**St Basils – Printer replacement**

All replacement printers to be colour MFDs (multi-function devices) capable of Print, Copy, Scan.

Requirement for 39 A4 MFDs and 2 A3 MFDs.

10 A4’s at the Centre, remainder of the A4’s one at each remote project site.

2 A3 MFDs, both to be based at the Centre.

Automatic Toner replenishment before the toners have run out.

4 hour call out – resolution within 1 working day.

Use of Papercut – need to have the embedded licenses on the printers, as well as the user licenses.

Minimum of 30 pages per minute

Double sided scanning – and easy to use while scanning

Double sided printing and copying

Fax capable

Capable of having a second paper tray

Easy to change toners

Good service and SLA agreement

Regular Account meetings with the ICT department

Printers to be serviced on a regular basis

**Please ensure your quote includes:**

Monthly lease charge

Click charges for both black and colour

A quarterly agreement to include 275,000 Black clicks and 75,000 Colour clicks (any additional clicks to be charged at the normal rate per click

A guarantee to pay off the existing printer lease with BNP Parabar – approximately £13,000 remaining

Embedded Papercut licenses on all printers

No increase in click charges for the duration of the 5 year contract