

Dee Norton Child Advocacy Center
RFP Specifications
August 2019

Solicitation Number: K#19-09 Multi-Function Printer/Copier
Date Issues: Wednesday, August 28, 2019
Deadline to Submit Bid: September 5, 2019
Procurement Coordinator: Anna Shaw
Address: 1061 King Street, Charleston, SC 29403
Phone: 843-723-3600
Email address: ashaw@deenortoncenter.org

Bids may be submitted by email, postal mail, or hand-delivered.

Two multi-function printer/copiers are needed.
Must be able to be delivered, set up and invoiced by September 25, 2019.

Multi-Function Printer/Copier must provide the following capabilities:

Must be new
Full color machine
Laser print technology
60 pages per minute or higher
Wired network connectivity
Scanner – 200 pages per minute or higher
Scan capability to email, network folders, cloud, and USB
Duplex printing, scanning and copying
Finisher – 50 sheet staple
100 sheet manual feed tray
1 2000+ sheet drawer & 2 500+ sheet drawers
Capability to print/copy to 8 X 10, 8 X 14, and 11 X 17 paper
150 sheet or higher automatic document feeder (single-pass duplex)
Fax – with fax from PC capability
Retractable keyboard
Staple less stapling
Pantone color matching
Cloud Supported Services
Built-in OCR (Optical Character Recognition)
Touchscreen display
256-bit encryption on internal storage device
Not to exceed 33” in width
Must be compatible with 120V, 20A circuit, NEMA 5-20R