



WEST CENTRAL MINNESOTA
Communities Action

REQUEST FOR PROPOSAL

Agency Printer Rental/Lease

Due date: April 17, 2026

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Heather Carlson, Fiscal Services Director
(218) 405-3026
heatherc@wcmca.org

West Central MN Communities Action, Inc.
411 Industrial Park Boulevard
Elbow Lake, MN 56531

PROPOSAL GUIDELINES

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to solicit proposals from a suitable firm (Offeror) to install new printers, train staff on the devices (if necessary), and perform work on the system when needed at all West Central MN Communities Action, Inc. (WCMCA) locations.

WCMCA will accept proposals in accordance with the schedule set forth in this RFP. Each proposal must comply with the requirements set forth herein. WCMCA reserves the right to inquire of any Offeror to clarify and explore further its proposal.

B. Who May Respond

All qualified Offerors, including minority, small and women-owned businesses, are encouraged to submit a proposal to this RFP.

C. Instructions on Proposal Submission

1. Closing Submission Date

All proposals must be submitted no later than 4:30 pm on April 17, 2026.

2. Inquires

Inquiries concerning this RFP should be directed to Heather Carlson at (218) 405-3026 or heatherc@wcmca.org.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be responsibility of the Offeror and will not be reimbursed by WCMCA.

4. Instructions to Prospective Offerors

Proposals should be mailed or emailed to:

West Central MN Communities Action

Attn: Heather Carlson

411 Industrial Park Blvd

Elbow Lake, MN 56531

Or

heatherc@wcmca.org

If submitted by mail, proposals must be **sealed** and clearly marked in the lower left-hand corner with:

**Request for Proposal
PRINTER PROPOSAL**

Proposals must be received by WCMCA by the deadline. Late proposals will not be considered. Failure to properly label a mailed proposal may result in premature disclosure.

Attempts by any Offeror to contact WCMCA, in any fashion other than described above, will be viewed as an infringement on the impartiality of the procurement process and may result in that Offeror being disqualified from participation in this procurement. Any verbal representations made or assumed to have been made during any oral discussion held between representatives of any qualified Offeror and any WCMCA employee or official are not binding on the agency in relation to this procurement.

WCMCA will award a contract issued as a result of this RFP to the Offeror which, based on the sole judgment of WCMCA, is best qualified to perform the assessment. WCMCA will consider the following factors: (a) the qualifications, expertise and experience of the personnel that will conduct the assessment; (b) cost; (c) results of any follow-up inquiry to explore further that Offeror's proposal; and (d) other factors that WCMCA, in its discretion, deems relevant.

5. Right to Reject

The selected Offeror shall not be disqualified, by virtue of its selection, from submitting proposals or otherwise participating in any competitive selection process for work that may result from the assessment's recommendations.

WCMCA reserves the right to disqualify from participation in their procurement any Offeror that fails to comply with all the requirements set forth in the RFP. WCMCA also reserves the right to waive any informality or failure to conform to the requirements set forth in the RFP, and to reject any or all of the proposals it receives in response to this RFP.

6. Notification of Award

It is expected that a decision selecting the successful firm will be made on Thursday, May 26, 2026, with installation to be completed by September 1, 2026. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful firm.

D. Description of Entity

West Central MN Communities Action, Inc. (WCMCA) is a private nonprofit organization, which serves primarily five (5) western counties in the state of Minnesota. WCMCA has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code and exempt from sales and use tax under Minnesota law, certificate number ES-22581. Because of the non-profit status WCMCA operates under the MN State Contract. A 15-member volunteer Board of Directors governs WCMCA. Administrative offices are located at 411 Industrial Park Boulevard in Elbow Lake, MN and 1910 Aga Drive in Alexandria, MN. WCMCA has various Head Start centers located in the seven (7)-county area.

WCMCA's mission is to empower people while providing services and resources that impact individuals and communities.

For 50 years, West Central Minnesota Communities Action, Inc. has carried out its mission - mobilizing resources for families and communities to increase their independence, well-being and quality of life. West Central Minnesota Communities Action, Inc. has empowered

thousands of individuals to attain the skills, motivation and opportunities required to achieve this. We are committed to provide programs with dignity and remove barriers that keep people in poverty, address the root causes of poverty, and enhance the self-sufficiency of low-income people. We believe in celebrating cultural and ethnic diversity and consistently demonstrate and promote respect and equal opportunity for all persons. All of our programs reflect our commitment to reach out to our neighbors.

WCMCA employs approximately 130 employees from September to May and approximately 85 employees from June to August.

E. Scope of Operations

WCMCA currently has a rental agreement for 26 printers spread throughout our agency locations. Canon is the current manufacturer of the printers with varying printing/scanning/faxing capabilities depending on departments specific needs.

II. SPECIFICATION SCHEDULE

A. Services Required

The successful firm or organization selected for this engagement shall be expected to commence and have all printers installed on September 1, 2026. The printers must be capable of the following:

1. Print codes on the machines to track the number of copies per code.
2. Communicate with computers using the same print codes to track the number of copies per code.
3. Print and copier counts on each machine that can be reset at the end of each month. These counts need to be grouped by print code and we need the ability to print the report so we can charge the correct projects.
4. Scanning to an email address and folders on our network.
5. Receiving and sending faxes on certain machines.
6. Invoices need to be itemized and show the cost per unit for both the lease/rental and copy costs.

Please use Appendix A to list the types of printers available and cost associated with them; installation costs; type of warranty on all parts of the devices; service call costs including travel costs when warranty is off the devices; how the agreement handles printing expenses (i.e. per print, base amounts, overage charges) and additional features the system may provide.

B. Delivery Schedule

All items will have a completion date of September 1, 2026.

C. Payment

Payment will be made via monthly invoices submitted by the Offeror.

III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

- A. Prior Experience
The Offeror should describe its prior experience including the names, addresses, contact person, contact email, and telephone numbers of prior organizations serviced.
- B. Organization, Size, and Structure
The Offeror should describe its organization (in relation to service to be performed) and structure.
- C. Qualifications
The Offeror should describe the qualifications of the business and any individuals who may be assigned to this contract.
- D. Understanding of Needs
The Offeror should describe its understanding of the needs of WCMCA and other pertinent information.
- E. Certifications
The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

IV. PROPOSAL EVALUATION

- A. Submission of Proposal
If mailed, all proposals shall include five (5) copies of the Offeror’s proposal, five (5) copies of the pricing information, and five (5) copies of the signed Certifications. These documents will become part of the contract. Only one (1) copy of each needs to be provided if emailed.
- B. Non-responsive Proposals
Proposals may be judged non-responsive and removed from further consideration if any of the following occur:
 - The proposal is not received in a timely manner in accordance with the terms of this RFP.
 - The proposal does not follow the specified format.
 - The proposal does not include the Certifications.
- C. Evaluation

Factor		Point Range
1.	Prior Experience WCMCA will contact prior customers to verify experience provided by the Offeror.	0-15
2.	Organization, size, and structure of Offeror’s firm	0-5
3.	Qualifications of Offeror to complete this contract	0-15
4.	Offeror’s understanding of WCMCA needs and objectives	0-5
5.	Offeror’s capability to provide all the required units in Appendix A and specifications in Appendix B	0-30
6.	Price	0-30
MAXIMUM POINTS:		100

D. Review Process

WCMCA may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offeror's proposals.

However, WCMCA reserves the right to enter into a contract without further discussion of the proposals submitted. Therefore, each proposal should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. WCMCA will award the contract to the responsive Offeror with the highest total points.

V. CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of the agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all the information in this RFP.
- G. The individual signing certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been disbarred or suspended from doing work with any governmental organization.

Dated this _____ day of _____, 2026.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)

APPENDIX A

The recommended equipment will be comparable to a unit with the following specifications:

Address	City	Model	BW Avg Mo. Vol	Color Avg Mo. Vol	Accessories
715 11th St Ste 100	Moorhead	BW A3 25 ppm	450		Fax , Storage Cabinet, Single Pass Document Feeder
805 W Main St Ste B	Perham	Color A4 30 ppm	551	766	Fax
411 Industrial Park Blvd	Elbow Lake	BW A3 50 ppm	7,082		Storage Cabinet, Fax
411 Industrial Park Blvd	Elbow Lake	BW A3 35 ppm	1,314		Storage Cabinet, Fax
411 Industrial Park Blvd	Elbow Lake	BW A3 60 ppm	4,582		Booklet Maker, Buffer Pass, Paper Deck, High Capacity Cassette
411 Industrial Park Blvd	Elbow Lake	Color A3 25ppm	1,166	3,806	Storage Cabinet,2 Trays, Inner Finisher
411 Industrial Park Blvd	Elbow Lake	BW A4 MFP 40 ppm	441		Fax, Small MFP
411 Industrial Park Blvd	Elbow Lake	BW A4 MFP 40 ppm	234		Fax, small MFP
411 Industrial Park Blvd	Elbow Lake	BW A3 45 ppm	6,065		4 Trays
411 Industrial Park Blvd	Elbow Lake	BW A4 MFP 40 ppm	579		2 Paper Tray, fax, small MFP
411 Industrial Park Blvd	Elbow Lake	Color A3 25 ppm	1,010	1,908	4 trays
1910 Aga Dr Ste 206	Alexandria	Color A3 40 ppm	4,400	4,289	4 Trays, Fax Board, 1st Copy Tray
1410 S McKay Ave	Alexandria	Color A4 30 ppm	577	661	2 trays stand, Fax
300 Birch Ave	Ashby	Color A4 35ppm	698	848	Fax
206 3rd St W	Brandon	Color A4 30 ppm	681	437	Fax
411 1st St SE	Elbow Lake	Color A4 30 ppm	209	414	Fax
130 E Meadowlark Ln	Fergus Falls	Color A4 35ppm	1,130	2,391	Fax
1601 Jefferson St	Alexandria	Color A4 30 ppm	351	803	2 trays stand, fax
1 Viking Dr	Pelican Rapids	Color A4 35ppm	1,400	1,239	Fax
200 S Columbia Ave	Morris	Color A4 30 ppm	336	858	Fax
307 4th Ave W	Osakis	Color A4 30 ppm	234	537	Fax

518 S McCornell Ave	Parkers Prairie	Color A4 30 ppm	61	77	Fax
818 Elm St	Alexandria	Color A4 30 ppm	259	148	2 Trays, Storage Cabinet
500 John St Door 5	Starbuck	Color A4 30 ppm	62	99	Fax
405 Colfax Ave SW	Wadena	Color A4 30 ppm	225	519	Fax
202 8th St N	Wheaton	Color A4 30 ppm	148	123	Fax

Additional Expenses

Please describe how the contract handles the following services and the price per service:

- Print expenses (per print, contract amount, “overage” costs).
- Service calls for maintenance and repairs.
- Replacement parts for the machines including ink.
- Any additional expenses or items that aren’t covered in the base price.

APPENDIX B

SERVICE SPECIFICATIONS

The equipment must be capable of the following:

CAPABILITY	YES	NO	COST
Print codes on the machines to track the number of copies per code.			
Communicate with computers using the same print codes to track the number of copies per code.			
Print and copier counts on each machine that can be reset at the end of each month. These counts need grouped by print code and we need the ability to print the report so we can charge the correct projects			
Scanning to an email address and folders on our network.			
Receiving and sending faxes.			
Invoices need to be itemized and show the cost per unit for both the lease/rental and copy costs.			