

REQUEST FOR PROPOSALS  
Office Equipment: Printer-Copiers

The Town of Brandon requests proposals to replace office equipment as follows:

Town Clerk's Office, 49 Center Street, Brandon, VT (downstairs)

Current configuration:

- 1 B&W printer-copier contracted for 5,254 copies per month (Sharp MXM363N)
- 1 color printer, contracted for 156 copies per month (Kyocera/ECOSYS P7040cdn)

Town Office, 49 Center Street, Brandon, VT (upstairs)

Current configuration:

- 1 B&W printer-copier contracted for 4,746 copies per month (Sharp MXM453N)
- 1 color printer, contracted for 439 copies per month (Kyocera/ECOSYS P7040cdn)

The Town would like to consolidate and replace these four units with two B&W/color printer-copiers. The Town requires

- scanning capability with image-send-by-email function;
- fax capability;
- collating/stapling;
- letter, legal, and ledger paper bins;
- service program to encompass parts, labor, travel, and supplies

Please respond with your proposal to Seth Hopkins, town manager (info in footer) by close of business Friday 10 November 2023. Thank you for your consideration.

Respectfully,



Seth Hopkins, town manager

23 October 2023