

**Town of Hudson
Photocopier Lease Specifications
Request for Proposal**

UNIT A - PHOTOCOPIERS (6) B&W

Minimum RFP Requirements	Vendor Response
Company Name	
Proposed Manufacturer	
Proposed Model	
New & Currently Produced MFP	
25 PPM B&W Output Speeds	
Copy/Print/Scan Enabled	
Option Fax Capability	
Keyless Smart Operational Panel	
220 Sheet Single-Pass Document Feeder	
Network	
Wire Ethernet	
SMB v3 (Minimum)	
PCL 5e/6 and PostScript	
Hold/Lock/Store Print	
Windows 10 & 11 Print Driver Support	
Network Scanning	
B&W and Color Scanning	
PDF, TIFF, JPEG & PDF/A File Scanning	
<i>Optional Cloud - OCR Scanning Software to Word, Excel and Searchable PDF</i>	
<i>Scan to local folder and email</i>	
<i>PDF Searchable</i>	
Paper Trays	
2 x 550 Sheet Paper Trays	
Paper Handling up to 11" x 17" paper sheets	
100 Sheet Bypass Tray	
Finishing	
Sorting & Stapling	
500 Sheet Stacker	
50 Sheet Internal Stapler	
Machine Dimensions	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approximate)
Digital Surge Protector	
Automatic Meter Reads	
Energy Star Compliant	

DISCLAIMER: PRICE PROTECTED IF DELAYS IN SHIPPING

Unit Price for Each MFP (No Price Bundling)	
60 Month FMV Lease	
60 Month FMW- Optional Fax Board	
60 Month FMV Lease- Optional Cloud OCR Scanning Software to Word, Excel and Searchable PDF	
Month to month extension at end of 60 month lease if requested	
Service price to commit to 100,000 B&W images annually for entire fleet of 6	
Fixed service & supply rate (includes parts, labor, toner & staples)	
B&W Cost-Per-Page	
Does price include delivery, installation & training of new equipment, also responsible for HD sanitizing, pickup/return & shipping cost at lease end?	

DEPARTMENT	ADDRESS
SENIOR CENTER	19 KIMBALL HILL ROAD
PUBLIC WORKS	2 CONSTITUTION DRIVE
FIRE	15 LIBRARY STREET
FIRE	204 LOWELL ROAD
FIRE	52 ROBINSON ROAD
TOWN CLERK	12 SCHOOL STREET