



Date: February 14, 2025

To: Prospective Vendor

From: Kayla Gipson, Director of Finance

Re: Request for Quotes: Leased Copier/Scanning Equipment & Services

Region 1 Planning Council is requesting quotes for Copier/Scanning Equipment & Services. Quotes should be delivered electronically to kgipson@r1planning.org by 9:00 am, Friday, February 28, 2025.

The **ideal vendor** will have experience:

- Offering quality copier/scanning equipment and software for fast-paced office environment.
- Exemplary customer service access and technical support for quick service recovery and troubleshooting.
- Continuous maintenance and supply services.

The requested **scope of work** will include:

Option A:

- Lease (2) Executive Capacity Copy/Scanning machines
- Equipment capabilities as follows:
 - (35) Black and White Pages per minute
 - (35) Color Pages per minute
 - 100 sheet bypass tray
 - (4) 500 Sheet Paper Tray
 - Single Pass document Feeder
 - Automatic Duplexing
 - Network Printing, Network Scanning
 - Inner Stapling finisher
 - Scan to E-mail/Network Folder
 - *fax capabilities not necessary
- Comprehensive service agreement for both machines
- Provide list of items included in service agreement:
 - Number of copies (b&w/color), include price per print for overages
 - Supply coverage level

Option B:

- Lease (1) Executive Capacity Copy/Scanning machine
- Equipment capabilities as follows:
 - (35) Black and White Pages per minute
 - (35) Color Pages per minute
 - 100 sheet bypass tray
 - (4) 500 Sheet Paper Tray
 - Single Pass document Feeder
 - Automatic Duplexing

- Network Printing, Network Scanning
- Inner Stapling finisher
- Scan to E-mail/Network Folder
 - *fax capabilities not necessary
- Comprehensive service agreement for already-owned machine meeting the same specifications listed above, as well as leased machine.
- Provide list of items included in service agreement:
 - For Leased machine:
 - Number of copies (b&w/color), include price per print for overages
 - Supply coverage level
 - For owned machine (SHARP-MX-3571):
 - Price list for toner/waste toner
 - Maintenance and technical support services

Responses should include:

- Vendor information (history, specializations, location)
- Qualifications (skills, experience, designated staff resume)
- References (clients, similar projects)
- Proposed product/service
- Project schedule or delivery (timeline)
- Pricing proposal (itemization, fee schedule)
- Sample purchase/service contract

Thank you for your time and consideration.