

**Town of Hudson, NH**

**Photocopier Lease Specifications**

**Request for Quote**

The Town of Hudson requests a quote for the lease of fourteen (14) photocopiers.

The term of the lease shall be for 60 months. Pricing shall be included for all service, maintenance, staples and toner cost for the duration of the lease with no increase.

At the end of the 60-month lease, the company who is awarded the bid will be responsible for the shipping cost of all fourteen (14) photocopiers.

**The quote must show a five-year total lease cost for each copier. Your quote will be evaluated on the total cost for all photocopiers (including service, maintenance, staples and toner cost).**

Copy overage to be quoted separately for each copier.

The following specifications apply to all photocopiers:

- 1). All machines placed by vendor must be in either "new" or "as new" condition both in appearance and operation or they will be rejected
- 2). Copiers must be computer network capable
- 3). Unlimited Scanning
- 4). Leasing Company must be identified
- 5.) Driver Support for Windows 10 or 11, 32 & 64-bit
- 6.) No Hard Drive