



August 11, 2010

Western Carolina Community Action is seeking bids for the replacement of two copiers and the necessary maintenance agreement. WCCA is a private non-profit serving Henderson, Polk and Transylvania Counties. The following features are desired:

- Black/white copies
- Color copies
- Ability to detect a color copy in a stack of black and white sheets
- Ability to print labels
- Scanner
- Outgoing fax
- Port for flash drive
- Accepts department codes
- Holds printing assignments from computer until individual accesses machine
- Staple/sort finisher
- Hole-punch
- Separate tray for copies sent from computer
- Lifetime copies of machine
- Surge protection
- Trays for 8 ½ X 11” and 8 ½ X 14” paper

In addition, one of the copiers will need a tray for ledger-size paper and an external feed for legal and ledger size paper. The other copier should be able to handle cardstock and receive faxes.

The following information is requested:

- Number of pages per minute – black and white, also full color
- Cost per copy
- Average response time for maintenance call
- Are supplies included?
- Can you erase the memory from our current machines?
- Cost of monthly maintenance agreement and number of copies per month included
- Trade-in value for 5-year-old Savin C3224 and Savin 4051

WWW.WCCA.NET

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Our current usage is:

	2009-10 Copies	Mo. Copies Ave.
Upstairs Copier	188,623 (B/W)	15,718.58
Downstairs Copier	129,425 (B/W) 15,665 (Color)	10,718 (B/W) 1,915.1 (Color)

Please submit a cost comparison for leasing versus purchasing two copiers. A list of references is suggested. Responses may be addressed to me and should be received by August 31, 2010.

Nancy Berry
Office Manger