



UMOS

®

Building Better Futures

REQUEST FOR BIDS (RFB)

COPIER/MULTI-FUNCTION DEVICES

Date of Issuance: July 28, 2025

Submission Deadline: August 22, 2025

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July 28, 2025

REQUEST FOR BIDS (RFB) NOTICE-COPIERS

UMOS, Inc., with Corporate Offices at 2701 S. Chase Ave., Milwaukee, WI 53207, is soliciting bids from qualified firms to provide leasing services for their fleet of copiers/multi-function devices in multiple States.

UMOS, Inc. is a large nonprofit organization with over 60 years of experience, headquartered in Milwaukee, Wisconsin, with a mission to provide programs and services that improve the employment, educational, health and housing opportunities of underserved populations.

UMOS encourages minority businesses, women's business enterprises and labor surplus area firms to apply.

DESCRIPTION OF SERVICES AND CONDITIONS SOUGHT THROUGH THIS RFB

UMOS is soliciting bids from qualified firms interested in providing **copying, duplication, printing, and transmission services** for its offices located in Wisconsin, Missouri, Texas, Minnesota, Illinois for a 36-month term.

The winning bid will comply with the following **Financial Stipulations**:

1. The Lease must be an operating lease and not a capital lease,
2. The lease must be free of personal and all other Federal, State and Local Taxes,
3. All equipment must be free of any delivery costs,
4. The lease cannot have disposable costs attributable to UMOs,
5. UMOs must have the option to move each machine twice between facilities at no cost during the life of the current lease,
6. The lease and service charges must be fixed for the term of the lease and must be inclusive of repair services, toner, staples, parts, all applicable software/licensing costs, trip charges, shipping/freight, delivery charges parts and labor,
7. Net 30 payment terms, late charge exempt and no documentation charges,
8. There are no extra charges for scanning documents,
9. All terms must be inclusive of any trip charges,
10. UMOs must have the option to opt out of any equipment lease, at no cost to UMOs, when funding or operations affect a program,
11. At UMOs' option, all expiring leases will continue a month-to-month basis at no greater cost than the agreed upon lease rate for the last year of the lease.
12. UMOs will incur no cost for transportation of equipment upon termination of lease.

The winning bid must comply with the following **Technological Stipulations**:

13. All device firmware must be at the latest version approved by the manufacturer,
14. Device must have native support for cloud printing and print management via PaperCut or comparable cloud printing solution.

15. The solution should include accommodation for end-user printer mapping and driver deployment, including location and user based.
 - a. Secure printing, including pin-based, NFC/RFID based secure print is bonus.
16. Secure scanning to user-specific location based on user ID.
17. At minimum, must be compatible with TLS 1.2 encryption for scan to email via Office 365
18. All equipment must be compatible with SMB3 scanning for scan to folder to Microsoft Server 2022, including multi-page tiff scan to folder for those servicing the ECF business requirements,
19. Provide a replacement listing indicating which existing device is being replaced by which new model identified by make, model, and serial number of both the old and replacement devices.
20. Coordinate with IT to get the printer details configured, including device names, locations, capabilities, and information transfers.
 - a. Transfer IP/Network information from existing devices to new devices (hostname, IP address, DNS, email credentials, folder credentials, etc.),
 - b. Transfer existing address books and frequent contacts from existing devices to new devices,
 - c. Transfer folder locations from existing devices to new devices,
21. Support for Address book synchronization from Active Directory or Microsoft Entra (Azure)
22. Ensure all scan setting defaults on each device are set to: 300dpi, auto detect color, PDF file type, default filename=time/date stamp, email from name = UMOS IT assigned device name provided to firm,
23. Provide deployment schedule, identify delivery date and setup date/time for each unit, ensure that setup is coordinated with IT down to the ½ hour to ensure minimal down-time for the users,
24. Ensure all functionality is working properly before install technicians leave the device/area,
25. Ensure that all copier units are certified destruction of data drive upon termination of lease agreement.
26. Training materials for end users including single sheet instructions for basic tasks;
 - a. secure printing
 - b. copying
 - c. scanning to email.

The winning bid will comply with the following **Other Stipulations:**

27. Training for all staff and all devices at all sites,
28. A written schedule of installation and coordination with UMOS' IT department,
29. Written statement that the winning bid will cooperate and work with the transition of the subsequent bid winner three years henceforth.

SUBMISSION REQUIREMENTS

If your firm has the qualifications, experience, and interest in providing the services outlined, please respond with:

- A summary of your firm's qualifications and ability to meet UMOS' current and future needs.
- A cover letter asserting that your company will comply/agree to the provisions under **Financial Stipulations (1-12)**, **IT Stipulations (13-26)** and **Other Stipulations (27-29)** as listed in this Request for Bids document. Specifically, your letter should reference this document by title and date.
- A projected implementation/transition and training plan.
- A list of replacement equipment as close as practicable to the existing equipment (Appendix A) characteristics, i.e., speed, scanning, fax, etc.
- Individual responses to items 1 through 29 indicating your agreement to each.
- Brief information related to value-added services offered by your firm which may be beneficial to UMOS' current and/or future needs.
- Cost matrix, showing monthly fixed costs, variable costs, and factor(s), detailed by device.

ESTIMATED SCHEDULE

Description	Estimated Date
Request for Proposal Issued	July 28, 2025
Final Date for Questions	August 5, 2025 – 3PM CST
Publish Addendum (Q&A)	August 8, 2025
Proposal Due via email	August 22, 2025 – 3PM CST
Final Vendor Selection	September 3, 2025
Contract Start Date	October 1, 2025

EVALUATION CRITERIA

Criteria	Percentage
Financial Cost, Lease Structure, Terms, etc.	45
Technological Device compatibility & security, cloud & network integration, deployment plan, etc.	30
Compliance & Qualifications RFP compliance, firm qualifications, etc.	15
Other Training & transition plans, value-added services, etc.	10
TOTAL	100

Bidders will be evaluated based on responses to submission requirements. The selected bidder will be whose bid submission, in response to this RFB, is most advantageous to UMOS and its needs.

Any questions regarding this RFB can be made via email to: gregory.gonsalezsouchet@umos.org no later than 3:00 PM CST on August 5, 2025. **BIDS ARE DUE BY 3:00 PM CST on August 22, 2025.**

Submit your questions and bid via email to:

Gregory Gonzalez-Souchet,
Director of Facilities, Safety and Risk Management
Subject line: RFP-0047-202507
gregory.gonzalezsouchet@umos.org

DISCLAIMER FOLLOWS

PLEASE NOTE:

- There is no expressed or implied obligation from UMOS, Inc. to reimburse the responding individual(s) for any expenses incurred in preparing bids in response to this request.
- During the evaluation process, UMOS, Inc. reserves the right, where it may serve UMOS' best interest, to request additional information or clarifications from submitters or to allow corrections for errors or omissions.
- UMOS reserves the right to retain and use any and all proposals submitted as UMOS sees fit including the use of concepts and language and to use any ideas in a proposal regardless of whether that proposal is selected.
- This RFB may be modified at any time without prior notice.
- Receipt of any bid does not constitute or imply any obligation on the part of UMOS.
- UMOS reserves the right to extend any deadline.
- UMOS may reject any and all bids, for any reason, at UMOS' sole discretion.
- All bidders will be notified in writing as to UMOS' final award decision.
- Responses that do not comply with the requirements of this RFB may be disqualified.

APPENDIX A – CURRENT COPIER FLEET LIST

Address	Make	Model	Location	BW (12 Mo)	Color (12 Mo)	Total Meter
10733 Highway 39 Mount Vernon MO	Toshiba	ES3515AC	UMOS 10733 NORTH HWY 39 Mt. Vernon MO-Main Office	8,413	6,101	484,221
1115 Main Crossings Ave Amery WI 54001	Toshiba	ES3515AC	SEASONAL USE COPIER	505	-	55,000
1808 Eastern Ave Plymouth WI 53073	Toshiba	ES3515AC	HS- INSIDE REDEEMER LUTHERAN CHURCH	2,066	11,409	394,239
205 E Main St Wautoma WI 54982	Toshiba	ES4518A	205 E Main St Wautoma WI 54982	3,987	-	94,083
2701 S Chase Ave Milwaukee WI 53207	Toshiba	ES3518A	Suite A, Room 21	510	-	63,589
	Toshiba	ES2518A	2701 S Chase Ave Milwaukee WI 53207	2,680	-	114,856
	Toshiba	ES3515AC	Suite A Job Center Area 4 Near Door	3,756	5,757	461,607
	Toshiba	ES3518A	LRC - Suite D	3,095	-	305,077
	Toshiba	ES3515AC	Suite B Back Area	1,007	4,685	239,550
	Toshiba	ES5518A	Suite B Finance Area	8,338	-	628,806
	Toshiba	ES3518A	Suite A Job center Area 1 near Mailroom	6,968	-	335,184
	Toshiba	ES3515AC	Suite A Job Center Area 5 Mailroom	6,784	13,028	1,123,885
	Toshiba	ES3518A	Job Center Lobby	3,424	-	90,811
	Toshiba	ES3525AC	Suite D - Tech Hire	246	516	25,884
	Toshiba	ES7518A	Suite A Job Center Area 12 Printer Area	4,778	-	575,121

	Toshiba	ES6518A	Suite A Job Center Area 11 Printer Area	20,841	-	860,323
	Toshiba	ES5015AC	Suite B Mailroom	4,757	6,447	702,132
	Toshiba	ES3518A	Suite D- Health Promo	126	-	21,198
	Toshiba	ES3515AC	Suite B President's Office	540	871	146,688
	Toshiba	ES5018A	Suite A Job Center Recept.	5,757	-	408,849
300 S Koeller St Ste E Oshkosh WI 54902	Toshiba	ES6516ACT	300 S Koeller St Ste E Oshkosh WI 54902	1,526	5,713	1,092,568
308 N Main St Plainfield WI 54966	Toshiba	ES3518A	UNITED METHODIST CHURCH	-	-	258,071
3516 E Expressway 83 Ste 9 Weslaco TX 78596	Toshiba	ES2515AC	3516 E Expressway 83 Ste 9 Weslaco TX 78596	30	64	57,185
422 W Mount Vernon Blvd Mount Vernon MO 65712	Toshiba	ES4515AC	MAIN ENTRANCE	-	-	194,165
	Toshiba	ES3515AC	CLASS ROOM 35- 506 BURKHARDT ST	-	-	167,258
500 S Main St Cardwell MO 63829	Toshiba	ES3515AC	500 S Main St Cardwell MO 63829	2,705	5,765	378,825
505 Burkhardt Street Classroom 36 Malden MO 63863	Toshiba	ES3518A	505 Burkhardt Street Classroom 36 Malden MO 63863	-	-	85,387
601 E Nolana Ave Ste D McAllen TX 78504	Toshiba	ES5516ACT	ADMINISTRATIVE OFFICE	2,857	5,803	391,835
735 S Business Highway 13 Lexington MO 64067	Toshiba	ES3515AC	735 S Business Highway 13 Lexington MO 64067	1,754	3,150	298,433
812 Lester St Ste A Kennett MO 63857	Toshiba	ES3515AC	RECEIVING	673	3,573	205,948
N1257 County Road Z Wautoma WI 54982	Toshiba	ES3518A	N1257 County Road Z Wautoma WI 54982	4,497	-	169,767
N1502 Cty Trunk XX Berlin WI 54923	Toshiba	ES4518A	N1502 Cty Trunk XX Berlin WI 54923	-	-	54,011

N2898 State Road 22 Montello WI 53949	Toshiba	ES3518A	FRONT OFFICE	1,847	-	96,681
W9555 Nova Pass Beaver Dam WI 53916	Toshiba	ES3518A	FRONT OFFICE	3,298	-	214,946