



Building, Safety & Permits  
Copier/Printer  
Request for Bids (RFB)

**April 23, 2026**

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

1. 50/60 ppm – Minimum Copy
2. 2-Side Printing & Duplexing
3. Duplex automatic document feeder
4. Two 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, ability for account codes for billing purposes  
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 30,000 per year
14. Removal/Disposal of the current printer Kyocera TA3501i Color Copier/Printer

**Interested organizations should submit the following information no later than 4:00 p.m., May 14, 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. Indicate the lead time to deliver and install the machine.
4. A description of your company’s maintenance department, including the number of employees, along with their training, years of experience, and expertise in the area of copier maintenance, specifically related to the copier quoted.
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 Administration Office  
Attn: Deb Berger  
1087 E. Newell St.  
P.O. Box 885  
White Cloud, MI 49349  
E-mail: [adminsec@newaygocountymi.gov](mailto:adminsec@newaygocountymi.gov)

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 any further information, if necessary, and to proceed with 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.