



**Office of the Clerk**  
**UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT**  
**95 Seventh Street**  
**Post Office Box 193939**  
**San Francisco, California 94119-3939**



**Molly Dwyer**  
**Clerk of Court**

(415) 355-8000

May 30, 2014

Dear Vendor:

The United States Court of Appeals for the Ninth Circuit is seeking Open Market quotes for two (2) 75 pages per minute Sharp Model number MX-7500 or equivalent copiers. Each device must print both black & white and color at a minimum of 75 pages per minute. The average monthly volume is 12,000 on one copier, 31,000 on the other, combined volume of approximately 43,000 copies per month. The devices will be networked and used for scanning (copier that scans to email). We will require that maintenance be provided by a local company in order to provide a timely response, within 4 business hours.

Delivery address is 125 South Grand Avenue, Pasadena. The copiers must have the following features:

- 150 sheet duplex single pass feeder
- 100 page by-pass tray, standard two sided imaging. (dual scanner)
- Up to 110 lb index capability
- 160 GB hard drive, standard electronic document filing
- 3100 paper capacity (4 sources)
- Color network print/scan where user can bring up the documents on the device's screen, redact (or blackout) sections of the individual pages then delete and or re-order the documents on the screen.
- 15.4" touch screen
- 100 page staple sorter finisher with 2 & 3 hole punch.
- Energy saver disabling feature
- 3500 sheet large capacity tray
- Entire device, including paper trays and sorters, to be no larger than 48" high, 37" wide, and 66" length.

(Continued)

Please include in your quotation:

- A full description of any feature that varies from the above minimum required specifications.
- Maintenance quote cost for 5 years, including supplies (combined or separate device monthly volume).
- Lead time for maintenance calls and location of servicing dealer.
- Cost for training, delivery, installation, supplies, kits, etc. (if any) required to set up the device.
- The location from which the copier will be shipped and when.
- Specifications on the paper trays (how many, capacity, features).
- Warranty terms.
- Where to send purchase order and the remit to name, address, fax number and Tax Payer Identification Number of the vendor or vendors.
- Discount/credit for trade in for one Ricoh MP1100 and one Ricoh 2075.  
We keep the hard drives.

We will only consider quotations that meet all of the above requirements and award the procurement based on lowest price of the device *and* monthly maintenance. Also please note: we will not sign any commercial agreements—see attached Clauses:

<http://www.uscourts.gov/procurement/clauses.htm>

**Please provide your quote on or before June 9, 2014, via email to  
Vanessa\_Urrutia@ca9.uscourts.gov, or fax to (415)355-8552.**

Very truly yours,



Vanessa Urrutia  
Administrative Specialist  
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