

**GSA Schedule
Request for Quotations
Lowest Price, Technically Acceptable & Evaluation
(PUBLIC NOTIFICATION)**

RFQ Number: USCA 25-00006

Request Date: September 5, 2025

Special Notes:

This is a request for **GSA Schedule Pricing: DIGITAL COPIERS “NEW”**

Quotes must be e-mailed to the below email address no later than **close of business day (Friday, September 12, 2025, or sooner)** local time, no exceptions.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer, after evaluation.

Quotes and questions concerning this RFQ should be emailed to:

dana_bethea@cadc.uscourts.gov

Product to be delivered and installed at: *E. Barrett Prettyman Courthouse, 333 Constitution Ave., NW Washington, DC 20001*).

Sincerely,

*Mr. Dana L. Bethea
Procurement Administrator
U.S. Court of Appeals
District of Columbia Circuit*

Requirements

Scope

The requirement is to replace 25 existing commercial-grade copiers with new commercial copiers that meet the specifications below. The replacement pool consists of Ricoh C4503/C4503G, Ricoh C5503, and Xerox WorkCentre 7855 models.

The government requires both purchase and lease pricing. Lease pricing must include both 36-month and 48-month terms. Vendors must also include service, consumables, and installation support.

Lot 1: Mid-Volume Color Copiers

- Quantity: 23 units
- Print Speed: 45–55 pages per minute (color and B/W)
- Media Size: Must support A3/tabloid (11" × 17") and 12" × 18"
- Duty Cycle:
 - Recommended monthly volume: 10,000 – 20,000 pages
 - Maximum monthly duty cycle: ≥100,000 pages
- Finishing (Required):
 - Automatic stapling
 - Three-hole punch
- Scanning:
 - Scan-to-email
 - Scan-to-folder (network share or mapped drive)
 - Configurable user address book with intuitive interface
 - Resolution support at 300 dpi and 600 dpi, producing standard Adobe Acrobat-compatible PDFs
- Print Quality:
 - Minimum 600 × 600 dpi resolution; 1200 dpi or higher acceptable
 - Output must be free of streaks, banding, or distortion during normal operation
 - Color reproduction must be consistent and suitable for office documents and charts
- Reliability:
 - Must reliably process high-volume jobs without slowdown
 - Seamless switching between trays when one is depleted
 - Functional bypass tray
- Security:
 - Secure print release (PIN or badge)

- Encryption of data in transit (TLS/SSL for scan-to-email, SMBv3 for scan-to-folder)
 - Built-in hard drive overwrite/wipe capability at end-of-life
- Support:
 - Vendor must provide on-site support during standard business hours (8/5) in Washington, DC
 - Vendor must respond to service requests within four (4) hours and resolve issues within [] business days
 - Vendor responsible for certified hard drive wipe and disposal of existing units

Lot 2: High-Volume Color Copiers

- Quantity: 2 units
- Print Speed: Minimum 50–55 ppm color
- Media Size: Must support A3/tabloid (11" × 17") and 12" × 18"
- Duty Cycle:
 - Recommended monthly volume: ≥50,000 pages
 - Maximum monthly duty cycle: 300,000 pages
- Finishing (Required):
 - Automatic stapling
 - Three-hole punch
- Scanning:
 - Same requirements as Lot 1, with emphasis on reliable 600 dpi scanning for large volumes
- Print Quality:
 - Same minimum standards as Lot 1, with higher monthly duty cycle tolerance
- Reliability:
 - Must reliably process high-volume jobs without slowdown
 - Seamless switching between trays when one is depleted
 - Functional bypass tray
- Security: Same as Lot 1
- Support: Same as Lot 1

Contract Terms (All Lots)

- Vendors must provide pricing for purchase and lease options.
- Lease pricing must cover 36-month and 48-month terms, inclusive of service and consumables (excluding paper).
- Purchase pricing must include options for extended service contracts up to 4 years.
- Installation, configuration (print drivers, scan-to-email, scan-to-folder), and staff training must be included.
- Vendor must remove and dispose of replaced devices, including certified hard drive wipe.

Deliverables

1. Consumables Management Plan:

The vendor must provide a consumables management plan, including:

- Automatic toner replenishment (if applicable).
- Delivery schedule for consumables.
- Process for requesting additional consumables outside of the regular schedule.

2. Warranty and Maintenance Coverage:

The vendor must provide a warranty and maintenance plan that includes:

- Coverage for all parts, labor, and consumables (excluding paper).
- Preventive maintenance schedule.
- Replacement of defective units if repairs cannot be completed within three business days. If not possible, a loaner device must be offered.

3. Training Requirements:

The vendor must provide on-site training for staff, including:

- Basic copier operations (printing, scanning, copying).
 - Advanced features (secure print release, scan-to-folder setup).
 - Troubleshooting common issues (e.g., paper jams, toner replacement).
- Training must be completed within five business days of installation.

4. Performance Metrics and SLAs:

The vendor must meet the following performance metrics during the contract period:

- Uptime Guarantee: Copiers must maintain a minimum uptime of 98% during business hours (8/5).
- Response Time: On-site service must be provided within four (4) hours of a service request.