

**THOMAS TOWNSHIP  
REQUEST FOR PROPOSAL  
COPIER/SCANNER/FAX**

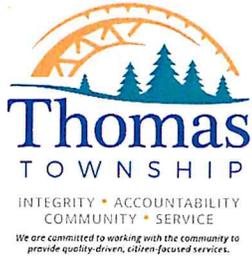
Thomas Township Municipal Office is seeking sealed bids for the purchase or lease of a copier/scanner/fax (multifunction) machine for our medium sized networked office environment. Listed below are the minimum specifications for a new machine:

- A compact footprint
- Copy/Print/Send/Store
- Has a minimum of 4GB of RAM
- Has a hard drive minimum of 320GB HDD *or* 256GB Solid State Hard Drive.
- Can print black and white and brilliant color
- Has a print speed of AT LEAST 55 ppm BW
- Has a print speed of AT LEAST 51 ppm color
- Can print up to 12 x 18 in size
- Has 5,000 sheet maximum capacity
- Can scan up to 120/120 ipm on a single pass duplex
- Can scan DIRECTLY to Microsoft Word, PowerPoint, searchable PDF formats, and email.
- Easy to access and replace toner cartridges
- Can support paperweight from 14 pound to 140 pound
- Has the following options:
  1. Output Cassettes (3) capable of handling up to 12" x 18"
  2. Envelope Feeder cassette 50 sheet minimum or bypass tray.
  3. Has a paper deck for large capacity minimum of 2,700 sheets, capable of handling 14 pound to 80-pound cover
  4. Staple Finisher with buffer pass unit
  5. Two and Three Hole punch finisher
  6. Trays for letterhead, 8 ½ X 11, ledger, legal
  7. Corresponding Maintenance Agreement
  8. Set up, delivery and training included

Proposals should be sent to Thomas Township, Attention: Connie Watt, Deputy Clerk, 249 North Miller Road, Saginaw, MI 48609, please mark **COPIER BID on outside of the envelope.** **Deadline for submittal is March 23, 2026 at 3:00 p.m. with the bid opening of 3:05 p.m.** at 249 North Miller Road, Saginaw, MI 48609.

Thomas Township reserves the right to accept or reject any or all proposals, to waive informalities or errors in the proposal process, and to accept any proposal deemed to be in the best interest of the Township, including proposals that are not for the lowest amount.

For questions or further assistance please contact Connie Watt, Deputy Clerk/Administrative Assistant, at (989) 781-0150 or [clerk@thomastwp.org](mailto:clerk@thomastwp.org).



**THOMAS TOWNSHIP**  
**MULTIFUNCTION COPIER PROPOSAL SHEET**  
**\*\*\*OFFICIAL SEALED BID\*\*\***  
**MUST SUBMIT IN A SEALED ENVELOPE**

**Company:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Business Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

<b>MULTIFUNCTION MACHINE PURCHASE COST</b>	
<b>LEASE COST</b>	

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

BRAND AND MODEL NUMBER OF MACHINE \_\_\_\_\_

LOCATION OF SERVICE CENTER \_\_\_\_\_

MAINTENANCE AGREEMENT COST PER COPY-BLACK & WHITE \_\_\_\_\_

MAINTENANCE AGREEMENT COST PER COPY-COLOR \_\_\_\_\_

PROPOSED DELIVERY DATE \_\_\_\_\_

I understand that the Thomas Township Board of Trustees reserves the right to accept or reject any or all proposals, to waive informalities or errors in the proposal process, and to accept any proposal deemed to be in the best interest of the Township, including proposals that are not for the lowest amount. Furthermore, the awarded bidder must sign a contract including an Affidavit of Compliance of the Iran Economic Sanctions Act pursuant to Michigan Public Act of 2012.

By signing this bid proposal, I agree that I have read the entire document and agree to the terms stated.

\_\_\_\_\_  
 Owner/Manager Signature (or Authorized Representative) \_\_\_\_\_  
 Date

**Please return all sealed bids to Thomas Township, Attention: Connie Watt, 249 North Miller Road, Saginaw, Michigan, 48609. NOTE COPIER BID ON THE OUTSIDE OF THE ENVELOPE. All proposals must be returned by 3:00 p.m. on March 23, 2026. Bid opening will be at 3:05 p.m. on the same day at 249 North Miller Road, Saginaw, Michigan, 48609.**