



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Request for Quotation**

RFQ NUMBER  
 EDD299418

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 SHELLY MURRAY  
 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

*Xerox Document Solutions*  
*716 Lee St.*  
*Charleston, W.V. 25301*

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
09/05/2008				

BID OPENING DATE: 09/16/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 9/03/2008.						
ATTACHMENT: QUESTIONS AND RESPONSES						
THE BID OPENING DATE REMAINS: 9/16/2008						
0001	1	LS		205-49		<i>\$ 19,000.00</i>
ZERO METER						
EXHIBIT 10						
REQUISITION NO.: EDD299418						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. S:						
NO. 1 .....						
NO. 2 .....						
NO. 3 .....						

08 SEP 16 PM 1:04  
 PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Beth Mauer</i>	TELEPHONE <i>304-345-5800</i>	DATE <i>9-15-08</i>
TITLE <i>Asst. Executive</i>	FEN <i>160468020</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Request for Quotation**

RFQ NUMBER  
 EDD299418

PAGE  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 SHELLY MURRAY  
 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE


PURCHASING

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
09/05/2008				

BID OPENING DATE: 09/16/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEMNUMBER	UNIT PRICE	AMOUNT
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">             SIGNATURE            Xerox... Document Solutions            COMPANY            9-15-08            DATE         </p> <p>REV. 11/96</p> <p style="text-align: center;">----- END OF ADDENDUM NO. 1 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Beth Maurer</i>	TELEPHONE 304-345-5800	DATE 9-15-08
TITLE Coor. Acct Executive	FEIN 160468020	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

EDD299418  
ADDENDUM NO. 1

QUESTION:

How many copies a month will you be making?

RESPONSE:

The range of copies per month is anticipated to be between 150,000 and 250,000.

QUESTION:

Where is the machine going (City)

RESPONSE:

The machine will be located in the Agency print shop at 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305.



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 EDD299418

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 SHELLY MURRAY  
 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/11/2008				

BID OPENING DATE: 09/16/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UQP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 ----- THIS ADDENDUM IS ISSUED TO REPLACE THE VENDOR PREFERENCE CERTIFICATE FROM THE ORIGINAL REQUEST FOR QUOTATION WITH THE ATTACHED VENDOR PREFERENCE CERTIFICATE. ----- END OF ADDENDUM NO. 2 -----						
0001	1	LS		205-49		19,000
	ZERO METER					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Beth Mauer</i>	TELEPHONE 304-345-5800	DATE 9-15-08
TITLE Coop. Act Executive	FEIN 760468020	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Request for Quotation**

RFQ NUMBER  
**EDD299418**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY  
 304-558-8801**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
*Xerox-Document Solutions  
 716 Lee Street  
 Charleston, WV. 25301*

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2008				

BID OPENING DATE: **09/16/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-49		\$19,000
<p>THE WV PURCHASING DIVISION, FOR THE AGENCY, THE WV DEPARTMENT OF EDUCATION, IS SOLICITING BIDS FOR A RE-MANUFACTURED ZERO METER.</p> <p>ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT</p> <p>INQUIRES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 9/03/2008. QUESTIONS MAY BE SENT VIA UPSP, FAX, COURIER, OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:</p> <p>SHELLY MURRAY          DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25311          FAX: 304-558-4115          EMAIL: SHELLY.L.MURRAY@WV.GOV</p> <p>THE MAINTENANCE DATES WILL BE ESTABLISHED BY CHANGE ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Beth Mason</i>	TELEPHONE 304-345-5800	DATE 8-15-08
TITLE Government Acct Executive	FEIN 160468020	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**EDD299418**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY  
 304-558-8801**

**RFQ COPY**  
**TYPE NAME/ADDRESS HERE**

**DEPARTMENT OF EDUCATION**  
**BUILDING 6**  
**1900 KANAWHA BOULEVARD, EAST**  
**CHARLESTON, WV**  
**25305-0330**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2008				

BID OPENING DATE: **09/16/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOF	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>CANCELLATION:</b> THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN</p> <p><b>BANKRUPTCY:</b> IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p><b>VENDOR PREFERENCE CERTIFICATE</b></p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( <input checked="" type="checkbox"/> ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Beth Mauer* TELEPHONE **304-345-5800** DATE **8-15-08**

TITLE *Government Acct Executive* FEIN **160468020** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**EDD299418**

PAGE  
**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY  
 304-558-8801**

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
08/12/2008				

BID OPENING DATE: **09/16/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( <input checked="" type="checkbox"/> ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Shelly Murray</i>	TELEPHONE 304-345-5800	DATE 9-15-08
TITLE Gov. Proc. Exped. Dir.	FEIN 160464020	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**EDD299418**

PAGE  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY  
 304-558-8801**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2008				

BID OPENING DATE: **09/16/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UQP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>Verox - Document Solutions</u></p> <p>DATE: <u>9-15-08</u></p> <p>SIGNED: <u>Beth Mau</u></p> <p>TITLE: <u>Government Account Executive</u></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <u>Beth Mau</u>	TELEPHONE <u>304-345-5800</u>	DATE <u>9-15-08</u>
TITLE <u>Gov. Account Executive</u>	FEIN <u>160468020</u>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**EDD299418**

PAGE  
**5**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY  
 304-558-8801**

VENDOR

**RFQ COPY  
 TYPE NAME/ADDRESS HERE**

SHIP TO

**DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2008				

BID OPENING DATE: **09/16/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</b></p> <p style="text-align: center;"><b>NOTICE</b></p> <p><b>A SIGNED BID MUST BE SUBMITTED TO:</b></p> <p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</b></p> <p><b>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</b></p> <p><b>SEALED BID</b></p> <p><b>BUYER: SHELLEY MURRAY / FILE 31</b></p> <p><b>RFQ. NO.: EDD299418</b></p> <p><b>BID OPENING DATE: 09/16/2008</b></p> <p><b>BID OPENING TIME: 1:30 PM</b></p> <p><b>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**EDD299418**

PAGE  
**6**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY  
 304-558-8801**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2008				

BID OPENING DATE: **09/16/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO CONTACT YOU REGARDING YOUR BID:            -----  <i>304-720-7899</i>            -----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):            -----  <i>Beth Marcum</i>            -----</p> <p>***** THIS IS THE END OF RFQ EDD299418 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Beth Marcum</i>	TELEPHONE <i>304-345-5800</i>	DATE <i>9-15-08</i>
TITLE <i>Asst Executive</i>	FEBN <i>160468020</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

## EDD299418 SPECIFICATIONS

- RE-MANUFACTURED 0-meter
- 105 PPM Digital Copier/Printer (105 or more per minute)
- Only one machine will be accepted.
- Dual 1500 Sheet main trays
- 2 – 550 sheet paper trays
- 17 lb bond to 110 lb index feeding capability from all trays
- Total paper capacity 7,650 sheets
- 3,000 sheet finisher – 100 sheet stapling and 2-3 hole punch
- Network capable
- Duplex 11X17 17 lb – 110 lb
- Will perform exceptions allowing different colors of paper in document at the same time
- DPI True – 600 X 600 minimum – interpolated 2400 X 600 minimum

New machine warranty must be included.

Maintenance – technician call in response 1 hour

Technician on-site response 4 hours

1 year maintenance agreement on parts & labor

# EDD299418

## SPECIFICATIONS

- RE-MANUFACTURED 0-meter  
**Xerox 4110** is a new machine
- 105 PPM Digital Copier/Printer (105 or more per minute)  
**Xerox 4110** does 110 copies/prints per minute
- Only one machine will be accepted.  
This is only one machine
- Dual 1500 Sheet main trays  
**Xerox 4110** has 2 High Capacity Trays each holds 2000 sheets plus tray one and two hold an additional 2,700 sheets, tray five Bypass holds 250 sheets
- 2 – 550 sheet paper trays  
**Xerox 4110** Trays three and four hold 550 sheets
- 17 lb bond to 110 lb index feeding capability from all trays  
**Xerox 4110** handles 16 lb. Up to 120 lb. Index in all trays  
It also hold up to 140 index in tray five.
- Total paper capacity 7,650 sheets  
**Xerox 4110** total paper capacity is 7,850
- 3,000 sheet finisher – 100 sheet stapling and 2-3 hole punch  
**Xerox 4110** has 100 sheet stapling, 2-3 hole punch and a 3000 sheet finisher
- Network capable  
**Xerox 4110** is capable of network print
- Duplex 11X17 17 lb – 110 lb  
**Xerox 4110** does Duplex 11x17 16lb – 140lb
- Will perform exceptions allowing different colors of paper in document at the same time  
**Xerox 4110** will allow exceptions allowing different colors and types of paper in each tray PLUS it also has the Post Inserter which allows to insert documents printed from other sources into the finished document.
- DPI True – 600 X 600 minimum – interpolated 2400 X 600 minimum  
**Xerox 4110** DPI is true 2400 x2400  
(5,760,000 dots per square inch)

New machine warranty must be included.

Maintenance – technician call in response 1 hour

Technician on-site response 4 hours

1 year maintenance agreement on parts & labor

EDD299418

COST SHEET

Zero Meter \$ 19,000

This is a new machine. Never been sold.

Annual Maintenance \$ 2,520

Vendor: Xerox Document Solutions

Additional Features:

250 Sheet Document Feeder with Dual Head Scanning

Booklet Maker with Saddle Sticking

C and Z Folder

110 ppm Copier and Printer



STATE OF WEST VIRGINIA  
Purchasing Division

009

**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name:

Document Solutions - Xerox

Authorized Signature:

[Signature]

Date:

9/15/08

# State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code, §5A-3-37**, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1.  **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
- 2.  **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 3.  **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 4.  **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5.  **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6.  **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Document Solutions - Xerox      Signed: [Signature]  
 Date: 9/15/08      Title: Owner

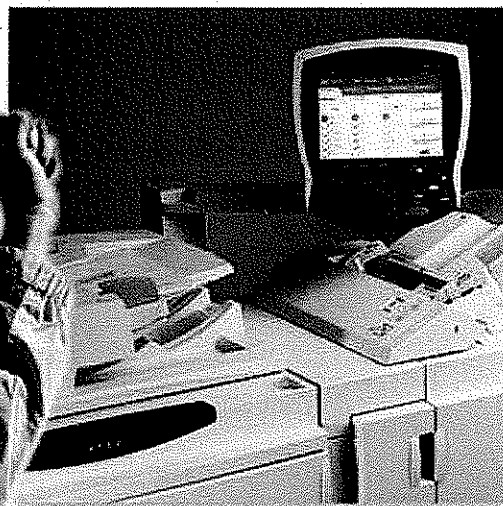
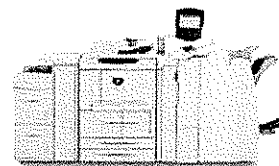
\*Check any combination of preference consideration(s) in either "A" or "B", or both "A" and "B" which you are entitled to receive. You may request up to the maximum of 5% preference for both "A" and "B".

# XEROX®

Technology | Document Management | Consulting Services

Xerox 4110™ Copier/Printer

Overview



Reaching  
new heights...  
delivering peak  
performance



# Helping you reach new vistas—every day

## One solution; many options



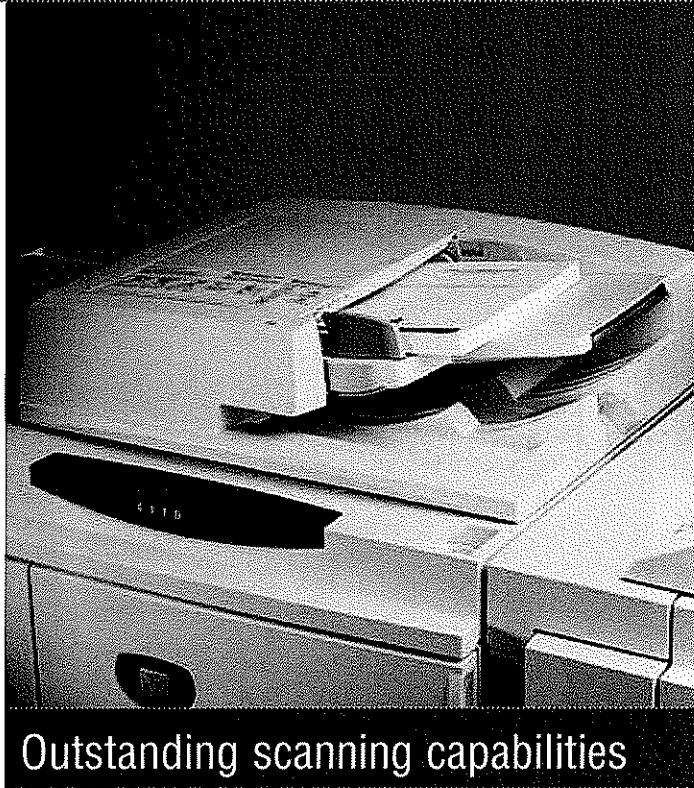
Regardless of your industry, you're in a tight race to get to the top and you're facing greater challenges than ever before. Customer expectations for complex, finished documents are on the rise while the need for electronic delivery continues to climb. But work environments are changing too, and you need a solution that fits your workflow—not a one-size-fits-all answer.

The Xerox 4110™ Copier/Printer provides you with an unprecedented combination of performance, reliability, and flexibility all in a space-saving footprint. The Xerox 4110 is built around a modified CentreWare® workflow and many customers in the office will recognize its look and feel. However, customers can choose an optional EFI® Fiery® Print Controller to support more demanding workflows and manage jobs across the enterprise. Feeding and finishing options round out your choices, providing a truly customized solution.

No matter how you configure the Xerox 4110, it can provide you with the features you need for your office, business, or department. Now the choice is really yours.

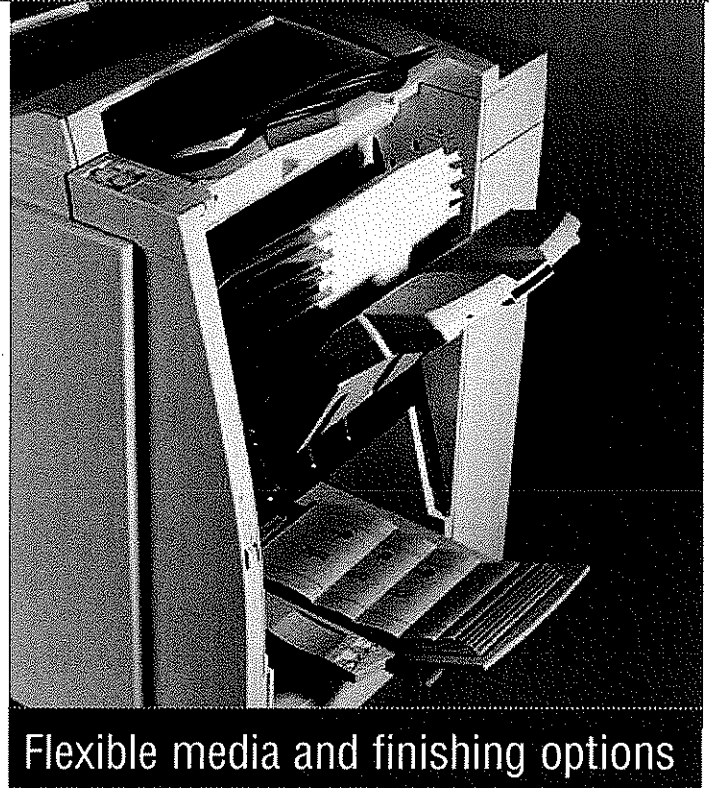
- ▶ **Spend less time waiting for the copier and more time getting things done.** The Xerox 4110 Copier/Printer's dual head scanner scans at 100 images per minute for both single-sided and double-sided documents so you get outstanding copies faster than ever before!
- ▶ **Improve your productivity and your image.** The Xerox 4110 prints at an impressive 110 pages per minute at 2400 x 2400 dpi for outstanding image quality. And you can choose the workflow that's most productive for you—modified CentreWare from the integrated copy/print server or the optional EFI Fiery Print Controller.
- ▶ **Say good-bye to printing hassles and hello to exceptional reliability.** Both the integrated copy/print server and the optional EFI Fiery Print Controller make submitting and managing your jobs hassle-free. The touch-screen interface of the integrated copy/print server is ideal for walk-up users, while any environment can take advantage of EFI's Command WorkStation™ to manage all of their EFI-driven digital printers. Either way, the Xerox 4110 offers maximum uptime and is backed by unparalleled Xerox service.
- ▶ **Enjoy big ticket benefits in a small, economical package.** The Xerox 4110 makes highly efficient use of your resources including floor space, manpower, and of course your bottom line. With the flexibility to choose the feeding, finishing, controller and software options that your business requires, you can customize the solution that works for you.
- ▶ **Offer the security features that your customers require.** Both the integrated copy/print server and the optional EFI Fiery Print Controller offer a number of security features to ensure job integrity and the privacy of your data. The Fiery Print Controller provides Safe Erase disk overwrite, IP filtering, SNMP for network management, and system update notification.

# Features that put you



## Outstanding scanning capabilities

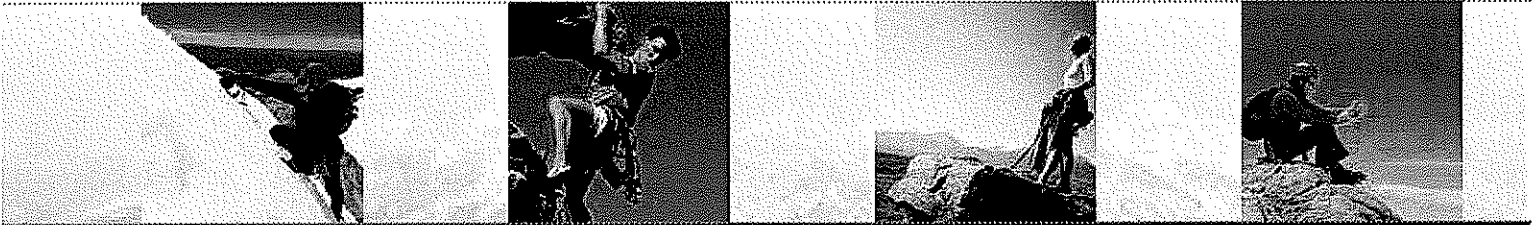
- Spend less time waiting at the copier. The dual head scanner scans at 100 images per minute for *both* simplex and duplex documents.
- High volume scan jobs are faster and easier with the 250 sheet document handler.
- Get consistent, high quality images with a scan resolution of up to 600 x 600 dpi 8-bit gray (256 shades).
- Scan-to-Destination including LDAP support and mail delivery notification and Scan-to-Network (FTP/SMB) enables more efficient archiving and distribution of documents.
- Scan in full color with the optional Color Scan Enablement Kit. Documents (monochrome or color) can be scanned and distributed, stored, or retrieved with the same touch-screen ease.



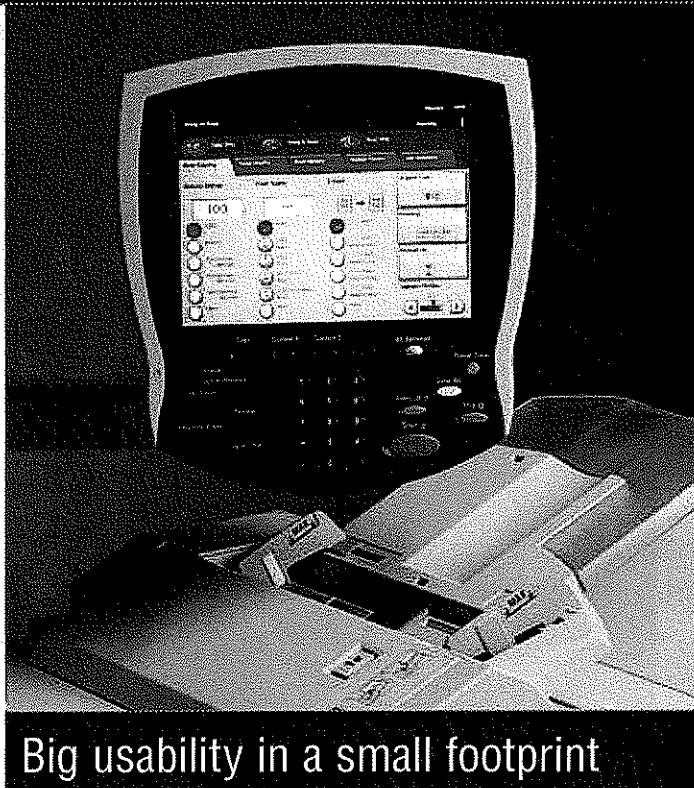
## Flexible media and finishing options

- Say "yes" to more opportunities and applications with robust in-line finishing options including collating, 100 sheet stapling, hole punching, booklet making, C-folding, Z-folding and bi-folding.
- Create more engaging documents by adding eye-catching, full-color covers or inserts to your documents with the post-process inserter.
- Make the most of your applications by using the right substrate for the job with flexible support for media weight and sizes.
- Enjoy increased productivity with uninterrupted long runs and load while run convenience with 8 media trays and up to 8,225 sheet capacity.



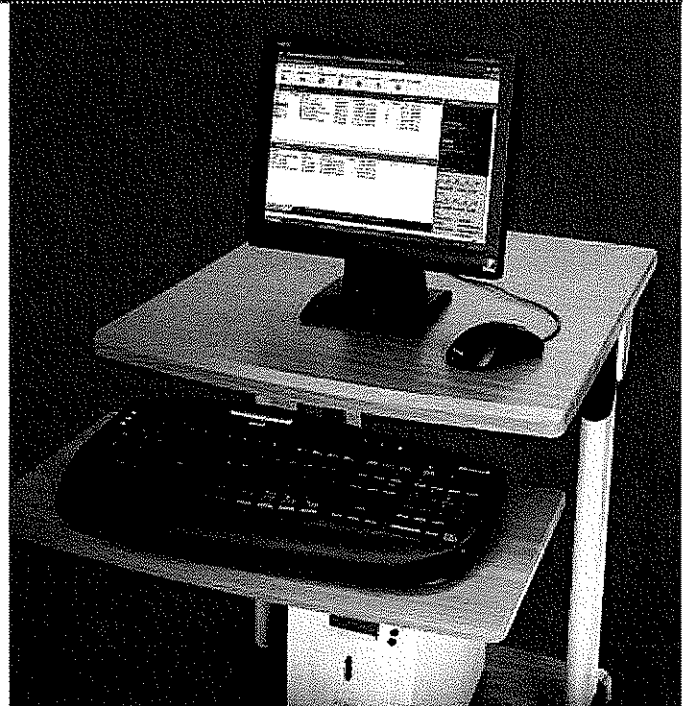


at the pinnacle with...



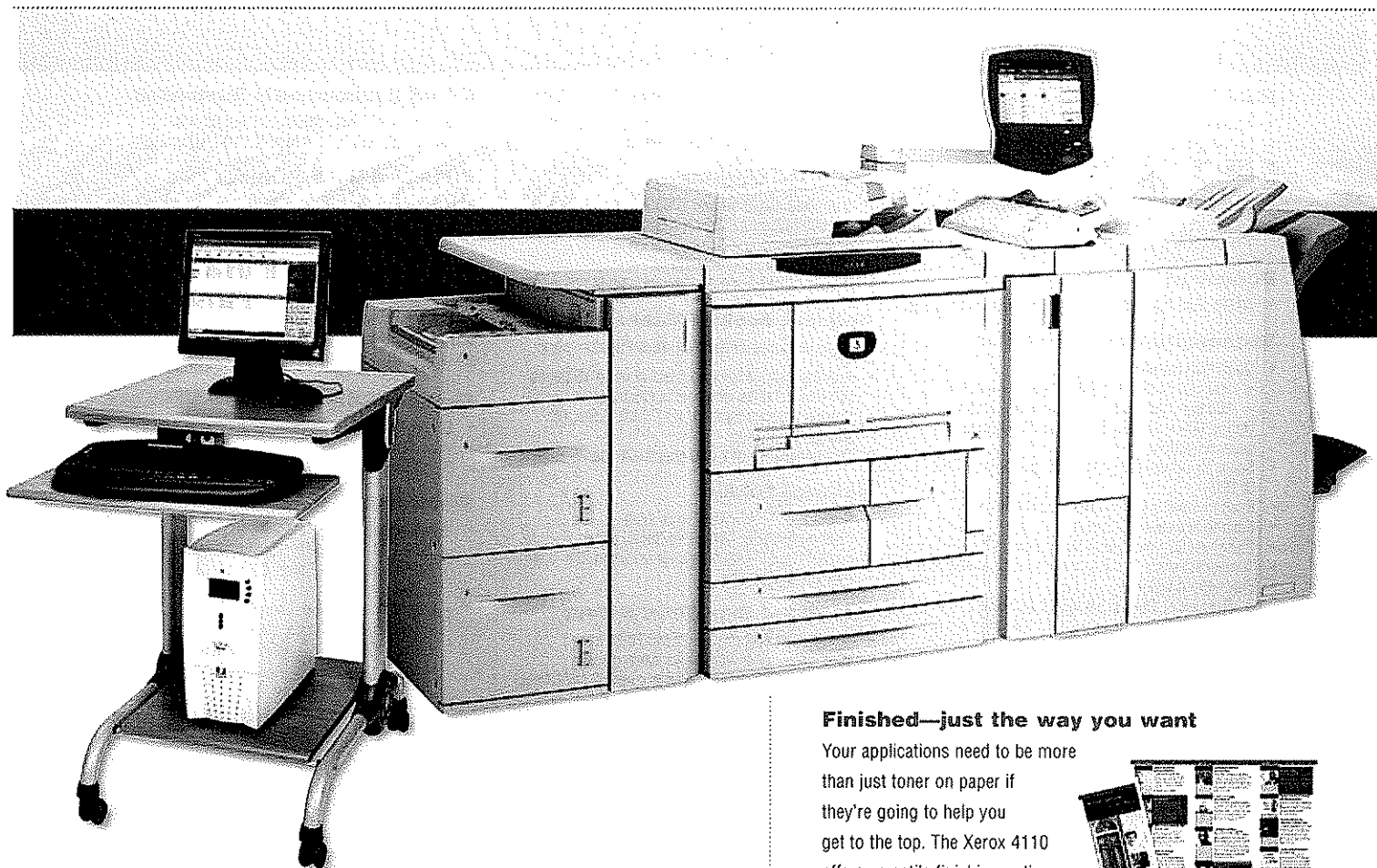
### Big usability in a small footprint

- Copy and print at the touch of a button at the integrated, easy-to-navigate graphical user interface (GUI).
- Cut costs, save space and increase productivity by replacing several devices with a powerhouse multifunction device.
- Lower your learning curve and boost productivity with intuitive, touch-screen operation.
- Save space and add convenience with the integrated copy/print server.
- Stay up and running for increased productivity with fewer paper jams.



### Optional EFI Fiere Print Controller

- Enable powerful and familiar print workflows in any print environment.
- Control your entire EFI-driven printer fleet, both color and monochrome, from the easy to use Command WorkStation™.
- Support complex jobs, exception page programming, late-stage editing, and personalization with the EXP4110's powerful processing capabilities and print features.
- Leverage the added flexibility of on-the-fly imposition with the optional EFI Impose package—a WYSIWYG page imposition utility. Includes unlimited imposition template creation.
- Simplify pre-press processes and complex workflows with the optional Production Printing Package.



### Controller features at a glance

#### Integrated Copy/Print Server

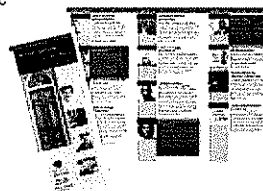
- ▶ Intuitive touch-screen operation enables walk-up usability and requires little operator training.
- ▶ Built on a modified CentreWare workflow that will be familiar to many in office environments.
- ▶ Embedded controller allows for a smaller footprint in space-sensitive environments.
- ▶ Productivity enabling features include copy/print concurrency, common copy/print queue, store jobs for reprint, and save jobs to the copy sever.
- ▶ Flexible job submission methods to accommodate a wide range of users and jobs.
- ▶ Scan to destinations like e-mail, mailbox, and FTP allow for fast and efficient document archiving and distribution.

#### Optional EFI Fiery Print Controller

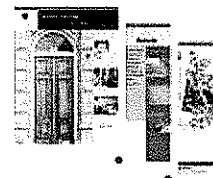
- ▶ EFI production workflow is widely recognized in many copy/scan/print environments.
- ▶ Command WorkStation™ provides a bird's eye view and the ability to manage any/all of your Fiery-driven printers across your enterprise.
- ▶ Extensive security features including Safe Erase, IP filtering and port blocking.
- ▶ Support for variable data including PPML, EFI® Fiery® FreeForm™ and FreeFlow® VI Interpreter (formerly VIPP® software).
- ▶ Optional Production Printing Package optimizes the power of the controller and offer tools for streamlined document preparation, production, and management.

### Finished—just the way you want

Your applications need to be more than just toner on paper if they're going to help you get to the top. The Xerox 4110 offers versatile finishing options, such as single and dual stapling and hole punching. You can produce great results with C-folds, bi-folds, Z-folds, and engineering-fold (tabloid (A3) Z-folded to fit letter (A4) document set). Increase value and get attention by integrating color via the Insertion Module.



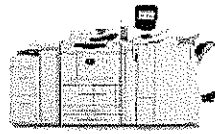
▶ C- or Z-FOLD MAILERS



IMPOSED BOOKLETS ▶



◀ Z-FOLD 11" x 17" INSERT



For more information on the  
Xerox 4110 Copier/Printer  
call 1-800 ASK XEROX or visit us  
on the Web at: [www.xerox.com](http://www.xerox.com)

## Specifications for the Xerox 4110 Copier/Printer

### Print Engine

- Xerographic Engine
- Print speed up to 110 ppm (8.5" x 11" / A4)
- First Copy Out Time: 3.0 seconds
- Simplex or duplex printing
- Up to 1200 x 1200 dpi RIP resolution and up to 2400 x 2400 dpi print resolution with halftone screen 106 lpi (default) or 150 lpi (high quality mode)

### Document Storage

- 40 GB Hard Drive with 14.6 GB for document storage

### Scanner/Document Handler

- Dual Head Scanner
  - 100 ipm black and white scanning Simplex
  - 100 ipm black and white scanning Duplex
- Optical 600 x 600 dpi 8-bit Gray (256 shades) scan resolution
- Scans in industry standard TIFF, multi-page TIFF, or PDF
- Scan to Email with Mail Delivery Notification
- Scan to Network File Server
- 250 sheet Duplex Automatic Document Feeder
- Throughput sizes: 5" x 8" to 11" x 17" (A5 to A3)
- Throughput weights:
  - Simplex or Duplex: 16 to 110 lb. bond (52 to 200 gsm)
- Optional Color Scan Enablement Kit

### Paper Handling

#### Stock weights and capacity (at 20 lb./75 gsm):

- **Tray 1:** 1,100 sheets (8.5" x 11" / A4); 16 lb Bond to 80 lb Cover (52 to 216 gsm)
- **Tray 2:** 1,600 sheets (8.5" x 11" / A4); 16 lb Bond to 80 lb Cover (52 to 216 gsm)
- **Tray 3-4:** 550 sheets each 5.5" x 7.2" (140mm x 182mm) to 13.0" x 19.2" (330mm x 488mm / A5 to SRA3); 16 lb Bond to 80 lb Cover (52 to 216 gsm)
- **Tray 5 Bypass Tray:** 250 sheets (4" x 6"/102 mm x 152 mm to 13" x 19.2"/330 mm x 488 mm); 16 lb Bond to 140 lb. index (52 to 253 gsm)
- **Tray 6-7 High Capacity Feeder (optional):** 2,000 sheets each (8.5" x 11" / A4); 16 lb Bond to 80 lb Cover (52 to 216 gsm)
- **Tray 8 Inserter:** 175 sheets (8.5" x 11" to 11" x 17" / A4 to A3); 16 lb Bond to 90 lb Cover (52 gsm to 220 gsm)

### Standard Post Process Inserter

- Inserts pre-printed offset and xerographic color documents in a post fuser manner

### Standard Finisher

- 3 position single or dual 100 sheet stapling
- 2 and 3 hole punch North America; 2 and 4 hole punch Europe and South America
- Built in bi-directional de-curler
- Output capacity of 3,000 sheets – 20 lb (75 gsm)

### Optional Booklet Maker Finisher

#### Includes features of the Standard Finisher plus:

- Automatically creates booklets of up to 15 pages (60 imaged sides with saddle stitching)
- Creates booklets from 11" x 17" (A3), 8.5" x 14" and 8.5" x 11" (A4)
- Output capacity of 2,000 sheets (20 lbs/75 gsm)

### Optional Folder

- C-fold and Z-fold of 8.5" x 11" (A4)
- Print on inside or outside of folded paper
- Folds 11" x 17" (A3) Z-fold for insertion into letter (A4) document sets

### Integrated Copy/Print Server

- 40 GB Hard disk drive, 512 MB RAM
- 10.4" color, touch screen flat panel display
- Ethernet interface (10 MBTX/sec or 100 MBTX/sec)

### Client Environments Supported

- Windows 98 / ME / 2000 / XP and NT 4.0
- Macintosh® OS 8.0x/ 8.5x/9.0x /10.1/10.2/10.3

### PDLs and Data Formats

- Adobe® PostScript® Level 3
- PDF
- PCL 5e and 6
- TIFF
- HPGL, HPGL2

### Connectivity

#### Native network environments

- TCP/IP, SNMP, SMB, Novell® IPX, AppleTalk®, IPP

### Data Security

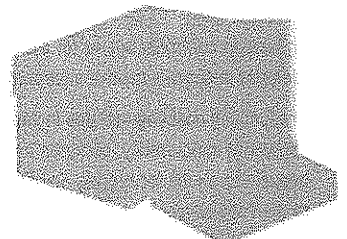
- Secure Print
- Image Overwrite up to 3 times (optional)
- Data Encryption (SSL/TLS) (optional)

### Electrical Requirements

- Print Engine:
  - 208-240 VAC, 60 Hz, 15 amp service
  - KVA Rating: Max Power Consumption: 2.8-3.1 KVA
  - Agency certification: Energy Star®, Environmental Choice, cULus, Europe: CE, NEMKO, WEEE compliance

### Xerox Paper and Specialty Media. See the difference quality makes.

Xerox digitally optimized papers and specialty media products have been specifically engineered in concert with the Xerox 4110 Copier/Printer to provide you with exceptional productivity, superior reliability, and unmatched flexibility. With our broad selection of paper and specialty media, including DocuCard® and Xerox Carbonless stock, full range of weights and sheet sizes, you will have the flexibility to create a variety of print applications and finished documents such as customized newsletters, booklets, reports and manuals on a wide variety of stocks. For more information call 1-800-822-2200 in the U.S. or 1-800-668-0199 in Canada.



©2006 XEROX Corporation. All rights reserved. XEROX®, CentreWare®, FreeFlow®, VIPP®, and 4110® are trademarks of Xerox Corporation in the U.S. and/or other countries. Product appearance, build status and/or specifications are subject to change without notice. The Xerox Total Satisfaction Guarantee applies to equipment under a Xerox warranty or a Full Service Maintenance Agreement and is subject to certain conditions. EFI®, Fiery®, and Command WorkStation™ are registered trademarks of Electronics for Imaging, Inc. Adobe® and PostScript® are registered trademarks of Adobe Systems, Inc., Apple® and Safari™ are registered trademarks of Apple Computer, Inc., Windows® is a registered trademark of Microsoft Corporation, Sun™ is a registered trademark of Sun Microsystems, Inc., SPARC is a registered trademark of SPARC International, Inc. in the U.S. and/or other countries. ENERGY STAR® and the ENERGY STAR mark are registered U.S. marks. As an ENERGY STAR partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency. Terra Choice Environmental Services of Canada has verified that this Xerox product conforms to all applicable Environmental Choice Ecologo requirements for minimal impact to the environment. 9/06. 610P721890B