

Request for Proposal – Acquisition of Multi-functional, Color Printers for Administrative Office and Fire Stations.

Notice of Bid – Bids will be received by the Board of Directors of the Metro West Fire Protection District. Include enclosed in sealed bid the attached scope of work and any alternates that may be listed.

Copies of specifications may be picked up at the Administration office of the Metro West Fire Protection District, 17065 Manchester RD Wildwood, MO 63040, or by visiting www.metrowest-fire.org.

Bids shall be delivered to or mailed to Metro West Fire Protection District with the RFP listed to 17065 Manchester RD (hand delivery) or P.O. Box 310, Wildwood, Missouri 63040 (mail), no later than **4:00PM CST on Friday, 10/24/2025**

A required, online meeting will be held on 10/27/2025 at 02:00 PM CDT. Bid packages should include a name and email address for the primary contact who will receive the meeting invitation. All submitters will need at least one representative to attend the meeting.

Bids will be opened at the next regularly scheduled meeting of the Board of Directors, Metro West Fire Protection District, 17065 Manchester Rd Wildwood, MO 63040. A decision on the bid will be made no later than 11/11/2025.

The Fire District reserves the right to reject any and all bids, to waive variations or informalities, and to negotiate changes or additions. The Fire District also reserves the right to extend the time to submit bids, and to extend the time to open bids.

By Order of the Board of Directors:

Tim Flora

Mark Macinski

Michael Thompson

Date - _____ Name of bidder - _____

Address of bidder - _____

City - _____ State - _____ Zip - _____

Phone - _____ Email - _____

Price - _____

Overview

- Metro West Fire Protection District (District) is seeking proposals from qualified vendors for the purchase of two (2) Color Multi-Functional Copy Machines and six (6) Color Multi-Functional Desktop Printers. The proposal should include both the purchase price of the equipment and pricing for a full-service support program that covers maintenance, consumables, and unlimited copies at a set monthly rate. The District has no interest in leasing options for the equipment, and any bids based on leasing will be rejected.

Scope/Requirements

- **Equipment Specifications**
 - **Color Multi-functional Copy Machines (Qty 2) – Monthly printing/copying**
 - Device models must be current or most recently available model
 - Devices shall be in new condition including no used or remanufactured parts
 - Color, multi-functional copier
 - Print, copy, scan, and capabilities
 - Minimum print speed: 65 ppm
 - Dual-sided scan automatic document feeder
 - 150 sheet capacity bypass tray
 - (4) Universal Size Paper Trays (Minimum 500 sheets per tray)
 - Paper capacity: Minimum 2,150 sheets
 - Network connectivity: Ethernet, Wi-Fi optional
 - Available MFP level security options
 - Embedded antivirus protection to detect and block malware, ransomware, and other threats
 - Real-time scanning of all incoming and outgoing data (print, scan, and email).
 - Detects and quarantines malicious files at the device level, preventing threats from propagating across the network.
 - Finishing options that include but not limited to:
 - Stapling
 - Booklet maker
 - Z-fold

- Three-hole punch
 - Power Filter
 - Touchscreen interface
- o **Desktop Printers (Qty: 6)**
 - Device models must be current or most recently available model
 - Devices shall be in new condition including no used or remanufactured parts
 - Color Multi-Functional Desktop Printer
 - Minimum print speed: 42 ppm
 - Print, copy, and scan capabilities
 - Dual-sided scan automatic document feeder
 - Dual, adjustable paper trays
 - Paper capacity: Minimum 1000 sheets
 - Bypass tray
 - Network connectivity: Ethernet, Wi-Fi optional
 - Touchscreen interface
 - Security Notification at MFP level
 - Total size of Desktop Printers should be near 24" length, 22" deep, and 30" height
 - *One unit will require a rolling/support cart. All others will be desktop mounted.*
- o **Device Management**
 - Web based device self-service portal for opening service tickets and ordering consumables.
 - Software or tool for device management to assist the IT Department with maintaining address lists, settings, etc.
- **Pricing Requirements**
 - o Billing, delivery, and installation of devices to occur within 45 days of bid awarding
 - o Purchase price for all equipment, including delivery and installation.
 - o Full-Service Program pricing that includes:

- Unlimited copies/prints
 - Monthly flat rate per device, no overages
 - All toner, staples, parts, licensing, firmware updates, and labor
 - On-site, business hours service with 24-hour response time expectation
 - No escalations throughout the maintenance agreement.
- **Security Requirements**
 - All proposed devices must meet the following endpoint security standards:
 - Data Encryption: AES 256-bit encryption for stored and transmitted data
 - Secure Print Release: PIN or badge authentication for print jobs
 - Hard Drive Overwrite: Automatic overwrite of stored data after each job
 - Access Control: Role-based access restrictions
 - Firmware Integrity: Secure boot and firmware validation
 - Audit Logs: Logging of user activity and access attempts
 - Remote Management: Secure remote monitoring and firmware updates
 - Any remote access outside of the District for the devices needs to be limited to outbound only.
- **Proposal Submission Requirements**
 - Company profile and relevant experience
 - Detailed equipment specifications
 - Pricing breakdown (cash sale and service program)
 - Warranty and support terms
 - References from similar clients (preferably public safety or municipal)
- **Vendor Qualification Requirements**
 - A minimum of five (5) years of experience in providing multi-functional printing solutions
 - Ability to provide local or regional on-site service and support
 - Certified partnerships or authorized reseller status with major manufacturers
 - Technicians must be manufacturer-trained and certified
 - Proven track record of meeting service level agreements (SLAs)
 - Financial stability and capacity to support the proposed service program