

SPECIFICATIONS FOR KYOCERA BLACK AND WHITE
COPIER/PRINTER/SCANNER/FAX
FOR THE CITY OF MANCHESTER
200 WEST FORT STREET
MANCHESTER, TN 37355

The City of Manchester is soliciting a quote to purchase a Kyocera Black and White Copier/Printer/Scanner/Fax, document feeder, auto-duplex, dual 500 sheet paper supply, and finisher. The quote is for the purchase of the equipment with a maintenance agreement and separate quote for just the purchase of equipment with the following specifications:

- 40 Copies per minute black & white
- Auto Reverse Document Feeders, to scan both front and back of an original
- Scan-Once-Print Many
- Sort and Staple – Copies and prints to 999 sets with multi-position stapling
- Two 550 sheet paper drawers – One letter size and one letter size through 11x17 (user adjustable)
- Multi Sheet B-Pass for index card stock paper; ledger sized paper
- Camera Direct Feature, plug in for digital camera
- Hard Disk Drive – Store print jobs and store scanned documents for print on demand
- Automatic 2-sided copy and print for standard 8 ½” by 11” and legal size 8 ½” by 14”
- Fax capability – Walk up and LAN with inbound fax routing to folder or email for easy distribution or archive purpose
- Network Printing capability
- Network Scanning – 50 images per minute at 200 dpi black; scan to email, scan to folder on a network pc; scan stacks of papers to a file for easy electronic distribution or storage; format options PDF, TIFF, or JPG formats; PDF encryption
- USB Ports

- Machine Delivery, Set-Up, and Acceptance – All pricing must be inclusive of machine delivery charges to City locations. Normal installation is to include initial operating supplies (except paper). A pre-delivery walk-through of each site and equipment location will be coordinated with the City Information Systems Director to ensure access and power requirements are acceptable. Delivery and installation of all copier(s) is to be made within 21 calendar days after confirmation of purchase unless a longer period is authorized in writing. An operator’s manual is to be delivered with each machine.
- Access code capability to restrict printing and copying
- All equipment technology must be digital and certified as new. Each model should be the latest generation offered by the respective manufacturer. Only new equipment shall be furnished under this contract. Machines listed as “Factory Produced New Model Equipment” are not considered to be “new”.
- All machines must duplex, enlarge and reduce
- Machines should accommodate paper sizes up to 11” x 17” in trays.
- All machines should handle a variety of paper weights and types, including transparencies and standard laser labels.
- All machines should use a 120 volt power source and a standard, residential type 3-prong plug. Any machine supplied with a different type of plug shall be accompanied by appropriate outlet receptacle at no charge to the City, if necessary.
- If power filters or surge protectors are recommended or required by the manufacturer, the bidder shall supply these at no cost to the City.