



CITY OF DUNCAN REQUEST FOR EXPRESSION OF INTEREST

DATE: Wednesday, July 28, 2010
TO: Copier Companies
RE: Copier
FROM: Christopher Paine, Accountant/Office Manager

The City of Duncan is looking for two new copiers to replace our existing machines [Ricoh AP3800C & Toshiba E-studio 45]. We are interested in at least the following qualities:

<u>Photocopier #1</u>	<u>Photocopier #2</u>
<ul style="list-style-type: none">• Network capability – printing, scanning• Ability to sort, staple, 3 hole punch, double sided, etc.• Pdf creation capability [min 200 page documents]• Purchase only• Fast• Reliable• Print large agenda packages• Service plan• Multiple trays with ability to program printing jobs from multiple trays using the network. [8.5 x 11, 8.5 x 14, 11 x 17].• Ability to scan 11X17• B&W but will accept quotes for Colour	<ul style="list-style-type: none">• Network capability – printing, scanning• Ability to sort, staple, 3 hole punch, double sided, etc.• Pdf creation capability [min 200 page documents]• Purchase only• Fast• Reliable• Print large agenda packages• Service plan• Multiple trays with ability to program printing jobs from multiple trays using the network. [8.5 x 11, 8.5 x 14, 11 x 17].• Ability to scan 11X17• Colour

Please submit any copier information that you feel would meet the needs of the City. We would prefer a min of one week trial period to determine if the machine meets our needs. Please submit expression of interest by August 6, 2010.

If additional information is required, please feel free to contact Christopher at 250-746-6126

Contact Information: paine@duncan.ca / 250 746 6126 ph / 250 746 6129 fax / 200 Craig Street