



## **Request for Quotation**

Administrative Office  
111 West Spring Valley Road  
Centerville, OH 45458

July 13, 2022

The Washington-Centerville Public Library (WCPL) requests a quotation for the purchase of a new digital color copier at the Centerville Library, 111 W Spring Valley Road, Centerville, Ohio 45458.

### ***Required Features***

The following are required features:

- Wired network connectivity
- Network printing and scanning
- Paper trays: letter, legal and ledger
- PCL and PostScript capabilities
- Ability to print locked/private jobs
- Saddle stitch finisher
- Hole punch unit

### ***Optional Features***

Any feature listed in the specifications that is not included in the base price of the copier must be itemized with additional cost(s).

### ***Installation and Training***

Date and time for delivery of the new copier must be scheduled in advance. Installation must be complete prior to noon and must be completed on the same day. Placement of the new copier is determined by WCPL. Please include costs for removal of the existing copier if this service is provided by your company. Training on basic copier functions should be provided during installation and should be included in the cost of the proposal.

### ***Taxes***

Washington-Centerville Public Library is a tax-exempt entity. The Vendor shall be responsible for payment of all taxes that might otherwise apply.

### ***Discount***

Washington-Centerville Public Library is a member of the Ohio Cooperative Purchasing Program and eligible for state contract pricing. Any discounts available should be itemized in the quotation.

### ***Payment Procedure***

Payment will be due from the Library within 45 days of installation of the copiers to the Library's satisfaction.

***Warranty and Maintenance Agreement***

Please specify the warranty period for the copier and the cost of any maintenance over the next five (5) years (if any) that is not covered by the maintenance agreement. Also, include the price and services / coverage included for an annual maintenance agreement for black & white and color copies based on the following usage levels: 7,000 b/w and 5,000 color copies per month. Identify cost for additional copies over the allowance included in the maintenance agreement.

**References / Additional Information**

Please include at least three references. References must be local, heavy users preferably customers that have purchased the product being quoted.

**Quotation Procedure**

Quotations should be received no later than July 31, 2022 and should be submitted electronically via email to [rpoffenberger@wclibrary.info](mailto:rpoffenberger@wclibrary.info). Sample prints from the exact copier being quoted can be mailed or dropped off at Centerville Library.

Robin Poffenberger  
Support Services Manager  
Centerville Library  
111 W Spring Valley Road  
Centerville, Ohio 45458  
(937) 610-4444 Office  
Email: [rpoffenberger@wclibrary.info](mailto:rpoffenberger@wclibrary.info)