

## Diana Wolfe

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**To:** Lisa Burchfield; Chris Miller; TMcFarlin@datamaxinc.com  
**Subject:** Request For Proposal

Good morning;

Please accept this as a formal Request For Proposal for copiers supplied to the County offices of Rains County. Please see below for submittal information and purchasing requirements. Attached you will find the specifications for each department copier(s).

Due date: Monday, February 23, 2026 no later than 9:00am. Proposals received after that date and time will not be accepted.

Submittal: Sealed proposals are submitted to  
Rains County Judge's Office  
167 E. Quitman Street  
Emory, Texas

Instructions: All proposals are required to comply with Government and State laws regarding governmental proposals. Proposal for copiers will have the following pricing programs.  
5 year - \$1.00 Buyout  
5 year – Fair Market Value

Proposals will be opened and a selection will be made at the Rains County Commissioners Court on February 26, 2026 at 10:00am. Notification of the winning proposal will be sent to all companies that submit a proposal in a timely manner via email.

*Diana Wolfe*

Analyst  
Rains County  
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Request for Proposal  
Specifications

**Request #1**

**County Judge's Office**

- (1) 25 Page/Min -Color printer
- 10" Color Touch Screen
- 140 – Sheet Doc Feeder
- 2 x 500 – Sheet Paper Trays
- 150 – Sheet Multi-purpose Tray
- 1,000 – Sheet Stapling Finisher
- Hole Punch
- 12"x8" Banner Printing
- OCR Scan Kit (A)
- Fax

**District Clerk's Office**

- (1) 25-Page/min Color MFP
- 10.1" Color Touch Screen
- 140 – Sheet Document Feeder
- 2 x 500 – Sheet Paper Trays
- 150 – Sheet Multi-purpose Tray
- 1,000 – Sheet Stapling Finisher
- 12" x 48" Banner Printer
- OCR Scan Kit (A)

**Commissioner's Office**

- (1) 25-pg/min Color MFP
- 10.1" Color touch screen
- 140-sheet doc feeder
- 2 x 500 – sheet paper trays
- 150-sheet multi-purpose tray
- 1,000 – sheet stapling finisher
- 12" x 48" Banner Printing
- OCR Scan Kit (A)

### **Vehicle Registration**

- (1) 25-pg/min Color MFP
- 10.1" Color Touch Screen
- 140-sheet Document Feeder
- 2 x 500 – Sheet paper Trays
- 150 – Sheet Multi-purpose Tray
- 500/50-sheet Internal Stapling Finisher
- 12" x 48" Banner Printing
- OCR Scan Kit (A)

### **Rains County District Attorney's Office**

- (1) 25-Page/min Color MFP
- 10.1" Color Touchscreen
- 140 – Sheet Document Feeder
- 2 x 500 – Sheet Paper Tray
- 150- Sheet Multi-Purpose tray
- 4,000 – Sheet Stapling Finisher
- Booklet Maker
- 12" x 48" Banner Printing
- Fax
- OCR Scan Kit (A)

### **Sheriff Booking:**

- (1) 32- Page/min B&W MFP
- 10.1" Color Touchscreen
- 140-Sheet Document Feeder
- 2 x 500 – Sheet Paper Trays
- 150 – sheet Multi-purpose Tray
- OCR Scan Kit (A)
- Fax

### **Sheriff:**

- (1) 25-Page/min Color MFP
- 10.1" Color Touchscreen
- 140- Sheet Document Feeder
- 2 x 500 – Sheet Paper Trays
- 150 – Sheet Multi-purpose tray
- 12" x 48" Banner Printing
- Fax
- OCR Scan Kit (A)

**Treasurer's Office:**

- (1) 25 – Page/min Color MFP
- 10.1" Color Touch Screen
- 140 – Sheet Document Feeder
- 2 x 500 Sheet Paper Trays
- 150 – Sheet Multi-Purpose Tray
- 12" x 48" Banner Printing
- Fax
- OCR Scan Kit (A)

**Agri-Life Office:**

- 35 pp/Min Color Printer
- 4 Paper Trays
- 1,000 Sheet Stapling
- 10.1" Color Touch Screen
- Fax Card
- OCR Scan Kit (A)
- 12' x 48" Banner Printer

**Request for Proposal #2**

**Rains County Appraisal District:**

- (1) 25 – Page/min Color MFP
- 10.1" Color Touch Screen
- 140 – Sheet Document Feeder
- 2 x 500 – Sheet Paper Trays
- 150 – Sheet Multi-purpose Tray
- 12" x 48" Banner Printing
- Fax
- OCR Scan Kit (A)

All Maintenance and Supplies