

**COUNTY OF TUSCOLA
DEPARTMENT OF BUILDINGS AND GROUNDS**

125 W. Lincoln St
CARO, MI 48723

MICHAEL MILLER
Director

Thomas McLane
Assistant Director

TO: INTERESTED Vendors

FROM: MIKE MILLER

DATE: January 30, 2026

RE: New Copier

Tuscola County will be accepting bids on a new Color Multifunctional Copier for the County Controller/Administrators office at 125 W. Lincoln ST in Caro. The following specifications shall be considered in your bid:

- The copier shall have the following minimum requirements:
 - a. Copy 35 pages per minute
 - b. Handles Letter and legal size (Paper/Documents)
 - c. Print
 - d. Fax
 - e. Scan
 - f. Staple
 - g. 140 page document feeder
 - h. Dual 500 Sheet Paper Trays
- Vendor shall provide a Purchase Option and a Lease Option with a Service Agreement.
- Service Agreement shall be a minimum of 3 (three) years and include all Parts, labor, Toner, Drums.
- Service Agreement shall include a minimum of 1200 B&W copies and 150 Color copies.
- If service is needed a qualified technician shall be dispatched within 24 hours.
- Your bid shall include overage cost per copy.
- Vendor shall be responsible for delivery and installation of the new copier.

Sealed proposals labeled "Admin Copier" shall be submitted to the Tuscola County Controllers office, Atten: Buildings and Grounds 125 W. Lincoln st, Caro, and MI 48723 no later than 4:00 pm on February 13th 2026.

Please call if you have questions - 989-672-3756

Disclaimer

Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price."

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel.

The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification of its proposal."

