

Additional Information
for
Supply and Installation of Photocopier/MFP Equipment

Please see the original document for additional details.

Issued: April 15, 2026

RFP Issue Date: April 10, 2026

Proposal Response Due: April 29, 2026

Additional Information
Supply and Installation of Photocopier/MFP Equipment

Question & Answers:

1. On smaller desktop unit was it just the base unit you're after or loaded up like rest of tender with more cassettes and finisher? Smaller desktop units usually don't have as much selection for options like bigger units. There options are limited but there are a few available if required.

The smaller desktop units do not need the same finishing that the bigger units need. We would appreciate an extra tray and also the ability to use PaperCut on them, but they are just desktop Monochrome MFPs. Ideally, we would need one to have fax capability.

2. Would you be able to provide an AVM (average monthly volume) for each location / unit?

Please see chart on the next two pages which shows the **average monthly volume** for existing devices for the period of April 15, 2025 – April 15, 2026.

3. Can you provide expected monthly print volumes by device?

Please see chart on the next two pages which shows an **average monthly volume** for existing devices for the period of April 15, 2025 – April 15, 2026.

4. On page 7 under Optional Specifications you have #3 folding capabilities. Are you referring to the folding capabilities of the saddle stitch finisher or separate folding unit?

We just need folding capabilities, if that is included in the saddle stitch finisher that is preferred.

For further information, please contact: **Andrew Kean, Director**
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Brandon School Division Existing Copier Fleet

The below chart represents the **average monthly volume** of existing devices for the period starting April 15, 2025 until April 15, 2026

Location	Photocopier/MFP Equipment Type/Model	Average Monthly Color Pages	Average Monthly Grayscale Pages	Average Monthly Total Printed Pages
Betty Gibson	Color 55 PPM	2,508	27,271	29,779
Betty Gibson	Color 55 PPM	1,921	20,724	22,645
Crocus Plains	Color 75 PPM	18,964	34,197	53,161
Crocus Plains	Compact/Desktop 30 PPM	-	475	475
Crocus Plains	Compact/Desktop 30 PPM	-	2,304	2,304
Crocus Plains	Compact/Desktop 30 PPM	-	2,459	2,459
Crocus Plains	Black 75 PPM	-	27,642	27,642
Crocus Plains	Color 55 PPM	640	3,136	3,776
Crocus Plains	Color 55 PPM	9,049	17,564	26,612
Crocus Plains	Color 55 PPM	3,879	2,215	6,094
Crocus Plains	Color 55 PPM	11,855	22,884	34,738
Crocus Plains	Black 55 PPM	-	35,172	35,172
Crocus Plains	Black 75 PPM	-	34,348	34,348
Earl Oxford	Black 75 PPM	-	32,530	32,530
Earl Oxford	Black 75 PPM	-	19,107	19,107
Maryland Park	Color 75 PPM	4,768	46,174	50,942
Maryland Park	Black 55 PPM	-	17,510	17,510
Maryland Park	Black 55 PPM	-	32,883	32,883
George Fitton	Black 55 PPM	1	29,625	29,626
George Fitton	Black 55 PPM	-	13,876	13,876
Green Acres	Color 55 PPM	654	22,859	23,513
Harrison	Black 75 PPM	-	24,791	24,791
Harrison	Color 55 PPM	1,422	18,962	20,384
JR Reid	Color 75 PPM	926	33,566	34,492
King George	Color 75 PPM	2,361	20,725	23,086
King George	Color 55 PPM	1,282	7,113	8,395
Kirkcaldy Heights	Color 75 PPM	1,114	29,161	30,275
Kirkcaldy Heights	Color 75 PPM	593	28,171	28,764
Linden Lanes	Black 75 PPM	6	29,479	29,485
Linden Lanes	Black 75 PPM	-	9,881	9,881
Linden Lanes	Black 75 PPM	3	35,140	35,143
Meadows	Color 75 PPM	2,660	63,948	66,607

Brandon School Division Existing Copier Fleet

The below chart represents the **average monthly volume** of existing devices for the period starting April 15, 2025 until April 15, 2026

Location	Photocopier/MFP Equipment Printer Type/Model	Average Monthly Color Pages	Average Monthly Grayscale Pages	Average Monthly Total Printed Pages
Meadows	Color 55 PPM	1,343	20,677	22,020
Neelin	Black 75 PPM	15	26,130	26,145
Neelin	Black 75 PPM	-	14,956	14,956
Neelin	Black 55 PPM	-	3,394	3,394
Neelin	Color 75 PPM	5,582	25,272	30,855
Neelin	Color 75 PPM	4,996	21,053	26,049
New Era	Color 55 PPM	1,850	20,895	22,746
New Era	Black 55 PPM	303	29,132	29,435
Riverheights	Color 75 PPM	2,828	42,702	45,530
Riverheights	Black 75 PPM	149	20,012	20,161
Riverview	Color 75 PPM	784	20,027	20,811
St. Augustine	Color 55 PPM	605	24,195	24,799
Valleyview	Black 55 PPM	-	26,072	26,072
Vincent Massey	Color 75 PPM	4,799	56,544	61,343
Vincent Massey	Color 75 PPM	1,192	106,232	107,423
Vincent Massey	Color 55 PPM	1,380	3,652	5,032
Vincent Massey	Black 55 PPM	-	29,901	29,901
Vincent Massey	Color 55 PPM	1,698	2,244	3,942
Vincent Massey	Color 75 PPM	353	23,071	23,424
Waverly Park	Black 75 PPM	1	31,067	31,069
Waverly Park	Black 75 PPM	-	10,573	10,573
Waverly Park	Black 55 PPM	-	20,000	20,000
Maintenance Office	Color 55 PPM	1,297	5,225	6,522
Division Office	Color 75 PPM	16,518	12,251	28,769
Division Office	Color 75 PPM	11,096	5,591	16,687
Division Office	Color 55 PPM	4,679	3,479	8,157
Division Office	Color 55 PPM	1,433	958	2,391
Division Office	Color 55 PPM	5,667	4,454	10,120
O'Kelly	Color 55 PPM	708	8,418	9,126
O'Kelly	Black 55 PPM	-	10,625	10,625
Alexander	Color 55 PPM	3,124	9,775	12,899
Spring Valley	Color 30 PPM	1,056	912	1,968
Prairie Hope	Color 55 PPM	5,724	8,421	14,145