



Drain Office  
Copier/Printer  
Request for Bids (RFB)

**August 6, 2025**

The Newaygo Drain Office is accepting bids from experienced companies for color copier/printer. Machine specifications include:

1. 45/60 ppm- Minimum Speed
2. 2-Side Printing & Duplexing
3. Duplex automatic document feeder
4. By-pass Tray – with the capability to accommodate common sizes including standard envelopes
5. Two 500-page drawers capable of printing 8 ½” X 11”
6. Sort/Stapler capability w/multi multi-position stapling capability for 50 pages
7. Multi-position hole punch capabilities
8. Zoom/Reduce capability
9. Scan to e-mail with color capability
10. Ability to scan and print from a thumb drive
11. Copy/Print Account Code System
12. Network Connectivity: Ability to whitelist/blacklist IP's, current firmware updates  
Software: Microsoft windows Environment, scan to email through Office 365, ability for account codes for billing purposes  
Server: Windows Server Environment
13. Service contract; cost per copy with no minimum.
14. Noise Reduction Features
15. Facsimile Capability
16. Estimated yearly copy volume 47,301 per year; 34,943 black and 12,358 color for 2024.
17. Removal/Disposal of current printer.

**Interested organizations should submit the following information no later than 4:00 p.m. August 29, 2025. Any proposals received after this date will be disqualified.**

At a minimum, proposals should include the following.

1. Description of copier: Make, Model, and is it in current production. For the purposes of this solicitation, "current production" shall mean that the copier model is being manufactured as new equipment.
2. Total cost of copier, including delivery, installation, and training.
3. Indicate the lead time to deliver and install machine.
4. A description of your company's maintenance department, including the number of employees along with their training and years of experience and expertise in the area of copier maintenance; specifically related to the quoted copier.
5. Length of the proposed maintenance contract and length of time that current pricing will remain in effect. List of items maintenance agreement covers. Estimated response time for repairs. Include mechanisms and procedures for voiding any agreements. Supplies included with agreement.
6. List of current organizations for which you have provided copiers/printers. Reference names and phone numbers are required for each company listed. Any information provided for this bid is to be retained as confidential information and is not for public record.

Please submit your bid to:

Newaygo County Drain Office  
Attn: Kim David  
1087 E. Newell St.  
P.O. Box 845  
White Cloud, MI 49349  
E-mail: kim.david@newaygocountymi.gov

We appreciate your willingness to participate in our Request for Bids (RFB) process. We look forward to reviewing your bid and the information requested regarding your company. Should Newaygo County find your bid desirable, we will contact you to discuss further information if necessary and a contractual agreement. You will be notified of any future developments.

Thank you for responding to this request and for your interest in working with Newaygo County.