

Request for Quote Multifunction Copier - September 4, 2014

The U.S. Probation and Pretrial Services Office, Northern District of Texas is currently in the process of purchasing two networked multipurpose digital copiers along with a service contract for each copier. We would like your company to provide a quote based on the details provided below. Quotes should be submitted by close of business, September 9, 2014:

General requirements for the quote are:

- Copy speed to be at least 70 pages per minute, Black and White Copier
 - Standard automatic trayless duplexing
 - Ability to reduce or enlarge
 - Automatic document feeder
 - Ability to staple
 - Ability to email in PDF format
 - Ability to send and receive faxes
 - Ability to print from desktop
 - Price of service plans based on service calls, maintenance, and consumables.
 - Detailed list of parts and what is and is not covered for repairing and maintaining our copiers once under the service agreement.
 - Guarantee commitment of response time and the hours of service available.
 - Loaner service in case of lengthy downtime.
 - Technicians/Company must be licensed to service copiers included on the contract
 - Quote based on GSA Schedule
 - Copy usage per month estimated at 9,000 per machine
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- Buyback credit or removal fee for our old Cannon IR5055 and Cannon IR 2200G

Please include how long it takes from receipt of PO to installation. We are ready now to buy.

The Copiers will be shipped to and installed at the following address:

George H. Mahon Federal Building
1205 Texas Avenue, Room 106
Lubbock, Texas 79401-4001

Main Phone Number:

(806) 472-7001

IT Contact for this project is:

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