August 20, 2018

The City of Willard needs to lease 3 copiers; one for City Hall, one for Police Department, and one for Parks Department. The City needs copiers that are Office 365 TLS protocol.

Below is a schedule of approximate monthly copy usages:

	B&W	Color
City Hall	20,000	3,600
Police Dept	10,000	-0-
Parks Dept	5,000	-0-

Please fill out attached questionnaire and attach quote to include lease pricing, copy costs and any other costs that would apply, as well as contract information, brochure, and details of training program.

Please return by September 19, 2018. Notice of Award is expected to be released by September 21, 2018.   Copiers must be delivered by October 1, 2018.

Feature Requirement	Desired Specification	Comply? Y/N	Comments/ exceptions
Base Copier			
Laser marking engine w/ min. engine speed	45 PPM or greater		
Maximum paper size	11" X 17"		
Paper sides output	Duplex		
Guarantee	Replacement warranty at customer request, state duration and coverage		
Minimum paper capacity	Minimum of 4 trays with capacity of 3000 sheets or >		
Paper tray paper types	Bond, tabs, labels, transparencies, recycled, 3 hole, plain		
Function independence	If one function is inoperable, others continue to run		
Job build	Multiple scans append to each other, duplexing, R/E & quality alterable between scans		
Fax			
Able to fax 2 sided	Required		
PC fax	Able to fax from print driver if connected to network		
Server fax	Option go connect to fax server vs. embedded fax modem		
Internet fax	Option		
Print requirements			
Print resolution	Minimum 1200 X 1200dpi		
Secure printing	Must be able password thru print driver ea. job, no sys. admin. for maint. mail boxes/passwords		
Time specific printing	Enabling user to specify desired time for job to be done		
User replaceable parts	Capability for user to quickly replace toner/drums/parts		
Bi-directional print driver	Report job and machine status info back to user		
Encryption	Print encryption before it goes online using std protocol such as IPSec, if more hdwe needed, please note		
Scan Requirements			
Scan to E-mail via SMTP messaging	Must provide network user authenti-cation for tracking & security, must provide access		

	to global address list via LDAP protocol. if more hdwe needed, please note on comments		
Scan to home feature	Scan to users home directory based on authentication, derive user's home directory via LDAP/active directory lookup based on network credentials		

Feature Requirement	Desired Specification	Comply? Y/N	Comments/ exceptions
Scan to desktop capability	Push documents directly to individual desktops		
Scan to print from UAB	Optional?		
PDF scanning	Scan in multiple PDF formats		
Encryption	Scan encryption before it goes online using std protocol such as "https' or IPSec, if more hdwe needed, please note		
General Features			
Funding out clause	Must provide funding opt out clause		
End of lease	Must have option at end of term to purchase, remove, continue leasing w/o extended lease auto renewals		
Leasing Company	Must be provided through manufacturer and not 3rd party leasing company		
11 X 17 tabloid copies	Are 11 X 17 tabloid copies or prints billed as one image?		
Maintenance costs	Can maintenance costs be fixed for the term of the lease?		
Copy charges	Are copies made by service technicians credited back to lessee		
Removal costs	Are there removal costs or shipping should lease not be renewed?		
Supplies	Are there charges for delivery of toner, drums, fusers, etc.?		
Scanned documents	Are there charges for scanned documents?		
Reconditioned parts	Does your company use reconditioned parts or supplies?		
Documentation fee	Is there a documentation fee for the lease?		
Continuation clause	Does the lease contain an automatic continuation clause?		

If "Comply" section states "Y", feature must be included in price unless specification states as optional.