



JEFFERSON-CLARION HEAD START, INC.

18 Western Avenue, Suite C, Brookville, PA 15825-1540, (814) 849-3660

May 12, 2025

Jefferson-Clarion Head Start, Inc. (JCHSI) needs to replace one (1) black and white copier/printer. Please see the below requirements, preferences, or minimum specifications JCHSI is needing for this copier/printer.

- Brand preferred – Ricoh
- Ability to print, scan, digital copy and fax
- Minimum print rate of 80 pages per minute
- Paper input capacity of 8,700
- Network capability to print, scan (full color), scan to email (full color), and set user codes
- Ability for mobile printing
- USB 2.0, Network Interface, and SD card printing and scanning
- 2,000 sheet capacity booklet finisher
- Saddle-Stitch booklet stapler
- Punch unit

Price to include setup supplies, freight/delivery, and installation. Additionally, if offered, please separately include costs for a maintenance contract for black and white printing . Estimated annual usage count: 315,000

Proposals are to be submitted to Nathan Conway, via email, at nconway@jcheadstart.com or sent, via mail, to Jefferson-Clarion Head Start, Inc., 18 Western Avenue., Suite C, Brookville, PA 15825 by 4:00 PM on May 23, 2025. Please write **Competitive Proposal: 24-25 RFP Copier** in the email subject line or on the envelope.

If you have any questions, please email or call.

Thank you,

Nathan Conway
Chief Financial Officer
Jefferson-Clarion Head Start, Inc.
18 Western Ave., Suite C
Brookville, PA 15825
(814) 849-3660 ext. 1124