

LAKETRAN
Request for Quotation
Copier Machine Replacement

Shipping	555 Lake Shore Blvd; Painesville, Ohio 44077	Due Date	2/4/2025 at 12:00p.m.
Phone	440-350-1022	Buyer	Andrea Aaby

Laketran is the regional transit authority for Lake County, Ohio. Our tax-exempt # is A-418562. The following terms and conditions apply:

1. All items are FOB 555 Lake Shore Blvd, Painesville Township, Ohio 44077 unless otherwise specified below.
2. Payment terms are net 30 days after acceptance.
3. **By submittal of a quote, vendor certifies to the following:**
 - A. Vendor has not colluded with another contractor in the preparation/submittal of this quote.
 - B. Vendor does not have any delinquent personal property taxes in Lake County.
 - C. Vendor is not on the U.S. Controller General's list of Ineligible Contractors.
 - D. Neither the Vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this purchase by any Federal department or agency.
 - E. LAKETRAN and Contractor acknowledge and agree that the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to LAKETRAN, Contractor, or any other party
 - F. No federal funds have been or will be paid by Vendor to any employee or officer of Laketran in connection with this purchase.
 - G. Vendor is an Affirmative Action/Equal Opportunity Employer. The vendor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.
 - H. Vendor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make
 - I. Vendor understands this purchase is further governed by additional terms and conditions of the U.S. Dept. of Transportation/Federal Transit Administration.

Please direct all questions to: aaaby@laketran.com. Questions by phone will not be answered. Questions by email are required so all vendors receive identical answers.

Submit quote to: Andrea Aaby via e-mail: aaaby@laketran.com by 12:00pm on Tuesday February 4th, 2025.

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Quotes are sought for two replacement copier machines.

Technical Specifications are listed below for multifunction copiers. These are the minimum specifications. Vendors are encouraged to exceed these specifications if it will better meet the needs of Laketran. Laketran is also looking to evaluate the financial impact of buying versus leasing. Vendors must complete all costing information.

Specifications:

- Multifunction copy, scan, network printing and fax capabilities
 - Single and double sided
- Minimum 60 pages per minute in black/white and color
- High capacity cassette for 8.5 x 11 paper
- Finishers
 - Staple
 - Hole punch
- Multiple size paper trays – letter 8.5 x 11, legal 8.5 x 14, and 11 x 17
- Secure print function
- Color printing must accept large jobs without affecting color quality. Laketran desires a professional look on printed materials.
 - On larger print jobs, Laketran has experienced that ink can become flaky, spotty, and inconsistent.

Copiers will be placed in spaces with the following dimensions. Proposed copiers must fit in these spaces.

Administration Location: Wide 64 ½”, Counter depth 25”, Counter height 34”

Operations Location: Wide 64 ½”, Counter depth 25”, Counter height 34”

Laketran 2024 printing data

	Average	Minimum	Maximum
Monthly Color Printing (1 machine)	7,135	3,530	14,578
Monthly B&W Printing (2 machines)	24,498	16,437	31,949

Optional finishers – include pricing separately

- Booklet finisher/printing
 - Print double sided booklets
 - Automatic folding
 - Fold and saddle stitched
- Ability to print on up to 110lb cardstock, gloss stock, perforated postcards

Service Contract

- Automatic resupply of ink, toner, and any other supplies
- Monday – Friday service calls

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- Routine maintenance
- Provide pricing for 36 month, 48 month, and 60 month service agreements

Attach information about the service agreement and what activities are included. Include any warranty or extended warranty information.



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Fees must be all inclusive. Attach additional information as needed, but costs will be compared between vendors from information provided below. In order to be considered responsive, you must complete both cost to own and leasing pricing. Provide pricing based upon a single (1) copier.

Cost to Own					Cost/Month Service Contract		
	Make	Model	Dimensions including finishers and cassettes	Cost of Copier	36 Month Contract	48 Month Contract	60 Month Contract
Copier – Qty 1							
Copier with Optional Finishers							

Cost to Lease				Cost/Month Service Contract		
	Make	Model	Dimensions including finishers and cassettes	36 Month Lease plus service contract	48 Month Lease plus service contract	60 month Lease plus service contract
Copier – Qty 1						
Copier with Optional Finishers						

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Vendor Name _____

Contact Person Name: _____

Street Address _____

City, State, Zip _____

Email _____ Phone _____

Signature _____ Date _____