



Copier/Printer
Request for Bids (RFB)
Parks

February 3, 2026

Newaygo County is accepting bids from experienced companies for a color copier/printer. Machine specifications include:

1. 45/60 ppm- Minimum Speed
2. 2-Side Printing & Duplexing
3. Duplex automatic document feeder
4. Four 500-page drawers capable of printing 8 ½" X 11", 8 ½" X 14", and 11" X 17"
5. Zoom/Reduce capability
6. Scan to e-mail with color capability
7. Ability to scan and print from a thumb drive
8. Copy/Print Account Code System
9. Network Connectivity: Ability to whitelist/blacklist IP's, current firmware updates
Software: Microsoft Windows Environment, scan to email through Office 365, Server: Windows Server Environment
10. Service contract; cost per copy with no minimum.
11. Noise Reduction Features
12. Facsimile Capability
13. Estimated yearly copy volume: 20,000 per year
14. Removal/Disposal of the current TA3551CI Kyocera Color Copier/Printer

Interested organizations should submit the following information by 4:00 p.m. on February 26, 2026. Any proposals received after this date will be disqualified.

At a minimum, proposals should include the following.

1. Description of copier: Make, Model, and whether it is 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. 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 copier quoted.
4. Length of proposed maintenance contract and length of time that current pricing will remain in effect. List of items the maintenance agreement covers. Estimated response time for repairs. Include mechanisms and procedure for voiding any agreements. Supplies included with the agreement.
5. 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 confidential and not for public record.

Please submit your bid to:

Newaygo County Administration
Attn: Deb Berger
1087 Newell St.
P.O. Box 885
White Cloud, MI 49349

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

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