



# Town of Moraga

PLANNING DEPARTMENT  
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The Town of Moraga is currently accepting proposals for a new Multi-Function Copier. We are only accepting proposals from companies who are on the CMAS list.

The following are our Minimum Requirements:

1. Multifunction Copier/Printer/Scanner - Main unit
2. 22,000 Copies per month B/W - If color can be included in the copies per month please give a proposal including them.
3. Paper Trays – Two drawers for large capacity 8.5x11, One drawer for 8.5x14 and One drawer for 11x17
4. Minimum 55 pages per minute black & white
5. Minimum 50 pages per minute color
6. Two sided copies, from one or two sided originals and ability to print two sided from a computer
7. Network Print Controller
8. Slip Sheet Insertion
9. Document Feeder
10. Stapler
11. 3 Hole Puncher Unit
12. Scanning to PC, Server or E-Mail
13. Login IDs for different departments to Copy and Print and Scan or other method for tracking and billing individual users or departments
14. An average or better than average sound level for machine and all attachments
15. Four (4) year lease including maintenance, billed monthly, will include and cover the onboard print controller, software, firmware, parts, labor, maintenance, developer, oil, toner, staples and all supplied accessories (everything except paper)
16. Service and supplies maintenance agreement
17. Copier must be able to be delivered and setup in the upstairs Work Room which requires going up a set of stairs.
18. Training shall be provided for the copier. Personnel shall be trained at the delivery site within one (1) day following the delivery and setup of equipment. Training shall include the following: instructions on the proper use of the equipment and features, briefing on the safety precautions, how to load paper and toner, and how to clear paper jams. Training shall also include how to use the various functions, including, but not limited to the set-up and reporting of user accounts, passwords, and other security and usage items. Proposer shall also make sure that copier has all pertinent information, such as an affixed sticker indicating the telephone number, serial number, and/or customer number, to place service calls and supply orders.

I need Proposals to me by Friday January 22, 2009. I will be making appointments to see the top three machines the following week (Jan 25-29)

Please email me if you have any further questions or need more information.

Kelly Clancy, Assistant to the Planning Director