



## **Request for Proposal Copier/Printer Lease**

The City of Sheridan is seeking proposals for a copier/printer lease agreement with the specifications listed in this Request for Proposal (RFP). The City reserves the right to accept or reject any and all proposals, and to select the proposal most advantageous to the City of Sheridan.

### **Objective**

The City of Sheridan is looking for a supplier for three Sharp MX-5050N, or approved equal, copier leases, along with a maintenance agreement covering service calls, labor, parts, and supplies (excluding paper and staples).

### **Scope of Services**

Supplier will be responsible for procuring three Sharp Mx-5050N, or approved equal, Copier/Scanner/Printer units leased and a maintenance contract.

### **Required Copier Specification**

- Sharp MX-5050N Color/Copier/Scanner including the following features:
  - MX-TU16 - Center Exit Tray
  - MX-FN27 - Inner Finisher
  - MX-DE27 - Stand with 3 x 550 Sheet Paper Drawer
  - MX-TR19 - Right Exit Tray
  - MX - FX15 Facsimile Expansion Kit
  - AR-D5143NT - Digital Surge Protector
- Lease agreement including a maintenance contract. The maintenance contract shall include all service calls, labor charges, parts, and supplies (excluding staples and paper).

### **Proposal Submission**

1. Monthly lease agreement cost and length of lease.
2. Terms of the lease/maintenance agreement.
3. Any additional costs that will be incurred for use, i.e. costs per copy included in the maintenance agreement.
4. A schedule/ timeframe in which the copier can be installed and the supplier can begin service.

## Submissions

The selection of the company to provide the above mentioned services will be based on qualifications, experience with similar projects and costs. Schedule is not a major factor in the decision making process as these documents are for archive purposes.

Direct all questions and requests for additional information regarding this RFP to Cecilia Good (307)675-4232 or [cgood@sheridanwy.net](mailto:cgood@sheridanwy.net). Submit proposals no later than **March 30, 2017**. Email submission of proposals will be accepted.

Submit proposals not later than **March 30, 2017** to:  
Phone: (307)675-4232  
Email: [cgood@sheirdanwy.net](mailto:cgood@sheirdanwy.net)

Cecilia Good  
Engineering Admin. Assistant  
City of Sheridan  
PO Box 848  
55 Grinnell Plaza  
Sheridan, WY 82801

## Contract Award

The City of Sheridan reserves the right to accept, reject, or request changes in proposals. The City will work closely with the selected contractor to develop or refine a detailed scope of work, schedule for completion of task and costs associated with completed work included in the contract documents.

The contractor selection will be based on the respondent's ability to provide the services necessary for the City to meet its objectives, consideration of any additional services the contractor may offer that will exceed or enhance the City's objectives, the timeframe in which the contractor will be able to complete the work, and a determination of overall proposed cost.

## Late Proposals

Late proposals will not be accepted. It is the responsibility of the contractor to ensure that the proposal arrives prior to the end of business on **March 30, 2017**.