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REQUEST FOR QUALIFICATIONS / QUOTE

Copier Leasing and Maintenance Services

Aspyr / OhioMeansJobs Columbus-Franklin County

Issued by	Aspyr
Locations	Aspyr: 1650 Lake Shore Drive, Columbus, OH 43204 OMJ: 1111 E. Broad Street, Columbus, OH 43205
RFQ Release / Quotes Due	July 27, 2026 / August 10, 2026
Questions / Submit to	rfp-proposal@aspyrworkforce.org

1. Purpose and Background

Aspyr is requesting quotes from qualified vendors for a full-service copier leasing solution for four multifunction copier units across two locations. The quote should include lease, maintenance, supplies, service response, installation, network setup, overage charges, and end-of-lease terms.

2. Equipment Locations and Monthly Impression Requirements

Location	Address	Units	Monthly Black Impressions	Monthly Color Impressions
Aspyr Office	1650 Lake Shore Drive, Columbus, OH 43204	1	1,000 per month	2,000 per month
OhioMeansJobs Columbus-Franklin County	1111 E. Broad Street, Columbus, OH 43205	3	16,000 per month per machine	8,000 per month per machine
Estimated Total Monthly Volume	All units	4	49,000	26,000

Vendors should identify whether impressions are pooled across machines or locations, whether unused impressions roll over, and the overage rate for black-and-white and color impressions.

3. Scope / Minimum Requirements

- Lease, delivery, installation, setup, and network configuration for four multifunction copier units.
- Print, copy, scan, duplexing, automatic document feeder, and scan-to-email capability. Fax capability may be proposed if available or applicable.
- Full-service maintenance, repair, toner, routine supplies, meter reading, and service request support. Paper may be excluded unless otherwise proposed.
- Secure print/user authentication capability, if available, and secure handling of device hard drives or memory at the end of lease or replacement.
- Equipment must be appropriate for the monthly volume at each location and support multiple users in a public-facing workforce environment.

4. Pricing Requested

Please provide clear, itemized pricing. Include monthly lease cost, include impressions, overage rates, maintenance/supply costs, installation or setup fees, end-of-lease fees, and any administrative, property tax, insurance, or other miscellaneous charges.

Location	Units	Monthly Lease Cost Per Unit	Included B/W	B/W Overage	Included Color	Color Overage	Maint./Supply Cost	Other Fees
Aspyr	1	\$	1,000	\$	2,000	\$	\$	\$
OMJ	3	\$	16,000 per unit	\$	8,000 per unit	\$	\$	\$

Vendors may provide pricing for a lease term that may be extended annually for up to forty-eight (48) months.

5. Proposal / Quote Response Requirements

1. **Vendor Overview** — company background, service area, and relevant experience.
2. **Proposed Equipment** — make/model, specifications, recommended placement, and why the unit fits the expected volume.
3. **Service and Maintenance Plan** — included supplies, response time, support process, exclusions, and escalation procedure.
4. **Pricing Proposal** — itemized pricing using the requested format, including overages and fees.
5. **Lease Terms** — lease length, renewal, early termination, return/pickup, buyout, and end-of-lease data handling.
6. **Implementation Plan** — delivery, installation, network setup, training, and transition timing.
7. **References** — at least two references for similar copier lease/maintenance services.
8. **Exceptions or Assumptions** — any deviations from the requested scope or pricing assumptions.
9. **Billing** — for multi-location accounts, centralized contact for invoicing issues

6. Evaluation Criteria

- Responsiveness to RFQ requirements and suitability of proposed equipment.
 - Total cost, including lease, maintenance, supplies, overages, fees, and end-of-lease charges.
 - Service response expectations, support model, references, and experience with multi-location accounts.
 - Ease of implementation and overall value to Aspyr and OhioMeansJobs Columbus-Franklin County.
- Aspyr reserves the right to select the quote determined to be in the best interest of the organization, which may not necessarily be the lowest-cost quote.

7. Submission Instructions

Submit responses in PDF format by email to rfp-proposal@aspyrworkforce.org with the subject line: Copier Leasing RFQ Response – [Vendor Name]. Responses must be received by August 10, 2026. Questions should be submitted in writing to rfp-proposal@aspyrworkforce.org

8. Tentative Procurement Schedule

Milestone	Tentative Date
RFQ Released	July 27, 2026
Responses Due	August 10, 2026
Vendor Selected / Notice of Intent	August 21, 2026
Contract / Lease Finalized	TBD
Delivery / Installation / Service Start	TBD

9. Conditions of Proposal and Data Security

All costs incurred in preparing a response are the responsibility of the vendor and will not be reimbursed by Aspyr. Submission does not guarantee award of a contract or lease. Aspyr may reject any or all responses, request clarification, negotiate terms, cancel, or reissue this RFQ if determined to be in the organization's best interest.

The selected vendor must maintain confidentiality of organizational, employee, partner, participant, and operational information. If copier units include hard drives, memory, or other data-bearing components, the vendor must describe its process for securing, wiping, removing, or certifying destruction of stored data at end of lease or replacement.