Copier - Minimum Features Requested

Department **Animal Control**

Location

Contact   Kevin Clinard

Equipment ID [ ]

Serial Number [ ]

Brand

Model

Speed CPM	16
Trays	2
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	12,000
Color	0

Hard Disk	○ Yes	● No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	○ Yes	● No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department   **Archives**

Location

Contact   Yolanda Reid

Equipment ID

Serial Number

Brand

Model

Speed CPM   25

Trays   2

Sheet Capacity   500

By Pass Capacity   100

Auto Doc Feed Capacity   50

Max Pape rSize   11 x 17

Annual Volume Estimate

Black & White   15,000

Color   0

Hard Disk   ◉ Yes ○ No

Auto Reduce Enlarge ◉ Yes ○ No

Sort   ◉ Yes ○ No

Stapler   ○ Yes ◉ No

Book Copy   ◉ Yes ○ No

2/3 Hole Punch   ○ Yes ◉ No

Auto Duplex   ◉ Yes ○ No

Networked Printer   ◉ Yes ○ No

Networked Fax   ◉ Yes ○ No

Scan to File Email   ◉ Yes ○ No

Scan Fax   ◉ Yes ○ No

Color   ○ Yes ◉ No

Copier - Minimum Features Requested

Department	**Assessor of Property**		Equipment ID	
Location			Serial Number	
Contact	Chris Traughber		Brand	
			Model	

			Annual Volume Estimate	
Speed CPM	30			
Trays	4		Black & White	25,000
Sheet Capacity	500		Color	0
By Pass Capacity	100			
Auto Doc Feed Capacity	50			
Max Pape rSize	11 x 17			

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**Building & Grounds**
Location	
Contact	Joe Fort

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	16
Trays	1
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	7,000
Color	0

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	○ Yes	● No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**Chancery Court**
Location	Room 101
Contact	Rosemary Phillips

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	35
Trays	4
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	100
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	47,000
Color	0

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	○ Yes	● No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department **Chancery Court**

Location Room 102A

Contact Rosemary Phillips

Equipment ID
Serial Number
Brand
Model

Speed CPM	16
Trays	2
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	1,500
Color	0

Hard Disk	◯ Yes	⦿ No
Auto Reduce Enlarge	⦿ Yes	◯ No
Sort	⦿ Yes	◯ No
Stapler	◯ Yes	⦿ No
Book Copy	◯ Yes	⦿ No
2/3 Hole Punch	◯ Yes	⦿ No
Auto Duplex	⦿ Yes	◯ No
Networked Printer	◯ Yes	⦿ No
Networked Fax	◯ Yes	⦿ No
Scan to File Email	◯ Yes	⦿ No
Scan Fax	◯ Yes	⦿ No
Color	◯ Yes	⦿ No

Copier - Minimum Features Requested

Department	**Circuit Court Clerk**	Equipment ID	
Location	Civil - 1st Floor	Serial Number	
Contact	Lisa Cavender	Brand	
		Model	

		Annual Volume Estimate	
Speed CPM	45		
Trays	4	Black & White	80,000
Sheet Capacity	500	Color	0
By Pass Capacity	100		
Auto Doc Feed Capacity	50		
Max Pape rSize	11 x 17		

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	○ Yes	● No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**Circuit Court Clerk**	
Location	Criminal	
Contact	Lisa Cavender	

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	45
Trays	4
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	100
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	75,000
Color	0

Feature	Yes	No
Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	○ Yes	● No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**County Clerk**	
Location	Misc	
Contact	Susan Atchley	

Equipment ID
Serial Number
Brand
Model

Speed CPM	25	
Trays	4	
Sheet Capacity	500	
By Pass Capacity	100	
Auto Doc Feed Capacity	50	
Max Pape rSize	11 x 17	

Annual Volume Estimate

Black & White	8,000
Color	0

Feature	Yes	No
Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	○ Yes	● No
Scan to File Email	● Yes	○ No
Scan Fax	○ Yes	● No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department   **County Clerk**

Location   Motor Vehicle

Contact   Susan Atchley

Equipment ID   [   ]
Serial Number   [   ]
Brand
Model

Speed CPM	30
Trays	4
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White   36,000

Color   0

	Yes	No
Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department **County Mayor**

Location

Contact Howard Bradley

Equipment ID [   ]

Serial Number [   ]

Brand

Model

Speed CPM	30
Trays	2
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	6,000
Color	0

	Yes	No
Hard Disk	●	○
Auto Reduce Enlarge	●	○
Sort	●	○
Stapler	●	○
Book Copy	●	○
2/3 Hole Punch	○	●
Auto Duplex	●	○
Networked Printer	●	○
Networked Fax	●	○
Scan to File Email	●	○
Scan Fax	●	○
Color	○	●

Copier - Minimum Features Requested

Department	**Elections Administration**
Location	
Contact	Cathy Hamsley

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	30
Trays	4
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	25,000
Color	10,000

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	● Yes	○ No

Copier - Minimum Features Requested

Department   **Emergency Medical Services**

Location

Contact   Rick Jansen

Equipment ID

Serial Number

Brand

Model

Speed CPM	65
Trays	3
Sheet Capacity	3000
By Pass Capacity	100
Auto Doc Feed Capacity	100
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	90,000
Color	0

Hard Disk	◉ Yes	○ No
Auto Reduce Enlarge	◉ Yes	○ No
Sort	◉ Yes	○ No
Stapler	◉ Yes	○ No
Book Copy	◉ Yes	○ No
2/3 Hole Punch	○ Yes	◉ No
Auto Duplex	◉ Yes	○ No
Networked Printer	◉ Yes	○ No
Networked Fax	◉ Yes	○ No
Scan to File Email	◉ Yes	○ No
Scan Fax	◉ Yes	○ No
Color	○ Yes	◉ No

Copier - Minimum Features Requested

Department **Finance Department**

Location

Contact   Jody Stewart

Equipment ID [   ]
Serial Number [   ]
Brand
Model

Speed CPM	45
Trays	4
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	100
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	73,000
Color	0

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department   **General Sessions**

Location   Clerk - Down

Contact   Lisa Cavender

Equipment ID [   ]
Serial Number [   ]
Brand
Model

Speed CPM	45
Trays	4
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	100
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White   70,000

Color   0

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	○ Yes	● No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department   **General Sessions**

Location   Clerk - Up

Contact   Lisa Cavender

Equipment ID   [ ]

Serial Number   [ ]

Brand

Model

Speed CPM	16
Trays	1
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	7,000
Color	0

Feature		
Hard Disk	○ Yes	● No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	○ Yes	● No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	○ Yes	● No
Scan Fax	○ Yes	● No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**General Sessions**	Equipment ID	
Location	Judge	Serial Number	
Contact	Joel Perry	Brand	
		Model	

Speed CPM	30	**Annual Volume Estimate**	
Trays	4		
Sheet Capacity	500	Black & White	40,000
By Pass Capacity	100	Color	0
Auto Doc Feed Capacity	50		
Max Pape rSize	11 x 17		

Hard Disk	◉ Yes	○ No
Auto Reduce Enlarge	◉ Yes	○ No
Sort	◉ Yes	○ No
Stapler	◉ Yes	○ No
Book Copy	◉ Yes	○ No
2/3 Hole Punch	○ Yes	◉ No
Auto Duplex	◉ Yes	○ No
Networked Printer	◉ Yes	○ No
Networked Fax	◉ Yes	○ No
Scan to File Email	◉ Yes	○ No
Scan Fax	◉ Yes	○ No
Color	○ Yes	◉ No

Copier - Minimum Features Requested

Department	**General Sessions**
Location	Juvenile Court
Contact	Joel Perry

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	35
Trays	1
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	100
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	35,000
Color	0

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**General Sessions**
Location	Probation
Contact	Joel Perry

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	16
Trays	1
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	15,000
Color	0

Feature	Yes	No
Hard Disk	○ Yes	● No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	○ Yes	● No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	○ Yes	● No
Scan Fax	○ Yes	● No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department **General Sessions**

Location Youth Probation - 2nd Floor

Contact Joel Perry

Equipment ID

Serial Number

Brand

Model

Speed CPM	16
Trays	1
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	10,000
Color	0

Hard Disk	◉ Yes	○ No
Auto Reduce Enlarge	◉ Yes	○ No
Sort	◉ Yes	○ No
Stapler	○ Yes	◉ No
Book Copy	○ Yes	◉ No
2/3 Hole Punch	○ Yes	◉ No
Auto Duplex	◉ Yes	○ No
Networked Printer	◉ Yes	○ No
Networked Fax	○ Yes	◉ No
Scan to File Email	○ Yes	◉ No
Scan Fax	◉ Yes	○ No
Color	○ Yes	◉ No

Copier - Minimum Features Requested

Department	**General Sessions**
Location	YSO & Probation - 3rd Floor
Contact	Joel Perry

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	16
Trays	1
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	20,000
Color	0

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	○ Yes	● No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	○ Yes	● No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department **Health Department**

Location HIV

Contact Vanessa Watkins

Equipment ID

Serial Number

Brand

Model

Speed CPM	25
Trays	3
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White 12,000

Color 0

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**Health Department**	
Location	Main	
Contact	Vanessa Watkins	

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	55
Trays	3
Sheet Capacity	3000
By Pass Capacity	100
Auto Doc Feed Capacity	100
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	71,000
Color	0

Hard Disk	◉ Yes	○ No
Auto Reduce Enlarge	◉ Yes	○ No
Sort	◉ Yes	○ No
Stapler	◉ Yes	○ No
Book Copy	◉ Yes	○ No
2/3 Hole Punch	○ Yes	◉ No
Auto Duplex	◉ Yes	○ No
Networked Printer	◉ Yes	○ No
Networked Fax	◉ Yes	○ No
Scan to File Email	◉ Yes	○ No
Scan Fax	◉ Yes	○ No
Color	○ Yes	◉ No

Copier - Minimum Features Requested

Department   **Highway Department**

Location

Contact   Delvin Hester

Equipment ID
Serial Number
Brand
Model

Speed CPM	30
Trays	4
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	35,000
Color	0

Hard Disk	◉ Yes	○ No
Auto Reduce Enlarge	◉ Yes	○ No
Sort	◉ Yes	○ No
Stapler	◉ Yes	○ No
Book Copy	◉ Yes	○ No
2/3 Hole Punch	○ Yes	◉ No
Auto Duplex	◉ Yes	○ No
Networked Printer	◉ Yes	○ No
Networked Fax	◉ Yes	○ No
Scan to File Email	◉ Yes	○ No
Scan Fax	◉ Yes	○ No
Color	○ Yes	◉ No

Copier - Minimum Features Requested

Department **Planning & Zoning**

Location

Contact Doug Vann

Equipment ID [   ]

Serial Number [   ]

Brand

Model

Speed CPM	35
Trays	4
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	100
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	25,000
Color	24,000

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	○ Yes	● No
Networked Fax	○ Yes	● No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	● Yes	○ No

Copier - Minimum Features Requested

Department **Register of Deeds**

Location

Contact Connie Stroud

Equipment ID

Serial Number

Brand

Model

Speed CPM	30
Trays	4
Sheet Capacity	1500
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	16,000
Color	0

Feature		
Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department **Sanitation**

Location

Contact   Randall Pugh

Equipment ID _____

Serial Number _____

Brand

Model

Speed CPM	16
Trays	1
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	3,000
Color	0

Hard Disk	◉ Yes	○ No
Auto Reduce Enlarge	◉ Yes	○ No
Sort	◉ Yes	○ No
Stapler	○ Yes	◉ No
Book Copy	○ Yes	◉ No
2/3 Hole Punch	○ Yes	◉ No
Auto Duplex	◉ Yes	○ No
Networked Printer	○ Yes	◉ No
Networked Fax	○ Yes	◉ No
Scan to File Email	○ Yes	◉ No
Scan Fax	◉ Yes	○ No
Color	○ Yes	◉ No

Copier - Minimum Features Requested

Department	**Sheriff**	Equipment ID	
Location	Jail - Booking	Serial Number	
Contact	Bill Holt	Brand	
		Model	

Speed CPM	55	**Annual Volume Estimate**	
Trays	4		
Sheet Capacity	3000	Black & White	580,000
By Pass Capacity	100	Color	0
Auto Doc Feed Capacity	100		
Max Pape rSize	11 x 17		

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	● Yes	○ No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**Sheriff**	Equipment ID	
Location	Jail - Medical	Serial Number	
Contact	Bill Holt	Brand	
		Model	

Speed CPM	16	**Annual Volume Estimate**
Trays	2	
Sheet Capacity	500	Black & White 50,000
By Pass Capacity	100	Color 0
Auto Doc Feed Capacity	50	
Max Pape rSize	8.5 x 14	

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	○ Yes	● No
Book Copy	○ Yes	● No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**Sheriff**	Equipment ID	
Location	Jail - NCIC	Serial Number	
Contact	Bill Holt	Brand	
		Model	

Speed CPM	55	
Trays	4	
Sheet Capacity	500	
By Pass Capacity	100	
Auto Doc Feed Capacity	100	
Max Pape rSize	11 x 17	

Annual Volume Estimate

Black & White	210,000
Color	0

Feature	Yes	No
Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	● Yes	○ No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department	**Sheriff**	Equipment ID	
Location	Records	Serial Number	
Contact	Bill Holt	Brand	
		Model	

Speed CPM	35		**Annual Volume Estimate**	
Trays	4			
Sheet Capacity	500		Black & White	70,000
By Pass Capacity	100		Color	0
Auto Doc Feed Capacity	100			
Max Pape rSize	11 x 17			

Hard Disk	◉ Yes	○ No
Auto Reduce Enlarge	◉ Yes	○ No
Sort	◉ Yes	○ No
Stapler	◉ Yes	○ No
Book Copy	◉ Yes	○ No
2/3 Hole Punch	◉ Yes	○ No
Auto Duplex	◉ Yes	○ No
Networked Printer	◉ Yes	○ No
Networked Fax	◉ Yes	○ No
Scan to File Email	◉ Yes	○ No
Scan Fax	◉ Yes	○ No
Color	○ Yes	◉ No

Copier - Minimum Features Requested

Department	**Sheriff**
Location	Sheriff - CID/Intake
Contact	Bill Holt

Equipment ID	
Serial Number	
Brand	
Model	

Speed CPM	16
Trays	1
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	11,000
Color	0

Hard Disk	◯ Yes	◉ No
Auto Reduce Enlarge	◉ Yes	◯ No
Sort	◉ Yes	◯ No
Stapler	◯ Yes	◉ No
Book Copy	◉ Yes	◯ No
2/3 Hole Punch	◯ Yes	◉ No
Auto Duplex	◉ Yes	◯ No
Networked Printer	◯ Yes	◉ No
Networked Fax	◯ Yes	◉ No
Scan to File Email	◯ Yes	◉ No
Scan Fax	◯ Yes	◉ No
Color	◯ Yes	◉ No

Copier - Minimum Features Requested

Department **Sheriff**

Location Squad Room

Contact Bill Holt

Equipment ID

Serial Number

Brand

Model

Speed CPM	30
Trays	2
Sheet Capacity	500
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	11 x 17

Annual Volume Estimate

Black & White	35,000
Color	0

Hard Disk	● Yes	○ No
Auto Reduce Enlarge	● Yes	○ No
Sort	● Yes	○ No
Stapler	● Yes	○ No
Book Copy	● Yes	○ No
2/3 Hole Punch	○ Yes	● No
Auto Duplex	● Yes	○ No
Networked Printer	● Yes	○ No
Networked Fax	● Yes	○ No
Scan to File Email	● Yes	○ No
Scan Fax	○ Yes	● No
Color	○ Yes	● No

Copier - Minimum Features Requested

Department **Trustee's Office**

Location

Contact   Kendra Shelton

Equipment ID

Serial Number

Brand

Model

Speed CPM	16
Trays	2
Sheet Capacity	250
By Pass Capacity	100
Auto Doc Feed Capacity	50
Max Pape rSize	8.5 x 14

Annual Volume Estimate

Black & White	12,000
Color	0

Hard Disk	◯ Yes	⦿ No
Auto Reduce Enlarge	⦿ Yes	◯ No
Sort	⦿ Yes	◯ No
Stapler	◯ Yes	⦿ No
Book Copy	◯ Yes	⦿ No
2/3 Hole Punch	◯ Yes	⦿ No
Auto Duplex	⦿ Yes	◯ No
Networked Printer	◯ Yes	⦿ No
Networked Fax	◯ Yes	⦿ No
Scan to File Email	⦿ Yes	◯ No
Scan Fax	⦿ Yes	◯ No
Color	◯ Yes	⦿ No