

REQUEST FOR PROPOSALS (RFP)

Project Name: Municipal Office Copier Procurement & Maintenance Lease

Issuing Organization: City of Mount Ayr, Iowa

Location: Mount Ayr, IA 50854

Proposal Submission Deadline: July 27, 2026, by 4:00 PM CST

Expected Board Approval Date: July 27, 2026

Project Contact: Brent Wise, City Administrator

1. Project Overview & Objective

The City of Mount Ayr is seeking competitive, sealed proposals from qualified office equipment vendors to supply, install, and maintain one (1) multi-function digital copier/printer machine for the city administration office. The goal is to secure a reliable, cost-effective machine via a lease or purchase agreement that minimizes downtime and includes a comprehensive maintenance and municipal supply contract.

2. Scope of Work & Equipment Specifications

The selected vendor will provide a multi-function device (MFD) that meets or exceeds the following minimum requirements:

- **Core Functions:** High-quality printing, copying, color scanning, and digital faxing.
- **Speed:** Minimum of 30 to 45 pages per minute (ppm) for both black-and-white and color.
- **Paper Handling:**
 - Minimum of two (2) adjustable paper trays supporting standard (8.5" x 11") and legal (8.5" x 14") paper sizes.
 - One (1) bypass tray for envelopes and heavy cardstock.
 - Automatic Duplexing (two-sided printing and copying).
- **Finishing Options:** Integrated automatic stapling and multi-position sorting.
- **Scanning Features:** Automatic Document Feeder (ADF) with single-pass duplex scanning. Scan-to-email and scan-to-network folder capabilities.
- **Connectivity:** Standard network Ethernet port and built-in secure Wi-Fi connectivity. Compatible with both Windows and macOS operating systems.

- **Security:** Data overwrite encryption, secure print release via PIN code, and user authentication capabilities to protect sensitive municipal data.

3. Maintenance, Service & Support Agreement

Proposals must include a comprehensive service level agreement (SLA) covering:

- **Response Time:** Guaranteed on-site technician response within four (4) business hours of a service call.
- **Supplies:** All-inclusive toner, parts, drums, and maintenance kits (excluding paper and staples).
- **Automated Alerts:** Machine capability to automatically report low toner levels and meter readings to the vendor.
- **Loaner Machine:** Provision of a temporary replacement machine at no extra cost if the primary device is down for more than 24 consecutive business hours.

4. Right to Reject Proposals (Reservation of Rights)

The City of Mount Ayr reserves the absolute right to reject any or all proposals received in response to this RFP. The City is under no obligation to accept the lowest cost bid, or any bid submitted. The City further reserves the right to waive any informalities, irregularities, or technicalities in any proposal, and to accept the proposal that it deems to be in the best overall interest of the City of Mount Ayr.

5. Submission Package Requirements

Vendors must include the following details in their single, cohesive submission:

- **Financial Options:** Provide separate pricing structures for a standard 36-month lease, a 48-month lease, and an outright purchase option.
- **Cost-Per-Copy Rates:** Itemized fixed rates for black-and-white clicks and color clicks under the maintenance contract.
- **Equipment Details:** Manufacturer brochure, exact model number, physical dimensions, and power requirements.
- **Delivery & Setup:** Total cost for delivery, physical installation, network configuration, and initial staff training.

6. Submission Instructions & Contact

Proposals must be submitted before the deadline to Brent Wise, City Administrator. Submissions can be delivered to City Hall or sent via email.

City of Mount Ayr

Attn: Brent Wise, City Administrator

200 S. Taylor Street

Mount Ayr, IA 50854

For any technical inquiries, clarifications, or digital submissions, please contact Brent Wise directly via email at **brentwise@mountayriowa.com**.
