



REQUEST FOR PROPOSAL (RFP)

Wide-Format Plotter Replacement

Issued by: South San Joaquin Irrigation District (SSJID)

Proposal Due Date: Friday, February 27, 2026

Contact: Michael O'Leary, IT Systems Administrator

Email: michael.oleary@ssjid.gov

Introduction

South San Joaquin Irrigation District (SSJID) is soliciting proposals from qualified vendors to provide, install, and support a new wide-format color plotter to replace the District’s aging units. The selected device must meet or exceed modern performance, reliability, and functionality expectations for wide-format color and monochrome output, color-capable scanning, and network integration.

Project Overview

The District requires a modern, efficient wide-format plotter that will support Engineering and Operations workflows. Expected monthly printing volume is approximately 500 linear feet per month. Vendors must propose a turnkey solution, including equipment, delivery, installation, training, maintenance, and ongoing support.

The initial lease agreement will be for a five-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 required.
- Deliver, install, and configure equipment.
- 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.

Technical Specifications

The proposed plotter must meet or exceed the following specifications:

Printing

- High-speed color and monochrome wide-format printing suitable for engineering and construction drawings.
- Minimum print width: 36 inches.
- Dual-roll capability.
- Expected duty cycle capable of supporting at least 500 linear feet per month.

Scanning & Copying

- Ability to scan large-format documents to PDF, TIFF, and JPEG.
- Color scanning required, including scan-to-email and scan-to-network-folder capabilities.
- Minimum scan width: 36 inches.
- High-resolution scanning suitable for engineering drawings.

Media Handling

- Automatic media loading and roll switching.
- Minimum two-roll feeding system

Maintenance & Support

- Full-service maintenance agreement including parts, labor, imaging components, and consumables (excluding paper).
- Guaranteed response times.

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 the proposed device, with brochures or datasheets.
 3. Lease pricing for a five-year term, including all equipment, service, and maintenance.
 4. Warranty details.
 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.
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Evaluation Criteria

- Compliance with technical specifications
- Total lease cost over the five-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

Terms & Conditions

- The contract resulting from this RFP will be a five-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.