Request for Proposals: Multifunction Printer/Scanner/Fax Machine

October 20, 2026 · Dalton Mertens

1. Overview

The City of Warson Woods, Missouri (the "City") seeks proposals from qualified vendors to supply and support one new multifunction device (MFD) that prints, copies, scans, and faxes for City Hall. The device will replace the City's existing equipment and serve City staff in daily administrative work.

Proposals should be priced as a lease, with the lease term proposed by the vendor. The City will select the proposal that offers the best overall value, not necessarily the lowest price.

2. Scope and Minimum Requirements

The selected vendor will deliver, configure, and support one MFD that meets these minimums:

- **Functions:** black-and-white and color printing, copying, scanning, and fax
- **Output:** letter, legal, and 11x17 paper; automatic duplexing; automatic document feeder
- **Speed and volume:** at least 25 pages per minute; pricing must include up to 1,000 color and 1,000 black-and-white pages per month
- **Scanning:** scan to email, network folder, and USB; searchable PDF output
- **Fax:** analog fax with LAN fax or fax-to-email
- **Network:** connects to the City's Windows network, with secure print release or PIN protection
- **Security:** encrypted storage, automatic hard drive overwrite, and user authentication
- **Service:** on-site response time stated in the proposal, with all parts, labor, and maintenance supplies (excluding paper and staples) included

3. Proposal Contents

Each proposal must include:

1. **Company information:** name, address, contact person, and years in business
2. **Equipment:** make and model
3. **Pricing:** itemized monthly lease cost for the lease term as proposed by the vendor, plus any delivery fees
4. **Service terms:** a maintenance agreement stating the cost per page for black-and-white and color copies, included page volume, and response time
5. **Warranty:** length and coverage
6. **Exceptions:** any requirement the vendor cannot meet

4. Dates and Submission

Dates: The RFP is issued October 20, 2026. Proposals are due by 11:00 a.m. on October 27, 2026.

Submission: Proposals may be delivered in print, in a sealed envelope marked "Printer Bid," to Dalton Mertens, City Clerk, City of Warson Woods, 10015 Manchester Rd., St. Louis, MO 63122, or emailed to dmertens@warsonwoods.com with "Printer Bid" in the subject line. Late proposals will not be considered.

Questions: Contact Dalton Mertens, City Clerk, at 314-965-3100 or dmertens@warsonwoods.com.

5. General Terms

- The City may reject any or all proposals, waive minor irregularities, and negotiate with any vendor.
- Issuing this RFP does not obligate the City to award a contract.

- Vendors bear all costs of preparing their proposals.
- Proposals are public records under Missouri's Sunshine Law, Chapter 610 RSMo, once the City opens them or awards a contract.
- Prices must remain valid for at least 90 days after the proposal deadline.
- Any award is subject to approval by the Board of Aldermen.