

Community Action, Inc.

Copier Quote Request

1. Purchase or lease (FMV and Operating options) two monochrome and one color copier
2. Provide 30 day trial to determine customer satisfaction
3. Minimum printing speed letter (8.5 x 11) 50 color / black & white pages per minute
4. Copier/Fax/Scanner minimum resolution 600x600; print minimum resolution 600x600
5. Single-pass, dual scan automatic document feeder (minimum 100-sheet capacity)
6. Minimum print volume = 30,000 pages per month
7. User Account Codes & Reports
8. Paper Supply:
 - a. Two 500 sheet drawers – adjustable for either 8.5 x 11 or 8.5 x 14 paper
 - b. 100 sheet bypass tray
 - c. Letter through Legal-sized capacity
 - d. Add-on cost for Large Capacity Drawer
9. Automatic two-sided copying and printing (duplexing)
10. Sorting/grouping/stapling capabilities (Finisher)
11. G3 Fax Capability
12. Network Print/Scan/Copy to shared folder or email
13. Zoom/ Enlargement/ Reduction capabilities (25-400%)
14. Maintenance plan: provide detailed plan and repair turn-around time; provide loaner machine if repair exceeds 24 hours
 - a. Detailed cost-per-copy agreement for black & white and color
 - b. Service areas Punxsutawney and Clarion, Pennsylvania
15. Training: on-site at time of delivery and at another date/time agreed to between the vendor and customer

16. Operating Supplies:

- a. All cleanings and supplies included in maintenance agreement (except paper and staples); provide estimated number of copies per toner cartridge

At least two existing customer references must be provided.

Total cost must include delivery and installation costs, supplies (except paper and staples), and two on-site trainings.

Quote should include anticipated delivery time when order is placed.

Quotes must be received no later than August 2, 2019.

Quotes may be hand delivered, mailed, emailed, or faxed to:

Community Action, Inc.

ATTN: Christopher Maze

105 Grace Way

Punxsutawney, PA 15767-1209

Fax: (814) 938-7596

Email: cmaze@jccap.org

Questions should be directed to: Christopher Maze (814) 938-3302, ext. 254.

Quotes providers will be notified in writing of Community Action, Inc.'s acceptance or rejection of quotes.

Community Action, Inc. reserves the right to reject any or all quotes and to waive any informality in quotes received whenever such rejection or waiver is in the interest of Community Action, Inc.