

**TOWN OF OAKLAND TN  
REQUEST FOR PROPOSALS**

**MULTI-FUNCTION COPIER EQUIPMENT**

**SCOPE OF WORK**

**A. Broad Description of Project**

The purpose of this event is to receive proposals from qualified contractors to provide digital multi-function copier/scanner/printer devices (MFD), black and white and color, for use by various departments throughout the Town. Electronic submissions will not be accepted for this proposal.

**A.1 General Information**

The Town is currently under contract for the cost per copy rental of 8 digital MFDs, with all used as printer/scanners on the Town's computer network. MFDs are installed in various Town departments and locations. Based on past 12 month period, monthly usage volumes for the black and white machines range from less than 10 copies to 4,500 copies per month. The total of black and white copies/prints on average 100,000 annually. Monthly usage volumes for the color machines range from less than 10 copies/prints to more than 2,800. The total annual color copies/prints on average 50,000 annually.

A listing of the existing inventory of MFDs that are managed under the current contract is provided in Attachment 1. Please use this listing as a guideline for determining replacement devices. It is the intent that the selected vendor will conduct a field inventory of all existing devices and review current usage volumes to develop a replacement list for all devices with the most appropriate current model device. Town staff will review and confirm the replacement list prior to equipment installation in the field. All delivery and installation of new equipment must be in coordination with the removal of existing equipment.

All MFD's proposed must meet or exceed the current configuration and specifications of the printer including any trays, sorters, envelope feeders, etc.

Proposers should submit a response to this RFP based on the cost per copy format with the resulting contract requiring the contractor to provide and install all MFDs, meeting the model requirements and features as specified for each location; provide all consumables (excluding paper) and maintain all MFDs under the contract award.

**A.2 Pricing**

Proposers should submit pricing based on a cost per copy solution with a firm, fixed price for the term of the contract. All costs for equipment shall include inside delivery to the equipment's intended location, set-up and training, and any associated transportation costs to the specified locations.

**A.3 General Conditions**

All equipment furnished under this proposal shall be new and perform in accordance with the manufacturer's specifications sheets. The equipment shall not be re-manufactured, reconditioned, utilized for demonstrations, or otherwise used.

Whether repair or replacement is made necessary through normal wear or non-malicious use, damage costs shall include all costs for repair, maintenance, parts, and labor.

This bid indicates the estimated total quantity of MFDs to be placed upon commencement of the contract.

The Town's Purchasing Department will generate all requests for MFDs.

**A.4 Service and Supplies**

**Service Requirements**

All equipment shall have a label affixed prominently to the machine showing contact phone number for service and supplies.

**Supplies**

All supplies shall be furnished by the successful proposer with the exception of paper. The cost for supplies must be included in the rate submitted as the cost per copy. Proposals shall include a fixed cost for staples to be firm during the life of the agreement.

**A.5 Training**

The successful proposal shall provide all training required for the operation of any equipment supplied as part of this contract at no additional expense.

Each equipment location shall have a manual providing detailed instruction on the machines' operation with procedures for clearing jams, loading toner, etc. readily available on or near the machine.

**A.6 Response Time**

Response time to service requests shall not exceed eight (8) working hours. If repairs have not be made within two (2) working days (16 hours) of the Town's request for service, a machine of similar make and model is to be provided until the machine has been repaired and returned.

At a minimum, the proposer must agree to replace equipment if there are more than five (5) service calls during any 60 day period.

**A.7 Invoice**

The successful proposer shall provide a master invoice report of the past month's activity and include year-to-date summaries. The invoice shall be emailed on a monthly basis to the Oakland's Accounts Payable Department.

The invoice should be sorted by department and provide a subtotal for each department, including machine ID #, beginning and ending meters, total copy volume, cost per copy, and total monthly cost per machine.

**A.8 Meter Reporting**

The successful proposer shall provide automatic reading of equipment usage via internet.

**A.9 Equipment Specifications**

Equipment currently installed and its monthly copy volumes are included in "Exhibit A". The current model specifications are the minimal acceptable requirements. Proposers must submit models for each listed in Exhibit A, detailing the ability of that model to meet or exceed the specification.

**A.10 End of Lease Requirements**

The successful proposer must present documentation on each MFDs that all storages drives are erased, wiped, or disposed of accordingly when a device is replaced or is at end of life.

**B. Basis of Award**

**B.1 Each proposal will be evaluated according to the following criteria and weight:**

- a) Proposer's qualifications and experience, including support capabilities (25 points)
- b) Technical capabilities (25 points)
- c) Fees (35 points)
- d) References (15 points)

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations and/or interviews.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The Town reserves the right to conduct interviews of any or all proposers at the Town's discretion.

**B.2 References**

Proposers should submit a minimum of three (3) references of companies currently doing business with the proposers' company, and giving a contact person, phone number, email address, and length of relationship. These references should be of similar size and nature with the Town's operations.

**C. Proposal Format**

Proposals shall be submitted in the following format and include the following information.

- a) Statement of Qualifications - see "Exhibit B"
- b) Fee Proposals signed by responsible party outlined.
- c) References

**C.1 Copies**

One (1) unbound, printed and signed original and six (6) identical, printed copies, of the proposal and supporting documents must be submitted in response to the RFP.

**D. Contacts**

All requested information must be submitted with the proposal.

Bidders may email questions in writing to Yvonne Bullard, Town Recorder at [ybullard@oaklandtn.gov](mailto:ybullard@oaklandtn.gov).

Questions along with the responses will be emailed to all parties who have been furnished an RFP.

Oral communications concerning the RFP shall not be binding on Town of Oakland and shall in no way excuse the bidder of their obligations as set forth in this RFP.

**E. Proposal Due Date**

On or before 2:00 pm., Friday, May 22, 2026.

Proposals shall be submitted to the attention of "Town Recorder "by either:

Mail:  
Town of Oakland  
PO Box 56  
Oakland, TN 38060

Courier:  
Town of Oakland  
170 Doss Circle  
Oakland, TN 38060

**E.1 Rejection of Proposals**

The Town of Oakland reserves the right to reject any and all proposals, or any and all items of any proposal, or waive any irregularity of any proposal.

**E.2 Disposition of Proposals**

All materials submitted in response to this RFP will become the property of The Town of Oakland and will be returned only at The Town of Oakland's option and at the bidder's expense.

An original copy shall be retained for official files and will become a public record after the date and time for Final Bid submission as specified.

**F. Timeline of Selection, Negotiation and Awards.**

**Event:**  
RFP Issued and Advertised on Town Website  
Proposals Opening  
Successful Bidder Notified  
Date of Executed Agreement  
First Date of New Agreement  
Installation Complete

**To Be Completed By :**  
May 6, 2026  
May 22, 2026  
June, 19 2026  
June 24, 2026  
July 1, 2026  
July 24, 2026

**EXHIBIT "A"**

<b>Department</b>	<b>Location</b>	<b>Current Printer</b>
Administration	170 Doss Circle	Xerox Versa-Link C7125 with Fax, Office Finisher LX & Hole Punch
Codes	70 Clay Street	Xerox Versa-Link C7125 with Fax, Office Finisher LX
Finance	75 Clay Street	Xerox Versa-Link C7125 with Fax, Office Finisher LX
Police	170 Doss Circle	Xerox Versa-Link C7125 with Fax, Office Finisher LX
Fire	170 Doss Circle	Xerox Versa-Link B7130 with Fax, Office Finisher LX
Water	14235 Hwy 194	Xerox Versa-Link B405
Wastewater	42 Industrial Park	Xerox Versa-Link C405
Parks & Rec	43 Main Street	Xerox Versa-Link C405

**EXHIBIT "B"**

**Statement of Qualifications**

Please describe, in detail, your plan for supporting this account, including, at a minimum, customer service capabilities, network support, on-site technical service and parts availability. Please include whether the service technicians assigned to this account are factory trained, and what your response time to service calls will be. Include the total number of technicians your company employs, and the number that would be dedicated to this account. What is the location of your primary parts warehouse? Discuss any other aspect of quality assurance and technical support.

1. Company Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone No: \_\_\_\_\_

4. E.-mail Address: \_\_\_\_\_

5. Fax No: \_\_\_\_\_

6. Information on the size and organizational structure of the firm.

7. If applicable, use separate page for any additional comments regarding the vendor's qualifications.

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_