

**REQUEST FOR PROPOSALS
MULTIFUNCTION COPIER/PRINTER
CITY OF IRON MOUNTAIN**

The City of Iron Mountain is seeking proposals from qualified bidders for the lease or purchase of one multifunction mono/polychrome copier/printer. The City is seeking a device capable of high speed copying, printing, and color scanning of text and graphics.

Bid Submission:

To be considered, a completed proposal must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS – MULTIFUNCTION COPIER/PRINTER and received by 4:00 p.m. on Monday, February 6, 2023 by mail or hand delivery to:

City of Iron Mountain
501 S. Stephenson Ave.
Iron Mountain, MI 49801

Proposals arriving after the date and time will remain unopened and will be disqualified.

Typical Usage:

Annual usage of the current device was 25,000 monochrome and 12,000 polychrome in 2022.

Instructions to Bidders:

1. Equipment to be provided must be factory new. Damaged, used, refurbished, or demonstration equipment will not be accepted.
2. The bid must originate from an authorized equipment dealer with the necessary licenses and/or certificates to conduct business.
3. Pricing must include the device (and all materials and supplies necessary for fully functional equipment), delivery, set up, clean up, and training.
4. The City of Iron Mountain is a governmental unit and exempt from State and Federal taxes. Prices quoted, therefore, should not include taxes. The City's tax identification number will be provided to the successful bidder.
5. Bidders shall guarantee the bid price for a minimum of 60 days after the bid opening.
6. Bidders must complete and include the attached Bid Proposal Sheet with their sealed bid.

Maintenance:

Bidders shall include pricing for maintenance of the device in good working condition, including all necessary inspections, repairs and adjustments, labor, and replacement of parts and drums. The device shall be kept in good working order with minimal work delays or copy/print problems.

Maintenance and repair calls must be performed within four (4) hours of the request for service. A “loaner” device will be provided at no charge upon request of the City any time the device is out of service for more than 24 hours.

Preventative maintenance will be performed by the bidder according to the manufacturer’s recommendations, with appropriate advance notice to the City.

Bidders must indicate the annual cost of maintenance and supplies (excluding staples and paper) on a cost per copy basis for the duration of the contract. Anticipated annual increases should be noted.

Warranty:

The bidders shall provide the warranty terms and conditions.

Lease/Purchase:

The City has historically purchased copiers and printers, but wishes to evaluate both the option of lease (Dollar Buyout only) and purchase of the proposed device. Bidders shall state total lease costs in the bid, including all fees or additional costs beyond monthly charges.

Device Specifications:

The following list of specifications should be considered minimum capabilities. The City will consider devices that exceed the minimum specifications. Bidders should note any exceptions or proposed equivalents to these specifications in their bid.

- 1 Copy speed of 25 pages per minute or more
- 2 Minimum 100 sheet reversing automatic document feeder
- 3 Network ready, with network printing from PC workstations
- 4 A minimum of 2 paper sources with minimum 1000 total sheet capacity, plus a 100 minimum sheet bypass tray
Minimum 50 sheet multi position stapling/sorting/collate capability
- 5 Paper handling up to ledger size (11 x 17) paper
- 6 Network scanning to email and folder, including OCR capabilities
- 7 Color scan capable
- 8 Automatic duplexing and duplex modes for copy, print and scan; including 1:2, 2:2, and 2:1
- 9 Reduction and enlargement capable
- 10 Standard 256-bit data encryption with overwrite protection

With variations between manufacturers and models, bidders are asked to submit complete specifications for the proposed device from the manufacturer that describe features and include the manufacturer’s anticipated print volume and life expectancy.

Reservations:

The City reserves the right to accept any bid, to reject any or all bids, to waive defects in bids submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing bidders for expenses incurred in responding to this Request for Proposals.

**City of Iron Mountain
 Bid Proposal Sheet – Multifunction Printer/Copier**

Vendor: _____

Address: _____

City, _____ State, _____ Zip: _____

Phone: _____ Fax: _____

Contact Person: _____ Email: _____

The bid prices quoted below are guaranteed for a period of _____ days after the bid opening.

Device Specification (from pg. 2)	Yes	No	Exceptions/Equivalent/Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please include a complete list of specifications and features for the proposed device with your bid.

Equipment Cost:

Total Purchase Price:

\$ _____

Total Cost for Lease Agreement (Dollar Buyout only):

36 months: \$ _____

48 months: \$ _____

60 months: \$ _____

Maintenance Cost:

Copies included: mono _____ poly _____ per month

Unit price: mono _____ poly _____ per copy

Unit price guaranteed for: _____ years

Annual increase thereafter: _____ %

**City of Iron Mountain
Bid Proposal Sheet – Multifunction Printer/Copier**

I am an authorized representative of _____ and agree to abide by
(Vendor Name)
all of the terms of this Request for Proposal unless otherwise stated in my bid.

Print Name _____ Print Title _____

Signature _____ Date _____