



REQUEST FOR PROPOSAL

The City of Edgerton, Kansas is accepting proposals for a multi-function printer/copier/scanner/fax machine.

The City intends to lease the machine for use in City Hall. A listing of specifications is attached.

The following items should be addressed in the proposal:

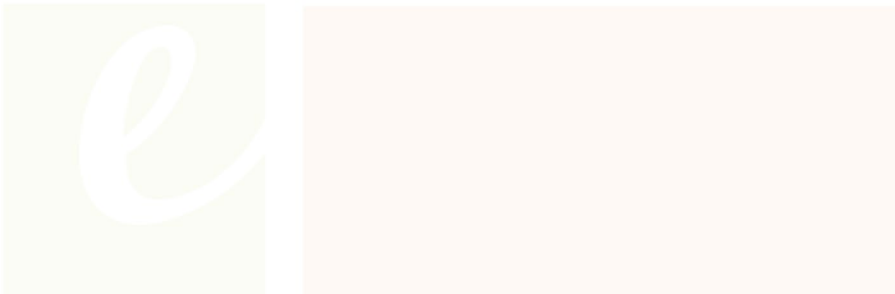
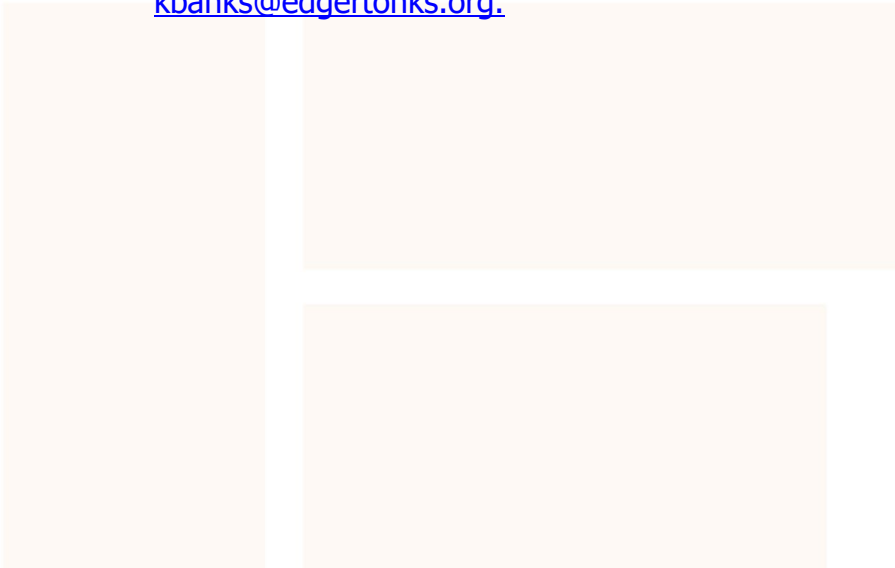
- Service levels regarding response time for service calls.
- Toner and supply replenishment time frame.
- How the equipment you propose fulfills the requirements on the attached specification sheet.
- The City is exempt from sales tax.

After installation of equipment, training of key employees is to be provided.

The City reserves the right to reject any or all proposals.

Proposals are due by **4:30 p.m., Monday, April 29, 2024**. Please address the proposal to City of Edgerton CH Copier RFP, Attn: Kara Banks, 404 E. Nelson, Edgerton, KS 66021 or by e-mail to kbanks@edgertonks.org, and cc: aclower@edgertonks.org.

For any questions, please contact Kara Banks at (913)893-6231; or by email at kbanks@edgertonks.org.



**CITY OF EDGERTON
PRINTER/COPIER SPECIFICATIONS
Request for Proposals April 2024**

Requirements

- New Equipment (not used, not refurbished)
- Network capable color laser MFP – print, copy, scan, and fax
- Ability to fold paper in half and letter fold
- Ability to print from a phone or tablet/air print compatible
- Ability to print from a USB device
- PPM – 35 pages or up
- Time to first page from standby: 10 seconds or less
- Maximum Page Size – 11” X 17”
- Two paper drawers – 8.5” x 11” and 11” x 17”
- Duplex printing
- Photo printing on regular copy paper
- Estimated Monthly Duty Cycle – 2,500 pages
- Finishing – Minimum: staple and hole punch
- 500 sheet trays/manual feeder – optional large capacity tray
- Media types supported – envelopes, card stock, and labels
- Scan/Copy
 - Duplex and multipage scanning
 - Ability to scan 11” x 17” from document feeder
 - Color scanning
 - Scanning to e-mail, network, desktop and USB
- Lease Terms
 - 4 year lease
 - No purchase option at end of lease
- Full Service Maintenance Agreement
 - Includes delivery
 - Includes installation
 - Includes all service and labor
 - Unlimited service calls and training
 - 100% of replacement of parts, toner and developer
 - Automatic capture of print volumes
- Sales Tax Exempt
 - Certificate to be provided to the vendor selected
- Need to be in service prior to May 31, 2024 when the current copier’s lease expires

