



**TOWN OF OLD SAYBROOK, CONNECTICUT
REQUEST FOR PROPOSAL**

**Copy – Print Maintenance and Supply Services
Addendum 2
April 29, 2019**

1. Copier Replacement Update

During the change there will be a reconfiguration at the Acton Library. The co-located B/W copier (Ricoh 2852P, Serial Number W423LC00177, and color desktop printer (Xerox XPhaser 6500), Serial Number YXE136981) to be removed from service. The location will receive a color copier as specified below.

Library Tech Services – 25 PPM Color MFD

- Duplex Print / Copy
- Color Print / Copy
- Scan (Color, B/W) to SMTP email, folder
- Paper Sizes: Up to 11x17 (tabloid)
- Finisher
 - Stapler: Single Left, Top. Other TBD
 - Stapleless: No required, desired
 - Booklet/Magazine Fold: No
 - Punch: No