

## REQUEST FOR QUOTES

Notice is hereby given that the Town of Manchester, New York, County of Ontario will receive quotes for purchase of a Folding and Inserting Machine. Quotes must be filed at the Manchester Town Hall, 1272 County Road 7, Clifton Springs, NY, no later than 4:00 PM on Friday 5/17/24. Email ([Clerks@manchesterny.org](mailto:Clerks@manchesterny.org)) or Facsimile (585-286-2017) copies may be sent to the attention of the Town Clerk.

### Selection Process

- Submissions will be reviewed within two weeks following the submissions deadline
- Based on the cost of the product and the machine capabilities listed below

### Machine Capabilities

- An average of 150 envelopes per month with occasional larger runs up to 5,000 envelopes
- Paper Size 5.1"-9.3 W" to 3.5"-14" H
- Inserts up to 5 sheets into envelope
- Sheet feeder capacity 325; envelope feeder capacity 150
- Fold types: Half, Letter, Z, Single, Double parallel, no fold
- 50 job memory
- Vertical Stacker – 500 max holding volume
- Warranty information for both installation and product