requirements outlined below. Vendors should propose comprehensive solutions, including equipment, maintenance, supplies (excluding paper), training, and support.

The initial lease agreement will be for a three-year term, with the possibility of renewal or extension upon satisfactory performance and mutual agreement.

As part of the evaluation process, SSJID expects vendors to make a demo unit available for viewing upon request, either at the vendor’s warehouse, demonstration center, or at another customer’s location, prior to final contract award.

## Scope of Work

Vendors shall:

- Provide leased equipment that meets or exceeds the specifications for each location and department.
- Deliver, install, and configure equipment at each site.
- Provide training for staff on equipment features.
- Provide full-service maintenance, repair, and replacement parts during the lease term.
- Supply consumables (toner, staples, etc., but excluding paper).
- Provide prompt technical support and guaranteed response times for service calls.
- Ensure devices support centralized user management, including the ability to remotely add, remove, and manage users through integration with enterprise directory services (e.g., Active Directory, Entra ID, or equivalent systems).
- Make a demo unit available for SSJID staff to view upon request at a vendor-controlled location or customer site.

# Current Printing Environment & Volumes

To assist vendors in recommending appropriate solutions, SSJID has provided approximate monthly print volumes. These numbers reflect the combined totals of print and copy usage. Vendors should ensure that proposed equipment can comfortably handle these volumes without exceeding the recommended duty cycle.

## District Office (Manteca, CA) - 4 Units

- Copy Room: ~3,000 pages/month (B&W), ~1,500 pages/month (Color)
- Engineering: ~1,500 pages/month (B&W), ~2,000 pages/month (Color)
- Finance: ~5,000 pages/month (B&W), ~2,000 pages/month (Color)
- Building B: ~1,000 pages/month (B&W), ~500 pages/month (Color)

## Control Room (Ripon, CA) - 1 Unit

- ~1,000 pages/month (B&W), ~500 pages/month (Color)

## Water Treatment Plant (Oakdale, CA) - 1 Unit

- ~1,000 pages/month (B&W), ~2,000 pages/month (Color)

# Equipment Specifications

## District Office (Manteca, CA)

- Copy Room:
    - 45 ppm
    - Color
    - Stapler
    - 3-Hole Punch
    - Booklet Folding
    - Duplex Printing
    - 4 Trays (Letter, Letter, Legal, Ledger)
    - Bypass Feed
    - Large Capacity Tray
    - Fax Machine
  - Engineering Department:
    - 45 ppm
    - Color
    - Stapler
    - 3-Hole Punch
    - Duplex Printing
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- 4 Trays (Letter, Letter, Legal, Ledger)
- Bypass Feed
- Large Capacity Tray
- Finance Department:
  - 45 ppm
  - Color
  - Stapler
  - Duplex Printing
  - 4 Trays (Letter, Letter, Legal, Ledger)
  - Bypass Feed
  - Large Capacity Tray
- Building B:
  - 35 ppm
  - Color
  - Stapler
  - Duplex Printing
  - 4 Trays (Letter, Letter, Legal, Ledger)
  - Bypass Feed

### Control Room (Ripon, CA)

- 25 ppm
- Color
- Stapler
- Duplex Printing
- 4 Trays (Letter, Letter, Legal, Ledger)
- Bypass Feed

### Water Treatment Plant (Oakdale, CA)

- 45 ppm
- Color
- Stapler
- 3-Hole Punch
- Booklet Folding
- Duplex Printing
- 4 Trays (Letter, Letter, Legal, Ledger)
- Bypass Feed
- Large Capacity Tray
- Fax Machine
- **Note:** The Water Treatment Plant must be billed separately from all other locations.

# Proposal Requirements

Vendors must include the following in their response:

1. Company profile, experience, and references from at least three (3) clients with similar needs.
2. Detailed specifications for each proposed device, with brochures or datasheets.
3. Lease pricing for a three-year term, including all equipment, service, and maintenance. Pricing must clearly show the Water Treatment Plant as a separate billing item.
4. Warranty details for all leased equipment.
5. Service level commitments, including guaranteed response times.
6. Training plan for staff.
7. Implementation timeline and delivery schedule.
8. Details on directory service integration capabilities.
9. Confirmation that a demo unit will be made available for viewing upon request.

## Evaluation Criteria

- Compliance with technical specifications
- Total lease cost over the three-year term
- Vendor qualifications and references
- Service and support responsiveness
- Warranty and maintenance terms
- Directory integration capabilities
- Demo unit evaluation results
- Implementation timeline

## Submission Instructions

- Proposals must be submitted by Friday, February 27, 2026.
- Send submissions electronically to: [michael.oleary@ssjid.gov](mailto:michael.oleary@ssjid.gov)

## Terms & Conditions

- The contract resulting from this RFP will be a three-year lease agreement, beginning upon equipment installation and acceptance.
  - SSJID reserves the right to renew or extend the lease beyond the initial term upon mutual agreement.
  - SSJID reserves the right to reject any or all proposals.
  - Vendors may be invited for interviews, presentations, or to provide demo viewings.
  - Final award is contingent upon approval by SSJID's Board of Directors.
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