



BOARD OF EDUCATION  
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The Troup County Board of Education is requesting quotes for the purchase and maintenance of a Multi-Function Copier for the Troup County Career Center (TCCC). A list of minimum required features is attached.

Interested parties should submit their quotes to the following address:

Troup County Board of Education  
100 North Davis Road, Building C  
P.O. Box 1228  
LaGrange, GA 30241  
Attention: Dr. Scott A. Burckbuchler  
[burckbuchlersa@troup.org](mailto:burckbuchlersa@troup.org)

Proposals delivered in person should be in a sealed envelope and labeled: **TCCC Copier FY2021**. Emailed proposals should include **TCCC Copier FY2021** in the subject line.

The due date of this proposal is Friday, August 7, 2020 at 12:00 p.m. (Noon).

It is anticipated that an award of the winning quote will be announced by Friday, August 7, 2020 at 5:00 p.m.

The Troup County Board of Education reserves the right to reject any and all proposals and reserves the right to waive any irregularities and technicalities that may arise.

Please direct any questions to Dr. Scott A. Burckbuchler at the TCSS address listed below.

*Attachment: Minimum Required Features*

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**Dr. Scott A. Burckbuchler, Chief Financial Officer**

[burckbuchlersa@troup.org](mailto:burckbuchlersa@troup.org)

100 North Davis Rd, Building C / LaGrange, Georgia 30241

Office: 706.812.7900 / Fax: 706-885-1534



## **Minimum Required Features for Multi-Function Copier for Troup County Career Center**

- Print Speed: 40 pages per minute
- 1000 Sheet Paper Drawer(s) Capacity
- Finisher with Staple and Sort
- Network Printing & Color Scanning
- Delivery & Installation
- Maintenance contract
  - Specify hourly rate charged
  - 2-hour response time
  - Repairs performed by a certified technician
  - Genuine replacement parts used
  - Toner included in maintenance contract (unless otherwise specified)