

Wellington Exempted Village Schools – COPIER RFP

The Wellington Exempted Village Schools in Wellington Ohio intends to lease a new fleet of copiers and contract for a new service agreement for those same copiers. The successful firm will need to be experienced in providing copier/print/scan/fax equipment as well as servicing this equipment. The Wellington Exempted Village Schools is located at 305 Union Street in Wellington, Ohio 44090. We have three buildings in our District. Equipment for these facilities has been included in this RFP. We currently have fourteen (14) copiers and will be requesting eleven (12) units to replace the current fleet.

Firms interested in submitting a proposal should request from the Wellington Exempted Village Schools the Request for Proposal (RFP) document and respond to that document not later than 11:00 AM on May 13th, 2021. All requests for the document should be sent to the Treasurer's Office email address at mdonnelly@wellingtonvillageschools.org call 440-647-7979 and request a copy of the RFP to be emailed to your office.

Completed RFP's must be returned to the attention of:

Mark Donnelly – Treasurer
Wellington Exempted Village Schools
305 Union Street
Wellington, Ohio 44090

All responding firms are invited to a public RFP opening immediately following the close of the RFP period. The RFP opening will be held at 4:00 PM on May 13, 2021 in the McCormick Middle School Library located at 627 North Main Street, Wellington, Ohio 44090. The Board and School officials expect to enter into a contract with the lowest, most responsive vendor according to the proposals received and our own due diligence as to past history with previous customers.