

## Request for Quote Multifunction Copier - September 18, 2014

The U.S. Probation and Pretrial Services Office, Northern District of Texas is currently in the process of purchasing 13 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 25, 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 (not required for all copiers, see site requirements below)
- 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
  
- Buyback credit or removal fee for our old copiers

Once award is determined and PO received we will need to work together to schedule the installations over the multiple sites.

The Copiers will be shipped to the following locations (difference in requirements listed):

Abilene - 1 copier with all functions listed above. Buyback or removal of Canon IR 5055

Amarillo - 2 copiers with all functions listed above. Buyback or removal of Canon IR 5055, Canon IR 2200G

Arlington - 2 copiers, 1 with all functions, 1 without fax board, buyback or removal of Ricoh MP 7500, Canon IR 2200G, and a Savin 2245 (copier not being replaced but need it removed)

Dallas - 4 copiers, 2 with all functions, 2 without fax boards, buyback or removal of Canon IR 5055, Canon IR 2200G, Canon IR 5020, Canon IR 4570

Fort Worth - 2 copiers, 1 copier with all functions, 1 copier without fax board, buyback or removal of Canon IR 5055, Panasonic DP-8045

San Angelo - 1 copier with all functions, buyback or removal of Canon IR5055

Wichita Falls - 1 copier with all functions, buyback or removal of Ricoh MP4000G

IT Contact for this project is:

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Addresses for office locations:

341 Pine Street, Room 2320  
Abilene, TX 79601-5928

205 East 5th, Room 120  
Amarillo, Texas 79101-1559

2501 Avenue J  
Suite 111  
Arlington, Texas 76006

1100 Commerce Street, Room 1329  
Dallas, Texas 75242-1391

406 U.S. Courthouse  
501 West 10th Street  
Fort Worth, Texas 76102-3639

106-E Federal Building  
33 E. Twohig  
San Angelo, Texas 76903-6451

1000 Lamar Street, Room 309  
Wichita Falls, Texas 76301-3430