



**REQUEST FOR PROPOSAL  
For**

**Multifunction Devices and Managed Print Services**

**PIKES PEAK LIBRARY DISTRICT  
Colorado Springs, CO**

**RFP # 520-26-01**

The Pikes Peak Library District (PPLD) invites qualified vendors with the qualifications as stated herein, and are licensed in the State of Colorado, to submit a response to a Request for Proposal (RFP) for Multifunction Devices and Managed Print Services.

**Proposal deadline is 2 p.m. MST on Wednesday, May 27, 2026**

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## 1. Scope of Work

Pikes Peak Library District (PPLD) is soliciting proposals to replace the multifunction devices (MFDs) throughout the district. The successful vendor shall provide MFDs, associated managed print services, and support in accordance with the requirements outlined below.

### Hardware:

- MFDs must have RJ45 ethernet port connections.
- MFDs must accommodate International Standards Organization (ISO) sizes of paper; Letter (ANSI A) 8.5"x11", Legal (ANSI B) 8.5"x14", and Ledger (ANSI C) 11"x17".
- MFDs must accommodate ISO C sizes of paper; C2, C3, C4, C5, and C6.
- MFDs must be compatible with the existing TBS print release kiosks to handle vending capability.
- MFDs must have automatic document feeders.
- MFDs must have hardware capable of printing and scanning.
- Devices should not require an on-premises server.
- The requirement is for sixty-four (64) new MFDs, consisting of nine (9) desktop units and fifty-five (55) stand-alone units.

### Software:

- Drivers should not require administrator permissions for staff to install (example V4 drivers).
- Capabilities on each MFD must include eFax, printing, scan to email, SharePoint, and USB.
- eFax should include a native application on the copier, eFax confirmation pages, and eFax over email for designated staff, and the ability to view and save reports for the number of pages faxed and total fax transactions.
- PPLD is seeking proposals from qualified vendors to provide a cloud print solution that has an application available on all MFDs.
- Agreement must include porting our fax numbers from the previous eFax vendor. Internet only option with no on-premises servers required for eFax to function.

### Initial Setup and Implementation:

- Vendor must deliver and install new MFDs to the respective locations.
- Connection to Today's Business Solutions (TBS) print release kiosks to be done when installed.
- Agreement must include removal and disposal of existing equipment. A list of the

current fleet will be provided. The successful proposer will agree to remove and dispose of existing equipment. The vendor agrees to wipe the hard drives in each device using software-based overwriting techniques according to government or industry standards that prevent any data from being recovered or to physically destroy each hard drive in a manner that prevents any data from being recovered.

**Ongoing Support and Maintenance:**

- Maintenance and support contract to include toner and waste toner cartridges/waste units; all supplies required for the device to function other than paper.
- Vendor will perform quarterly firmware upgrades and ensure functionality of all upgrades.
- Must offer support and service of any and all purchased MFDs; must offer and support more than one brand. Selected vendor must be able to provide service and support for multiple copier brands.
- Service contract should include reprogramming copiers to add or remove agreed upon features including eFax and payment kiosk control.
- Willingness to do MFD conversions from public-facing devices to staff-facing devices.

**2. RFP Schedule and Contacts:**

RFP schedule:

RFP released.....	Monday, May 4, 2026
Deadline for final questions.....	Tuesday, May 12, 2026
Deadline to return answered questions.....	Tuesday, May 19, 2026
Proposals due .....	Wednesday, May 27, 2026 at 2:00pm
Demonstration.....	June 2026, to be determined
Board Review and Decision.....	Wednesday, June 24, 2026
Award Notification .....	on or about Friday, June 26, 2026

Sole Point of Contact: Questions and requests for clarification must be sent via e-mail to Kim Hoggatt, Chief Financial Officer, at khoggatt@ppld.org and Cc: Lindsay Sosa, Finance & Procurement Generalist, lsosa@ppld.org. Please include the RFP number, title, and words “question” and/or “clarification” in the subject line of the e-mail.

Questions and requests without this subject identification may be considered routine emails and may not be properly addressed.

All answers to questions and requests for clarification will be posted on the PPLD website: <http://ppld.org/request-for-proposals> .

Any PPLD response that is considered to be a change in terms, conditions, and specifications of this RFP will be published as an amendment. No communications of any kind may be considered as a change to the terms, conditions, and specifications in this RFP unless posted as a formal addendum on the link above.

On-Site Demonstration: After the initial evaluation and scoring of written proposals, PPLD may invite a limited number of the highest-ranked vendors (the “shortlisted vendors”) to participate in demonstrations, interviews, and/or oral presentations. Shortlisting will be based solely on the evaluation criteria and scoring methodology defined in this RFP. The number of vendors invited will be determined by PPLD but will typically consist of the top-ranked proposers whose solutions are reasonably susceptible of being selected for award.

If conducted, demonstrations will be evaluated as part of the overall procurement process. PPLD will provide shortlisted vendors with:

- Specific instructions regarding the demonstration format and required content
- The evaluation criteria and scoring methodology applicable to the demonstration phase

All shortlisted vendors will be evaluated consistently using the same criteria and scoring approach.

PPLD reserves the right to:

- Make an award without conducting demonstrations
- Adjust scoring weights to incorporate the demonstration phase, as communicated to shortlisted vendors
- Request best and final offers (BAFO) following demonstrations, if deemed in the best interest of PPLD

- Seek clarification or additional information from any proposer, provided such requests are conducted in a fair and non-discriminatory manner

Participation in the demonstration phase, if requested, will be required for vendors to remain under consideration for final award.

### 3. Proposal Submission, Selection, and Contract Formation

#### 3.1. Proposal Submission

**Substantive proposals:** By submitting a proposal, the proposer guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, vendor, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, vendor, or corporation from proposing; (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.

**Submission Information and Documents:** The proposal must be comprehensive and address all RFP requirements. To assure that the information provided can be readily identified, the proposal must include, but not limited, to the submission of the following signed documents:

- Addendum A - Proposal Cover Sheet
- Addendum B -References and Pricing

Vendors are requested to submit a response for each numbered or lettered item of Addendum B, the response must be in the same format and sequence as in the RFP. The response must include description, schedules, when required, and any additional clarifying information, such as appendices, charts, diagrams, etc.

- List of exceptions or deviations (if any)

**Signatures:** The proposal must be signed by an officer of the proposing vendor.

**Exceptions and Deviations:** Any exception to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PPLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the proposer.

**Integration with Contract:** The winning proposal will be included and integrated into the final contract documents.

**Proposal Submission:** Proposals are to be submitted in sealed envelopes, identified with the proposal number and title with all attachments. See the RFP Schedule for due dates. Vendors must submit one (4) hard copies and soft copy (i.e., flash drive, magnetic media, etc.) of the Proposal to:

Pikes Peak Library District  
Attn: Kim Hoggatt  
Finance Office  
RFP# 520-26-01  
1175 Chapel Hills Drive  
Colorado Springs, CO 80920

Additional Copies may be requested by PPLD. PPLD is not liable for any cost incurred by prospective respondents prior to the issuance of contract(s).

The deadline is firm, proposals delivered after that will be received but will be rejected for being late.

A complete submission includes all required components, as stated in this document.

Duration of Proposal Offer: Price offers shall remain irrevocable from the proposal due date through January 31, 2027, to support PPLD’s budgeting and financial planning cycle beginning in June. During this period, all pricing, terms, and conditions must remain firm.

In the event that pricing must be extended beyond January 31, 2027, PPLD reserves the right to request a contingency extension. Vendors must agree, in writing, to extend their proposal under the same terms and conditions for a mutually agreed-upon period.

Once a proposal is accepted, all prices, terms, and conditions shall remain unchanged throughout the contract period unless specifically modified through written, mutually agreed-upon change orders between PPLD and the successful Vendor.

Withdrawal of Proposal: A Proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no proposal may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

Information to Vendors: No proposal shall be accepted from and no contract will be awarded to any person, vendor or corporation that is deemed irresponsible or unreliable by PPLD. If requested, Vendors will submit satisfactory evidence that they have a practical knowledge of the service bid upon and that they have the necessary financial resources to provide the proposed service called for as described in this Request for Proposal.

PPLD reserves the right to investigate and confirm the vendor’s financial stability. This may include reviewing financial statements, checking bank reference, and interviewing past contractors, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of the proposal.

Confidentiality: All materials submitted in response to this RFP become the property of PPLD, upon delivery. Proposals are public information. If a vendor submits proprietary information, the vendor will label each proprietary page as “CONFIDENTIAL” and submit in a separate package so PPLD will not release any information marked as Confidential.

Subcontracting: The Contractor must be responsible for the performance of all of its sub-contractors, sub-sub-contractors, and consultants. The use of specific sub-contractors and consultants is subject to the approval of PPLD. The Contractor is responsible for ensuring that all sub-contractors and consultants comply with all the terms of the Contractor’s contract with PPLD.

If the Contractor uses subsidiary companies, explain their role and how they will be involved in this project.

Insurance Requirements: The successful proposer shall have, at the minimum, the following coverage: commercial general liability, automobile liability, excess liability, and worker’s compensation liability. The Vendor shall submit in their proposals, ACORD certificates and/or other proof of the following insurances:

- General Liability \$1,000,000
- Automobile Liability \$1,000,000

- Worker’s Compensation liability that meets statutory requirements.

**Indemnification:** The proposer agrees to, and shall, defend, release, and indemnify, and save and hold harmless PPLD, its officer, agents, and employees from and against any and all damages to property or injuries to or death of any person or persons, including property and officers, employees, and agents of PPLD, and further agrees to, and shall, defend, indemnify, and save and hold harmless PPLD, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the Contractor’s operations or performance in connection herewith, including operations or performance of subcontractors and suppliers and acts or omissions of officers, employees, or agents of the Contractor or its subcontractors or suppliers.

**Continuity:** By submitting a proposal, the proposer will make its best efforts to ensure that the key team member(s) remain assigned to the PPLD’s project for the duration of contract. Any changes to the staffing of this engagement must be discussed up front with PPLD personnel.

### 3.2. Selection

**Right of Acceptance and Rejection:** PPLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PPLD. PPLD is not bound to accept the lowest price proposal.

**Selection:** it is the intent of PPLD to select only responsible and responsive vendors. Bidder’s proposal should include the most favorable terms and conditions.

**Negotiation:** PPLD reserves the right to negotiate terms and conditions of the contract with the winning vendor.

**Basis of Award:** An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this RFP. The recommendations of this team will be forwarded to the Board of Trustees for approval and execution. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive:

- Completeness of proposal
- References
- Pricing
- Quality of services
- Vendor qualifications and history
- Any other items deemed in the best interest of PPLD

PPLD uses a weighted award decision making process. Bid scoring below:

Bid Completeness	10%
References	20%
Pricing	40%

Quality of Services	15%
Vendor Qualifications and History	15%
Total	100%

3.3. Contract Formation

**Agreement in Writing:** Following selection of a proposal, the vendor will be required to enter-into a written contract with PPLD.

The winning Bidder’s RFP proposal will be included and integrated into the final contract documents. It is in the Bidder’s best interest to ensure the proposal is accurate to allow for the integration with minimal changes.

If you have a formal or standard contract that you typically use with such projects, please attach a copy to your Proposal. A Service Agreement is not a condition of accepting an RFP.

If, in PPLD’s sole discretion, the selected proposer has not executed the contract documents within a reasonable time after selection, PPLD reserves the right to rescind the award and select another contractor.

**Amendments to Contract:** Parties hereto reserve the right to make amendments or modifications to the contract by written amendment signed by both parties.

**Termination of Contract for Cause:** If, through any cause, the successful Bidder shall fail to fulfill in a timely and proper manner its obligations or if the successful Bidder shall violate any of the covenants, agreements or stipulations of the Contract, PPLD shall thereupon have the right to terminate the Contract by giving written notice to the successful Bidder of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Bidder shall, at the option of PPLD, become its property, and the successful Bidder shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Bidder shall not be relieved of liability to PPLD for damage sustained by PPLD by virtue of breach of the Contract by the successful Bidder and PPLD may withhold any payments to the successful vendor for the purpose of set offer until such time as the exact amount of damages due PPLD from the successful Bidder is determined.

**Termination of Contract for Convenience:** PPLD may terminate the Contract at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Bidder under the Contract shall, at the option of PPLD, become its property.

**Cancellation:** Either party may cancel the Contract in the event that a petition, either voluntary or involuntary, is filed to declare the other party bankrupt or insolvent or in the event that such party makes an assignment for the benefit of creditors.

#### 4. Vendor Qualification and Information

The following information and documents must be included in the submitted proposal:

Provide the name of the proposing vendor, address, telephone and primary contact person.

The vendor must be an authorized reseller of the proposed equipment and able to provide full manufacturer warranty and support. The vendor shall comply with all applicable federal, state, and local laws and regulations. Any installation or configuration services must be performed by qualified personnel holding relevant technical certifications. Equipment must be new, manufacturer-certified, and eligible for full manufacturer support. Gray- market or refurbished equipment is not permitted unless explicitly approved.

State the size of the vendor and provide a vendor history summary.

Your organization's qualifications and experience. If you have experience with PPLD Libraries, describe your current or past relationship. Describe any similar projects performed by your organization.

Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your vendor (e.g., other library, educational or public sector clients). References from the Colorado Front Range are also preferred.

Provide the resume of the person that will be assigned as the lead on this project.

Provide pricing as requested.

Any other information you feel should be considered in the selection process.

## 5. Pricing

Minimum Services: PPLD is looking for the best-value proposal that meets the needs of the district to include all cost aspects of service.

Provide lump sum cost for initial purchase. Provide pricing for support and maintenance, may be billed monthly, semi annually, or annually.

Annual contract will start January 1, 2027 for one year with the option of renewal up to 4 additional years

## 6. Terms & Conditions

**Interested Parties:** All interested vendors that have the qualifications as stated herein and are licensed to operate within El Paso County and the State of Colorado, are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein. An electronic version of this document can be accessed at: <http://ppld.org/request-for-proposals>.

**Equal Opportunity:** The Contractor agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

**Expenses:** PPLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.

**Conflict of Interest:** Any contractual relationship with any PPLD personnel in the twelve (12) months preceding the distribution of this RFP, or any similar or potential conflicts of interest, may, at the sole discretion of PPLD, be grounds for rejection of the proposal and/or termination of any contract awarded.

**Independent Contractor:** The Vendor is an independent contractor. Notwithstanding any provision appearing in this RFP, all personnel assigned by the Vendor to perform work under the terms of this RFP and any subsequent agreement shall be, and remain at all times, employees or agents of the Vendor for all purposes. The Vendor shall make no representation that it is the employee of PPLD for any purpose.

**Immigration Clause:** The Vendor is aware of Colorado's Immigration /Illegal alien laws pertained to public contracts. Addendum C - Immigration Clause for Contracts (Colorado Statute 8-17.5-102) must be signed and attached.

**General Requirements:** PPLD reserves the right to amend this RFP up to seven (7) business days prior to the date set for receipt of proposals. In addition, PPLD may extend deadlines or withdraw this RFP at any time prior to an award.

**Tax Exemption:** PPLD, as a local government entity, is exempt from sales and use taxes. Vendors will inform all prospective subcontractors and suppliers, as necessary, from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, PPLD will furnish tax exemption certificate(s) to the Vendor.

**Governing Law:** The laws of the State of Colorado shall govern any contract executed between the successful proposer and PPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, El Paso County, Colorado.

**Addendum A- Proposal Cover Sheet**

**I. GENERAL INFORMATION**

1. VENDOR NAME \_\_\_\_\_

2. ADDRESS \_\_\_\_\_  
\_\_\_\_\_

3. PHONE \_\_\_\_\_

5. E-MAIL AND WEBSITE \_\_\_\_\_

6. CONTACT \_\_\_\_\_

**II. STATEMENT OF MINIMUM QUALIFICATION**

I, \_\_\_\_\_ (printed name) hereby declare that I am the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of vendor) submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named vendor. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):

- \_\_\_\_\_ The Vendor has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The Vendor understands all instructions, requirements, specifications, and terms and conditions of this RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of this RFP.
- \_\_\_\_\_ This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for the PPLD's acceptance for a period of ninety (90) calendar days from the proposal due date.
- \_\_\_\_\_ The Vendor is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
- \_\_\_\_\_ All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.

- \_\_\_\_\_ Submission of this proposal indicates the signer's acceptance of the evaluation technique and that some subjective judgments may be made by PPLD as part of the evaluation.
- \_\_\_\_\_ The Vendor has to provide proof of all required insurance coverage.
- \_\_\_\_\_ A list of exceptions and deviations (if any) is attached.
- \_\_\_\_\_ A proof of eligibility to operate in El Paso County and the State of Colorado is attached.
- \_\_\_\_\_ There have been no claims, litigation, or other issues filed or pending against our firm in the past 5 years except as listed below.

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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Addendum B – References and Pricing**

References:

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Scope of service performed: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Scope of service performed: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Scope of service performed: \_\_\_\_\_

\_\_\_\_\_

Pricing

Provide **lump sum** for initial purchase. Provide pricing for support and maintenance, may be billed monthly, semiannually, or annually.

Projected Timeline:

Indicate your projected scheduling of this work with milestones.

Anticipated start date: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_