



Town of Clifton Park

One Town Hall Plaza • Clifton Park, New York 12065 • (518) 371-6651 • FAX: (518) 371-1136

June 21, 2019

The Town of Clifton Park is accepting proposals for a replacement of a multi-function copier. The Town is asking for bids for the outright purchase of the machine and the cost of a 36 month lease for the machine. The minimum specifications for the machine are as follows:

- Multi-function copier with output at a minimum of 55 pages per minute
- Output in Black & White
- Color Scanner
- Minimum 100 sheet staple finisher
- 2 and 3 hole punch
- 3 paper tray minimums with the ability to handle the following:
 - 11 x 17 inch paper
 - Legal paper
 - Letter paper – Large capacity drawer, with a minimum of 2,000 sheets
- Bypass feeder

The Town is also requesting a per page maintenance agreement cost, which shall include all supplies, except for paper and staples. There shall be no minimum monthly charge for this agreement.

The Town currently has a 55 page machine that needs to be returned, the Town is looking for help in the return, along with cost of the return.

Please provide your proposal to Mark Heggen, Town Comptroller, mheggen@cliftonpark.org by July 9, 2019 at 4:00 pm.

Questions can be directed to Meg Springli, mspringli@cliftonpark.org or Mark Heggen, mheggen@cliftonpark.org.

PHILIP C. BARRETT
Supervisor

LYNDA M. WALOWIT
Councilwoman

JAMES M. WHALEN
Councilman

AMY J.H. STANDAERT
Councilwoman

JAMES J. ROMANO
Councilman