

# ADVERTISEMENT – REQUEST FOR PROPOSAL



DETROIT REGIONAL CONVENTION  
FACILITY AUTHORITY  
One Washington Blvd  
Detroit, MI 48226  
(313) 877-7974

<b>Lease or Purchase of Multifunction Print/Copy/Scan Equipment</b>	<b>RFP Package No.: 19.2425</b>
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Notice is hereby given that the Detroit Regional Convention Facility Authority (DRCFA) is soliciting competitive proposals for **Multifunction Print/Copy/Scan Equipment** per the terms and conditions of the Request for Proposal (RFP).

RFP documents may be obtained on or after **July 21, 2025** on the BidNet Direct website: <https://www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority>

Bidders are encouraged to attend the pre-bid meeting on **August 6, 2025 at 1:00 PM local time** via Teams or in person at Huntington Place Convention Center, One Washington Blvd, Room 350, Detroit, MI 48226. Onsite parking is available for \$25/vehicle. Questions may be directed to Ms. Laura Harrington at (313) 877-7974 or via email at [PURCHASING@DRCFA.ORG](mailto:PURCHASING@DRCFA.ORG) no later than **August 8, 2025**.

Proposals shall be prepared in accordance with specifications outlined in the RFP. Submittals shall be on forms furnished in the RFP. Proposers must provide Iran Linked Business disclosure in compliance with Public Act 517 of 2012 and attach this information to the bid proposal. A bidder will be permitted to withdraw his bid, unopened, after it has been submitted if so, requested prior to the time specified above for opening of proposals.

Proposals must be mailed or hand delivered to Detroit Regional Convention Facility Authority, One Washington Blvd, Detroit, MI 48226, Attention: Ms. Laura Harrington, Purchasing Director or emailed to [PURCHASING@DRCFA.ORG](mailto:PURCHASING@DRCFA.ORG) subject heading "Multifunctional Device Proposal". Proposals must be received on or before **August 19, 2025, at 2:00 PM local time**. The DRCFA will not consider nor accept a proposal received by the DRCFA after the deadline date and time specified in RFP documents. Late bids shall not be opened nor returned to bidder. Faxed bids shall not be accepted for any reason.

Proposals will be publicly opened on **August 19, 2025, starting at 2:00 PM**, local time, at Huntington Place Convention Center, One Washington Blvd, Detroit, MI 48226. Interested parties may attend in person in Conference Room 350. RFP evaluation and award subsequently will be made by DRCFA's Board of Directors. The successful bidder(s) shall be required to enter into a contract with the DRCFA.

The DRCFA reserves the right to reject any or all bid proposals, either in whole or in part, to split the award, to award to other than the low-cost bid, to waive any informalities or irregularities, and to accept bid alternates. The DRCFA also reserves the right to award a contract in any manner deemed by the DRCFA, in the DRCFA's sole discretion, to be in DRCFA's best interests.

**Date:**

**7/21/2025**

**Authorized Signature:**

*Laura Harrington*

**Laura Harrington CPPO, CPPB  
Purchasing Director**