

THURGOOD MARSHALL ACADEMY PUBLIC CHARTER HIGH SCHOOL

REQUEST FOR PROPOSALS

Copier Lease and Maintenance

Thurgood Marshall Academy (“TMA” or “the school”)—a nonprofit, college-preparatory, public charter high school located in southeast Washington, DC—seeks a vendor to provide (via lease) and maintain multifunction printer/scanner/photocopiers (“copiers” or “MFD”).

Deadline & Submission:

Proposals **must not exceed 10 pages (other than lease agreements/contracts) and 5MB file size.** For best consideration, submit bids by **Friday, November 6, 2026**, via e-mail to dschlossman@tmapchs.org.

Bid Meetings:

Two meetings will be held so bidders can see the school building and pose questions—

- Fri. Oct. 30, 2026, 10 am
- Thurs. Nov. 5, 2026, 3 pm

Address—**2427 Martin Luther King Jr. Ave., SE, Washington, DC, 20020**

(no parking available; located near the Anacostia Metro Rail Station).

Please RSVP to dschlossman@tmapchs.org (the two meetings will be identical).

Additional opportunities to view the site will be at the school’s discretion.

A Question & Answer Google Doc responding to meeting and emailed queries will be posted at <https://thurgoodmarshallacademy.org/about/employment-opportunities/>

While TMA may email information, it is the bidders’ responsibility to check the Doc for updates.

Proposal Requirements:

A) Equipment & Maintenance Proposal:

At a minimum, bidders must propose rates for leasing and service based on the specifications below. *The school reserves the right to change the type and/or quantity of machines requested for the final lease* (e.g., to select fewer machines than bid), and the winning bidder commits to work in good faith to craft the optimal solution for the school.

1) Copier Equipment Scope of Work

In broad **overview**, the school requests bids to lease and maintain two “production-ready” black and white copiers, one production-ready color copier, and three counter-top multifunction devices (i.e., printer/scanner/copier). All machines need to be networked and controlled by vendor-provided print management software.

Specifically, Thurgood Marshall Academy seeks lease and maintenance quotations for the **equipment listed below**. Where a current machine is listed, please bid based on the **latest models comparable to the current equipment** (bidders can propose any brand and/or model provided equipment is comparable).

The scope is divided by location. Dimensions and images of the locations appear later in this RFP.

- *Main office*
 - “Production-ready” black & white machine – current equipment: Xerox PrimeLink B9100 – quantity for bid: 1
 - Countertop Multi-function device – no current equipment – quantity for bid: 2
- *Library*
 - “Production-ready” black & white machine – current equipment: Xerox PrimeLink B9100 – quantity for bid: 1
 - Countertop Multi-function device – no current equipment – quantity for bid: 1
- *Suite 200*
 - Color machine – current equipment: Xerox PrimeLink C9065 (upgrade to production-ready color machine preferred) – quantity for bid: 1
- *All Machines in All Locations*

Quotations must include the following features/peripherals for all machines:

 - High capacity feeders
 - Finisher with sorting and stapling (“production-ready” machines)
 - 3-hole-punch drill (“production-ready” machines)
 - Color scanner
 - Networkable—i.e., supports the following
 - print-driver compatible with Dell desktops/laptops and Chromebooks networked via Local Area Network (Ethernet and wireless)
 - delivery of scans from machines to user via email
 - printing from cloud a plus
 - Passcode access and tracking (current system uses RFID cards for login)

To ensure comparability among bids, any deviations from quoting to fulfill the plan above (e.g., proposals for improvements, proposals for different duty devices, etc.) must be in addition to and clearly distinct from the standard bid.

- 2) Other Specifications – bids must include the following:
- a. **Dimensions:** Include the dimension of each machine-and-peripherals’ operating footprint ***including space needed to open drawers and maintenance doors, etc.***—the vendor must ensure machines can be used in available space.
 - b. **Scan File Size:** Provide data on the file size of scans made from the machine-- e.g., file size in MB of one color sheet scanned at 400 dpi with OCR.

- c. **Receptacles and Other Considerations:** Describe power requirements, outlet (receptacle) requirements, special paper, or any other factor affecting installation, use, and maintenance of machines.

B) Rates & Contracts

Please provide leases and service agreements including the following rate information based on the specifications above (and, separately, for any alternate proposals):

1) Lease Term:

- i. **36-Month Lease** strongly preferred.
- ii. **Month-to-Month upon Expiration:** Both service agreements and leases must convert to month-to-month at the end of the lease term.

2) Lease Fee:

- i. Monthly fee for 36-month lease (or company's closest equivalent);
- ii. Origination fee, shipping & handling fees, or any other lease fees if applicable.
- iii. Escalations and periods (e.g., annual lease payment increase), if any.

Buyout: Buyout of existing lease if necessary (expires Fall 2026).

Shipping Prior Copiers Contracts must specify that vendor will at vendor's expense ship existing (old) equipment to address specified by current vendor/lessor.

3) Maintenance contract cost:

- i. **Per-copy cost preferred**—itemize between B&W and color, by machine if applicable, etc.
- ii. If per-copy not offered, indicate term (monthly, quarterly, etc.) and fees for the following: please bid as follows
 - 1. 750,000 copies/quarter for black & white copies
 - 2. 7,500 copies/quarter color
- iii. Escalations (terms of fee increases), if applicable

4) Supplies Covered: Items included in maintenance contract (such as toner, drums, staples, or parts)

5) Costs When Not Covered: Cost of maintenance goods and services excluded from coverage by contract fees—itemize in full

6) Taxes, such as pass-through of property taxes (reflecting the fact that Thurgood Marshall Academy is a tax-exempt 501(c)(3) not-for-profit)—indicate amount and frequency (e.g., property-tax/quarter)

7) Any other fees or costs

8) All-in Quotation: Clearly identified total life-of-lease quotation, which must be “all in”

9) Name All Vendors: The bid must identify any companies to be paid as part of the project. By way of example only, if ABC Copier Co. is bidding to provide and maintain machines but will expect the school to pay lease costs to XYZ Bank, then ABC Copier Co.'s bid must list XYZ Bank as a payee under the project.

10) Other: Any other terms, conditions, or requirements

C) Value Added:

Describe special features or programs that differentiate equipment and/or service.
Low noise level will be a plus.

D) Lead Time:

Specify lead time from contract commitment to use by end-users. The school's goal is to place an order in late Nov. and have new copiers in place no later than Dec. 31, 2026.

E) Reliability:

- 1) Offer statistics or other evidence of reliability of equipment.
- 2) Provide the lifetime and annual page recommendations for each machine proposed.
- 3) Explain service lead-time for servicing malfunctioning units.
- 4) Describe preventative maintenance procedures.

F) References: Include the name, title, company, address, phone, and email address for **three (3) references** who can speak to reliability of machines and service; references in DC charter or private schools a plus.

G) Evaluation: Bids will be evaluated by the Chief Operating Officer and other school staff based on price, copier features, lead time, and general suitability to the school's needs.

Note also:

General Conditions Statement & "Appendix II" Agreement: By bidding, contractors agree to the General Conditions Statement found below. Please also sign the "Appendix II" that permits the school to allocate federal funds to the costs.

Federal Funds & Non-debarment: Thurgood Marshall Academy may cover all or part of the lease costs with federal funds. For bid purposes, assume 100% of bid cost (which is also budgeted cost) could be covered by federal funds. By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or debarred from doing business with or accepting funds from either the U.S. federal government or the government of the District of Columbia.

RFP Amendments: Amendments and extensions of the RFP—if any—will be published exclusively on the school website—www.thurgoodmarshallacademy.org (with e-mail notice to bidders who have already submitted proposals including e-mail addresses).

Additional Provisions:

- Bidders are discouraged from submitting multiple emails; those bidders submitting multiple emails are responsible for indicating the total number of emails forming their complete bid.
- The school reserves the right to award contracts any time after the bid deadline.

- The school reserves the right to consider bids presented after the bid deadline (in which case it will give equal consideration to all bids regardless of receipt date), but is under no obligation to reopen contract award decisions, once made, based on bids received after the bid deadline.
- Following the bid award, the school reserves the right to negotiate with the winning bidder to find solutions that best fit the school's needs, which may include increasing or decreasing elements of the project.
- The school reserves the right to revisit proposals of non-winning bidders if it cannot reach final terms with an awarded bidder in a timeframe that supports successful execution of the project.
- The school reserves the right to cancel the bid at any time prior to execution of a contract.
- Review of bids may include questions to some, but not all, individual bidders.
- Post-bid queries or protests must be delivered via email within 9 business days of bid decision notification.
- The school must submit all bids to the DC Public Charter School Board (per DC procurement regulations), and names of firms that submit proposals may be provided to trade publications or other entities upon their request.

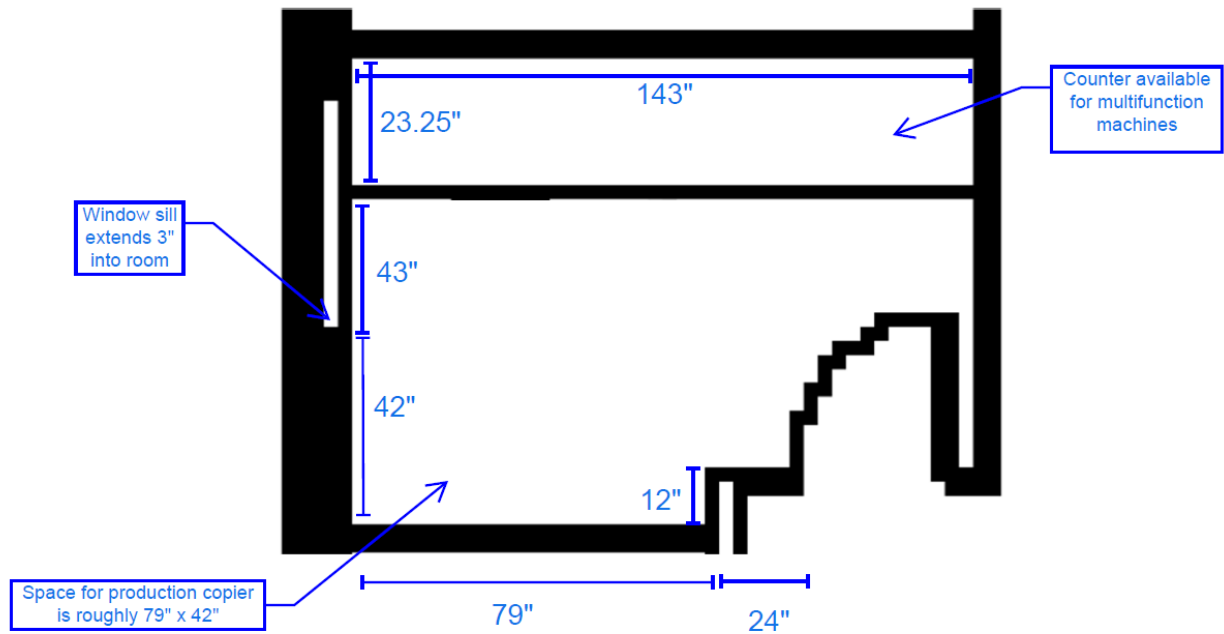
Contact & Protests: To inquire about or protest this bid, contact **David Schlossman**, 202-276-4722, dschlossman@tmapchs.org. Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.

Attachments:

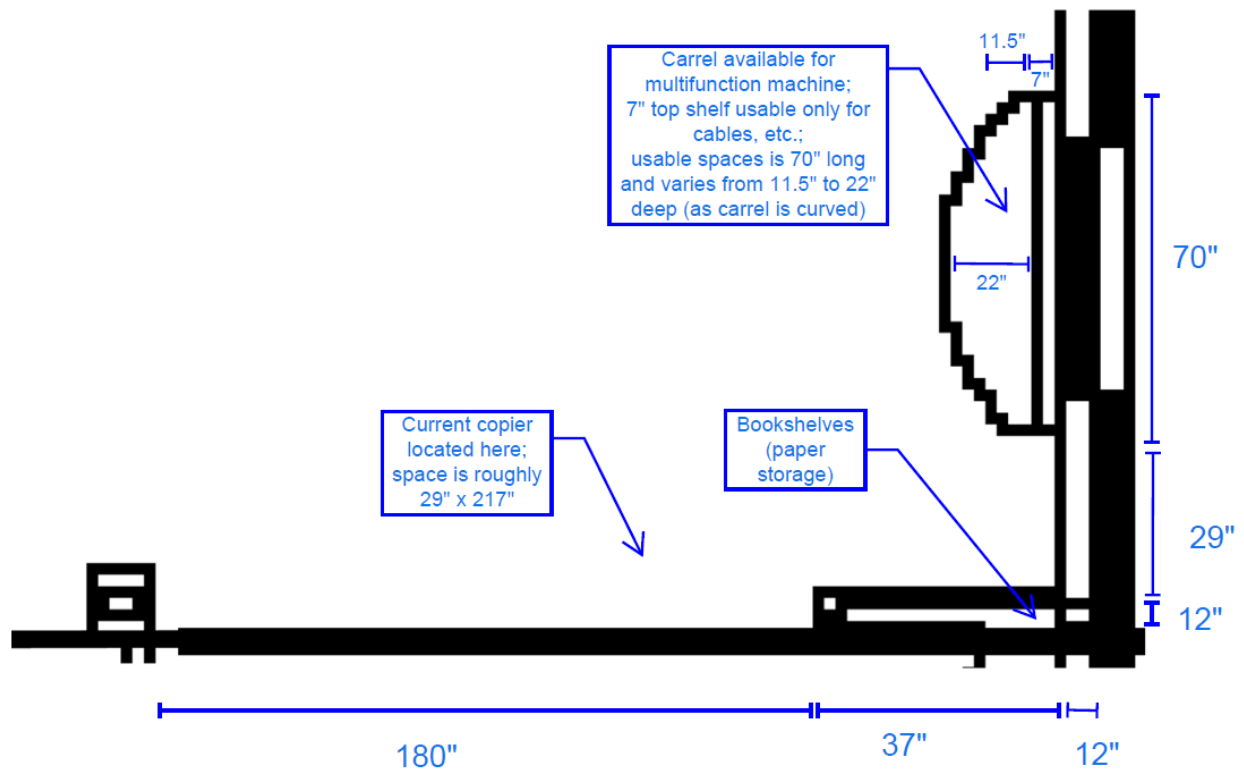
- Copier location dimensions and details.
- General Conditions Statement
- Federal “Appendix II” Assurances

Copier Locations:

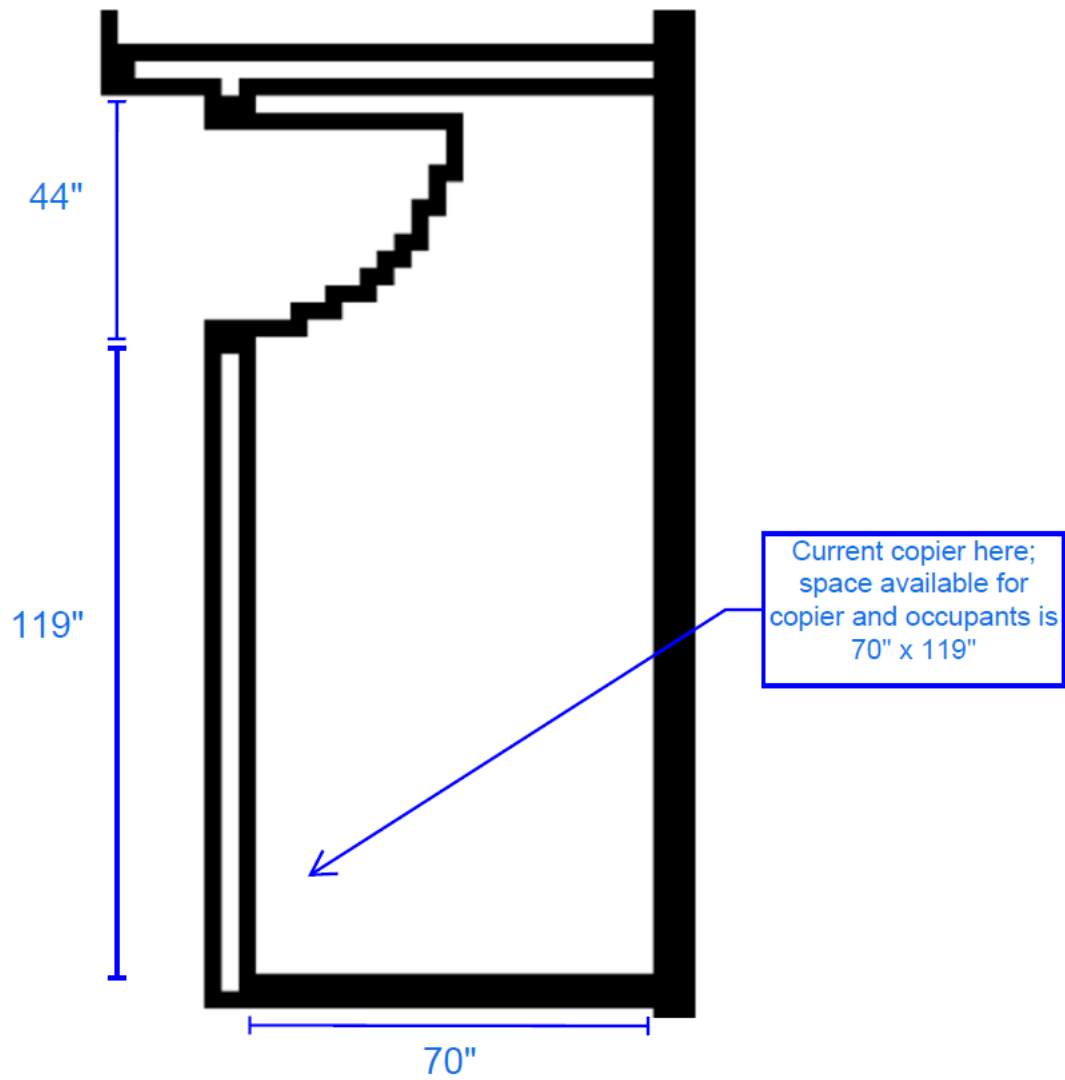
Main Office -- 1 copier (B&W) and 2 counter-top MFD planned



Library -- 1 copier (B&W) and 1 counter-top MFD planned



Suite 200 -- 1 copier (color) planned



A General Conditions Statement regarding Proposals

The following general conditions apply to all RFPs issued by Thurgood Marshall Academy, whether published publicly or circulated only to invited bidders. The conditions also apply to any proposal made by a vendor to Thurgood Marshall Academy independent of an RFP process, whether provided “cold” by a vendor or requested by Thurgood Marshall Academy. By submitting any proposal of any kind, vendors agree to these conditions.

Acceptance of a proposal neither commits Thurgood Marshall Academy to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits the school management’s rights to negotiate in Thurgood Marshall Academy’s best interests. School management reserves the right to contract with a vendor for reasons other than the lowest price. The pricing, terms, and conditions offered in any vendor’s response to any RFP must remain valid for 90 days from the date the proposal is delivered. Expenses incurred in the preparation of proposals in response to any RFP and any follow-up information provided is the vendor’s sole responsibility. Except in cases in which the school has published an RFP or related information, any information contained in any RFP or released in relation to any RFP is confidential and may not be disclosed without the express written permission of Thurgood Marshall Academy. All RFPs and all information released by Thurgood Marshall Academy or its agents related to RFPs, whether published publicly or circulated by invitation, constitute the intellectual property of Thurgood Marshall Academy and may not be reproduced without express written permission. Only managers—generally the Executive Director—and Trustees may obligate the school to a contract.

Conflicts of Interest

Vendor must disclose in proposal any potential conflicts of interest presented by the project, whether the potential conflict relates to a business or a personal relationship.

CBE Registration (optional/a plus): Contractors may submit their registration number as a DC Community Business Enterprise (“CBE”) if registered with the DC Department of Small & Local Business Development. Such registration will be a factor—but not necessarily a sole or determining factor—in the school’s consideration of bids, except when funding sources prohibit a geographic preference.

Non-debarment: By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or disbarred from doing business with or accepting funds from either the U.S. federal government or the government of the District of Columbia. The vendor attests that neither the firm nor any individual principal of the firm is debarred as described above.

RFP Amendments: Unless otherwise indicated, amendments and extensions of RFPs—if any—will be published exclusively on the school website— www.thurgoodmarshallacademy.org (with e-mail notice to bidders who have already submitted proposals including e-mail addresses).

Contact: For further information regarding any RFP contact Chief Operating Officer **David Schlossman, 202-276-4722, dschlossman@tmapchs.org**. Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.

CONTRACT APPENDIX

Compliance with Appendix II—2 CFR 200.326 Provisions

This Appendix is incorporated into the contract.

The contractor agrees to abide by all *applicable* requirements of Appendix II—2 CFR 200.326 (“Appendix II”). While sections below describe specific commitments by the contractor (and where applicable the client) to observe requirement under Appendix II, the language included in this appendix is not intended to be comprehensive; it is the contractor’s responsibility to follow all relevant laws and provisions of Appendix II, whether or not they are articulated in whole or part in this document.

The contractor agrees to inclusion in the contract of the following provisions that appear to apply to contracts under Appendix II.

Area <i>Threshold note</i>	Requirement
Remedies Clause <i>Contracts > \$250K</i> <i>(Federal Simplified Acquisition Threshold)</i>	While nothing in this Appendix shall diminish or waive remedies specified in the contract, the remedies requirements specific to Appendix II of 2 CFR 200 do not apply unless the executed contract exceeds \$250,000. Should the contract exceed \$250,000, the contractor will negotiate in good faith remedies provisions compliant with Appendix II.
Termination for Convenience <i>Contracts > \$10K</i>	The parties agree that the body of the contract contains a clause complying with Appendix II termination-for-convenience requirements.
Equal Opportunity Employment <i>Construction contracts at any amount</i>	The contractor agrees to follow all applicable Equal Opportunity Employment requirements, including those required by Appendix II.
Davis-Bacon Act <i>Construction contracts at any amount</i>	The body of the contract contains provisions requiring compliance with the Davis-Bacon Act.
Copeland “Anti-Kickback” Act <i>Construction contracts at any amount</i>	The contract and client agree to abide by the provisions of the Copeland Act.
Hours & Safety Standards <i>Contracts applicable to mechanics or laborers & >\$100K</i>	The contractor must employ qualified mechanics and laborers, and must follow all applicable Hours & Safety Standards, including those required by Appendix II.

Rights to Inventions <i>Contracts of any values entered into for the performance of experimental, development or research work</i>	<p><i>This clause applies only to contracts for the performance of experimental development or research work:</i></p> <p>If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, development, or research work under that “funding agreement,” the contractor acknowledges and will comply with Thurgood Marshall Academy’s work to comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.</p>
Clean Air/Water <i>Contracts > \$150K</i>	<p>The contractor agrees to follow applicable clean air/water standards as required by Appendix II.</p>
Energy Efficiency <i>All contracts</i>	<p>The contractor will follow all mandatory standards and policies relating to energy efficiency which are contained in the state/District of Columbia energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).</p>
Byrd Anti-Lobbying <i>Contracts >\$100K</i>	<p>The contractor and the client agree to abide by Byrd Anti-Lobbying provisions as required under Appendix II.</p>
Recovered Materials <i>All contracts;</i> <i>Items where price >\$10K</i>	<p>(1) In the performance of this contract, or any purchase where the price of the item exceeds \$10,000, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—</p> <ul style="list-style-type: none"> (i) Competitively within a timeframe providing for compliance with the contract performance schedule; (ii) Meeting contract performance requirements; or (iii) At a reasonable price. <p>(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA’s Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.</p>

Other <i>All contracts</i>	<p>(1) Contractor agrees to abide by and/or assist Thurgood Marshall Academy in abiding by any other regulation under Appendix II or Uniform Guidance 2 CFR 200.317-326 that applies to the circumstances of the contract.</p> <p>(2) Contractor agrees to abide by and/or assist Thurgood Marshall Academy in abiding by any other laws and regulations pertaining to the contract, including but not limited to those communicated by federal or District of Columbia agencies or grant monitors.</p>
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For Thurgood Marshall Academy

For the Contractor

Thurgood Marshall Academy

Client

Company Name

Signature

Signature

Printed Name & Title

Printed Name & Title

Date

Date