



---

---

## SPECIFICATIONS

---

---

The County of Mendocino is soliciting information for the leasing of (4) Mail Machines for (4) Location in the County of Mendocino. We currently have the following Mail Machines. This would be a 60 month lease for all (4) machines.

### **Current Machines**

Ukiah, Ca. Connect+3000  
Ukiah, Ca. DM400  
Fort Bragg, Ca. DM400  
Willits, Ca. DM200

### **Questions**

1. What is the response time for a service call when a Mail Machine is down and not working ?
2. What area is the Repair Technician(s) being dispatched from that handles service and repairs for our area ?
3. What is the turn around time to get parts for repairing mail machines that are down after ordered by Technician ?
4. Please breakdown cost per month, annual, and by a 60 month lease for each mail machine.
5. Please describe all reporting each machine will provide, for billing, tracking, usage, credits, and all monies of all mail pieces.
6. Please list all additional fees
7. Please include the cost of each ink cartridge, tape roll, and glue used on each model.

Thank You

David Mendez

David Mendez, Administrative Services Manager I / Buyer  
County of Mendocino Purchasing Department  
841 Low Gap Rd  
Ukiah CA 95482  
Fax: (707) 463-4673  
Email: [mendezd@mendocinocounty.org](mailto:mendezd@mendocinocounty.org)