

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

<b>Unit A</b>	<b><u>With Networking, Scanning &amp; Fax Capabilities</u></b>
<b>Photocopier (1)</b>	<b>Recreation Dept. (Oakwood)</b>
Multicopy Speed:	70 to 80 cpm – (8 ½ x 11 portrait)
Maximum Original Size:	Maximum Original Size – Ledger (11" x 17")
Cassettes:	Various (Must include 11" x 17" cassette/drawer)
Paper Feeding:	Automatic Document Feeding, Recirculating
Dimensions:	(H x W x D) 40" x 26" x 29" (Approximate)
Duplexing:	Automatic
Zoom:	Reduction and Enlargement capability
Finisher:	Stapler, Sorter with 3-hole punch and folding capability
Paper Capacity:	Paper Deck holding 2000 sheets (letter) minimum must be included
Copies per Year:	<b>180,000</b>
Copy Overages:	<b>Annual Overage Billing</b>
Special Features:	Access Codes and Saddle Stitch
Scanning File Formats:	PDF
Print Drivers:	Window 7, 8 & 10

<b>Unit B</b>	<b><u>With Networking, Scanning &amp; Fax Capabilities</u></b>
<b>Photocopier (1)</b>	<b>Fire - Central</b>
Multicopy Speed:	25 cpm (8 1/2 x 11 portrait)
Paper Feeding:	Automatic Document Feeding, Recirculating
Dimensions:	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approximate)
Duplexing:	Automatic
Zoom:	Reduction and Enlargement capability
Paper Capacity:	Paper Deck holding 1000 sheets (letter) minimum must be included
Copies per Year:	<b>24,000</b>
Copy Overages:	<b>Annual Overage Billing</b>
Special Features:	Sorting & Stapling
Scanning File Formats:	PDF
Print Drivers:	Window 7, 8 & 10

<b>Unit C</b>	<b><u>With Networking, Scanning &amp; Fax Capabilities</u></b>
<b>Photocopier (1)</b>	<b>Fire Admin (Black/White &amp; Color)</b>
Multicopy Speed:	35 cpm (8 1/2 x 11 portrait)
Maximum Original Size:	Maximum Original Size – Ledger (11" x 17")
Cassettes:	Various (Must include 11" x 17" cassette/drawer)
Paper Feeding:	Automatic Document Feeding, Recirculating
Dimensions:	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approximate)
Duplexing:	Automatic
Zoom:	Reduction and Enlargement capability
Paper Capacity:	Paper Deck holding 1000 sheets (letter) minimum must be included
Copies per Year:	<b>24,000</b>
Copy Overages:	<b>Annual Overage Billing</b>
Special Features:	Sorting & Stapling
Scanning File Formats:	PDF
Print Drivers:	Window 7, 8 & 10

<b>Unit D</b>	<b><u>With Networking, Scanning &amp; Fax Capabilities</u></b>
<b>Photocopiers (2)</b>	<b>Senior Center &amp; Highway</b>
Multicopy Speed:	25 cpm (8 1/2 x 11 portrait)
Maximum Original Size:	Maximum Original Size – Ledger (11" x 17")
Cassettes:	Various (Must include 11" x 17" cassette/drawer)
Paper Feeding:	Automatic Document Feeding, Recirculating
Dimensions:	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approximate)
Duplexing:	Automatic
Zoom:	Reduction and Enlargement capability
Paper Capacity:	Paper Deck holding 1000 sheets (letter) minimum must be included
Copies per Year:	<b>9,000</b>
Copy Overages:	<b>Annual Overage Billing</b>
Special Features:	Sorting, Stapling & Access Codes
Scanning File Formats:	PDF
Print Drivers:	Window 7, 8 & 10

<b>Unit E</b>	<b><u>With Networking, Scanning &amp; Fax Capabilities</u></b>
<b>Photocopier (1)</b>	<b>Library (Black/White &amp; Color)</b>
Multicopy Speed:	25 cpm (8 1/2 x 11 portrait)
Maximum Original Size:	Maximum Original Size – Ledger (11" x 17")
Cassettes:	Various (Must include 11" x 17" cassette/drawer)
Paper Feeding:	Automatic Document Feeding, Recirculating
Dimensions:	(H x W x D) 35 3/4" x 22" x 27 1/8" (Approximate)
Duplexing:	Automatic
Zoom:	Reduction and Enlargement capability
Paper Capacity:	Paper Deck holding 1000 sheets (letter) minimum must be included
Copies per Year:	<b>60,000</b>
Copy Overages:	<b>Annual Overage Billing</b>
Special Features:	<b>Sorting, Stapling, Wireless print capability &amp; Coin-op</b>
Scanning File Formats:	PDF
Print Drivers:	Window 7, 8 & 10