

**REQUEST FOR QUOTES FOR BLACK & WHITE/COLOR COPIER
OPTION TO LEASE OR PURCHASE**

BOARD OFFICE

The Golden Crescent Workforce Development Board is seeking quotes for 1 (one) black & white/color copy machines to lease or purchase. Location of equipment will be at 120 S. Main Street, Suite 501, Victoria, Texas. Current average copy count per month is 3,800. Lease amount should **include maintenance, service, and supplies**. Purchase price should include the same with any other costs associated. Lease period shall be for 3 (three) years. Cut-off date to provide quotes is March 15, 2024.

Specifications include, but not limited to:

- Copy/scan/fax/staple
- Resolution up to 600 X 600 psi
- Scan to e-mail/scan to file/USB port
- Network capability; Support Windows 10 & 11 systems
- Copy modes – text, photo, printed image
- Letter and legal size trays, along with bypass
- Ledger size capability
- Trays to hold up to 500 sheets of paper
- Reversing automatic document feeder
- Automatic duplexing unit
- Enlarge/reduce capability
- Sort with offset printing
- Ability to print more than 1 page per sheet
- Power surge protection
- Rapid Technical Support

Please send your quotes to Susan Snow susansnow@gcworkforce.org

Please include image of machine and specifications.



Workforce Solutions is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals
with disabilities.

REQUEST FOR PROPOSALS FOR LEASED BLACK & WHITE/COLOR COPIER

VICTORIA WORKFORCE CENTER

The Golden Crescent Workforce Development Board is seeking proposals for 2 (two) black & white/color copy machines to lease. The copiers will be located on the first and second floors of the Victoria Workforce Center, 120 S. Main Street. Monthly copy volume is about 125k for each machine. Lease amount should **include maintenance, service, and supplies**. Lease period shall be for 3 (three) years. Cut-off date to provide quotes is March 15, 2024

Specifications include, but not limited to:

- Copy/scan/fax/STAPLE
- Resolution up to 600 X 600 psi
- Scan to e-mail/scan to file
- Network capability; Support Windows 10 system
- Copy modes – text, photo, printed image
- Letter and legal size trays, along with bypass
- Trays to hold up to 500 sheets of paper
- Reversing automatic document feeder
- Automatic duplexing unit
- Enlarge/reduce capability
- Sort with offset printing
- Access code capability
- Ability to print more than 1 page per sheet
- Power surge protection
- Rapid Technical Support

Please send your quotes to Susan Snow susansnow@gcworkforce.org

Please include image of machine and specifications.



Workforce Solutions is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals
with disabilities.