



**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."

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**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**

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	FOB	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><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 style="text-align: center;"><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>( ) 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>( X ) 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 <i>David M. [Signature]</i>	TELEPHONE 304-395-0953	DATE 9-12-2008
TITLE MAE	FEIN 23-0334400	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 60130  
 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

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	QAT 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: <i>IKON Office Solutions</i></p> <p>DATE: <i>September 12, 2008</i></p> <p>SIGNED: <i>James R. Daugherty</i></p> <p>TITLE: <i>Area Vice President</i></p>						

SIGNATURE <i>Todd M. [Signature]</i>		SEE REVERSE SIDE FOR TERMS AND CONDITIONS		TELEPHONE	DATE 9-12-2008
TITLE MAE	FEN 23-0334400	ADDRESS CHANGES TO BE NOTED ABOVE			

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



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 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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 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	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>* 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)</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: <span style="float: right;">SHELLY MURRAY / FILE 31</span></p> <p>RFQ. NO.: <span style="float: right;">EDD299418</span></p> <p>BID OPENING DATE: <span style="float: right;">09/16/2008</span></p> <p>BID OPENING TIME: <span style="float: right;">1:30 PM</span></p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304-395-0953	DATE 9-12-2008
TITLE MAE	FEIN 23-0334400	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  
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# Request for Quotation

RFQ NUMBER  
**EDD299418**

PAGE  
**6**

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	F.O.B.	FREIGHT TERMS
<b>08/12/2008</b>				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO CONTACT YOU REGARDING YOUR BID:            304-757-7840</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):            Todd Young</p> <p>-----</p>						
<p>***** THIS IS THE END OF RFQ EDD299418 ***** TOTAL:</p>						<p>see pricing page</p>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Todd M. Young</i>	TELEPHONE 304-395-0953	DATE 9-12-2008
TITLE MAE	FEIN 23-0334400	ADDRESS CHANGES TO BE NOTED ABOVE

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## EDD299418 SPECIFICATIONS

Meets Specs

• RE-MANUFACTURED 0-meter	Yes
• 105 PPM Digital Copier/Printer (105 or more per minute)	105PPM
• Only one machine will be accepted.	1
• Dual 1500 Sheet main trays	Dual 1500 sheet
• 2 – 550 sheet paper trays	2 - 550 sht trays
• 17 lb bond to 110 lb index feeding capability from all trays	Yes
• Total paper capacity 7,650 sheets	7,650
• 3,000 sheet finisher – 100 sheet stapling and 2-3 hole punch	Yes
• Network capable	Included
• Duplex 11X17 17 lb – 110 lb	Yes
• Will perform exceptions allowing different colors of paper in document at the same time	Yes
• DPI True – 600 X 600 minimum – interpolated 2400 X 600 minimum	Yes
 New machine warranty must be included.	 30 Days
Maintenance – technician call in response 1 hour	Yes
Technician on-site response 4 hours	Yes
1 year maintenance agreement on parts & labor	Included in per copy charge



EDD299418  
COST SHEET

Zero Meter \$ 16,615

Annual Maintenance \$ 7,680 / year includes 1,800,000 copies / year or  
150,000 copies per month.  
Includes supplies except paper & staples.  
Overages are billed at \$.004 per copy.

Vendor: IKON Office Solutions, Inc.

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: IKON Office Solutions

Authorized Signature: \_\_\_\_\_

*James K. Daugherty*  
JAMES K. DAUGHERTY

Date: September 12, 2008



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  
 804-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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 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		see pricing page
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 .....						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Shelly Murray</i>	TELEPHONE 304-395-0953	DATE 9-12-2008
TITLE MAE	FEIN 23-0334400	ADDRESS CHANGES TO BE NOTED ABOVE

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 Department of Administration  
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**Request for  
 Quotation**

RFQ NUMBER  
 EDD299418

PAGE  
 2

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

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

DATE PRINTED 09/05/2008	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 09/16/2008	BID OPENING TIME			01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	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;"> <i>James K. O'Leary</i>            SIGNATURE  <i>IKon Office Solutions</i>            COMPANY  <i>September 12, 2008</i>            DATE         </p>						
REV. 11/96						
----- END OF ADDENDUM NO. 1 -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Todd M. ...</i>	TELEPHONE 304-395-0953	DATE 9-12-2008	
TITLE MAE	FBN 23-0334400	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 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: IKON Office Solutions      Signed: James K. DeFerd  
 Date: September 15, 2008      Title: Area Vice President

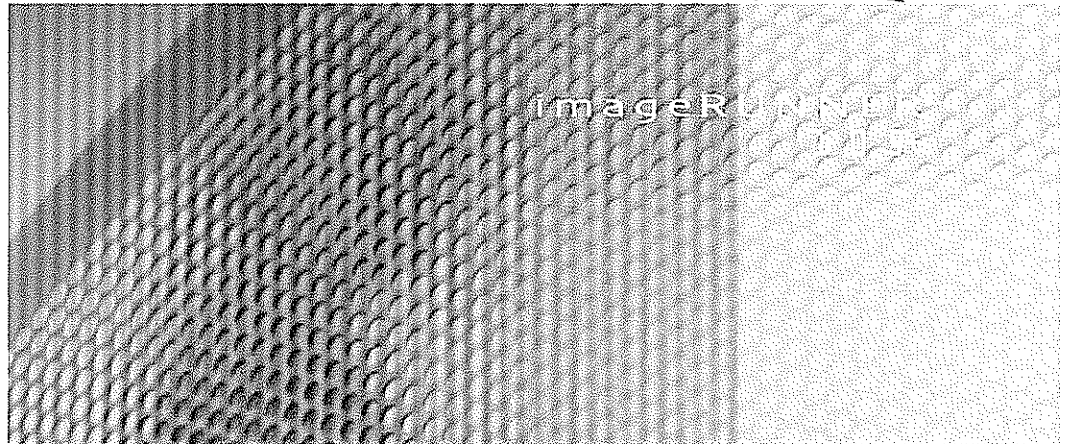
\*Check any combination of preference consideration(s) in either "A" or "B", or both "A" and "B" which you are entitled to receive. You may request up to the maximum of 5% preference for both "A" and "B".

# Canon

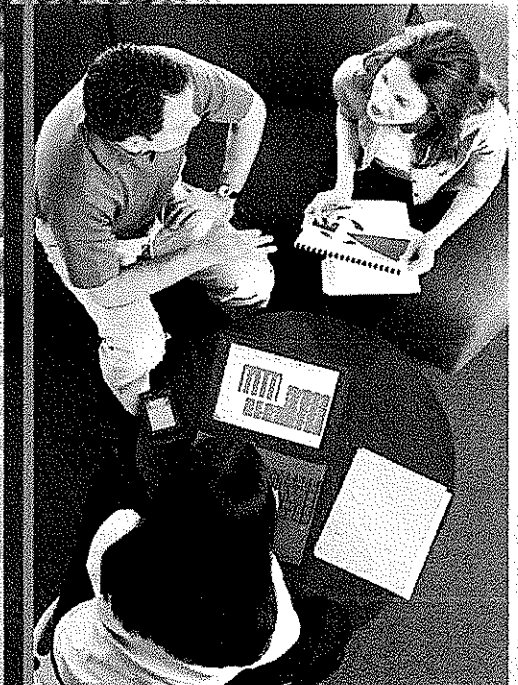
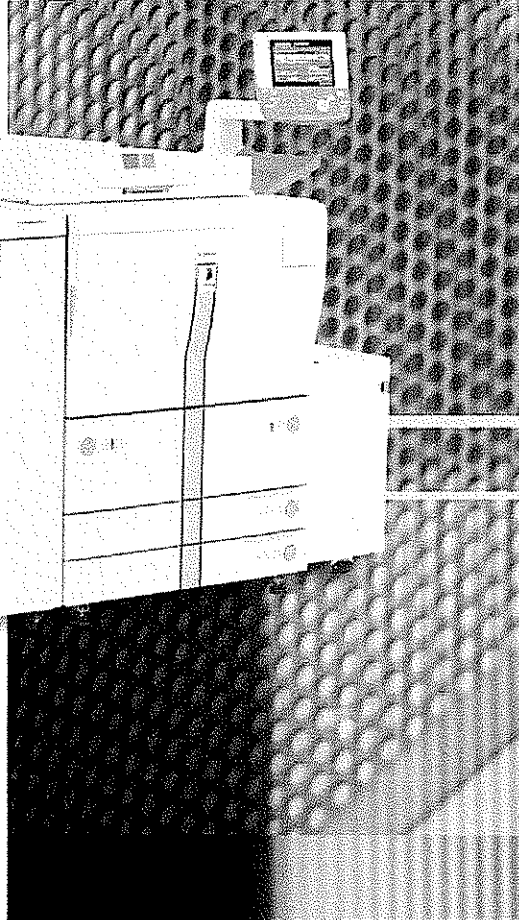
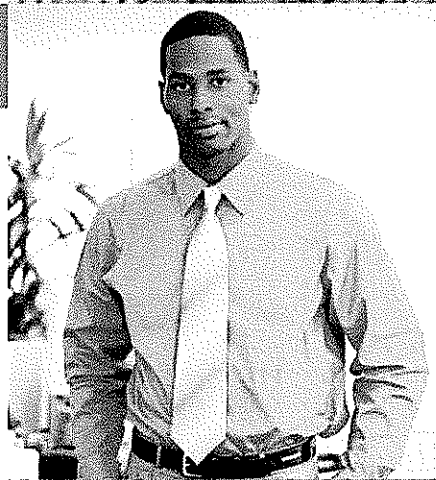
REMANUFACTURED  
"O" METER



PRODUCTION  
SYSTEMS



ImageRUN ADVANTAGE



meap  
POWERED BY



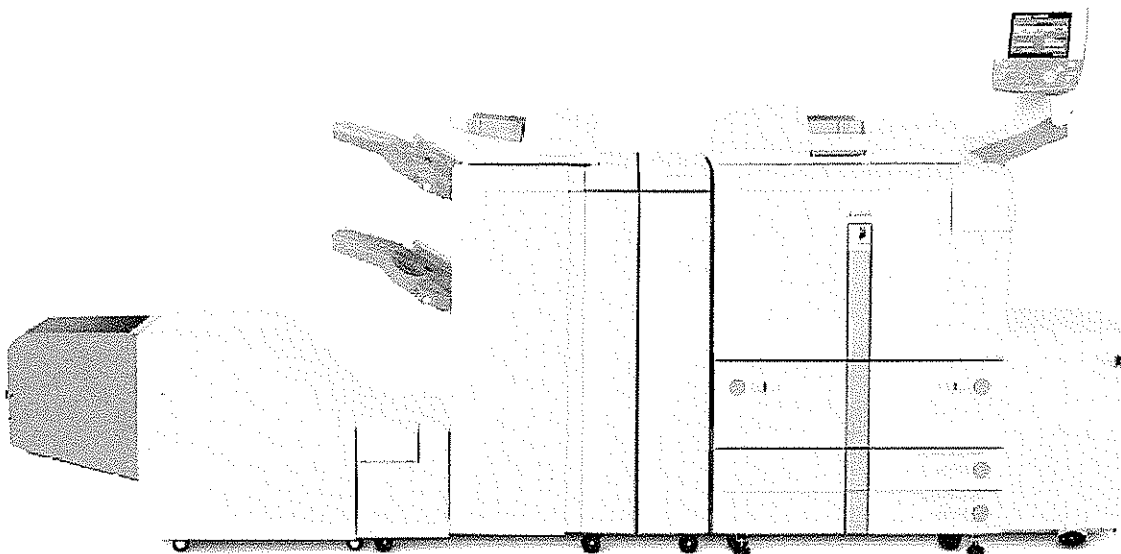
imageRUNNER  
105+  
PRODUCTION SYSTEMS

## CONDUCT YOUR BUSINESS WITHOUT BOUNDARIES

Free yourself from the limitations of yesterday's technology. Remove the barriers that restrict your ability to produce and distribute information at the time and place of need, and liberate your business with the Canon imageRUNNER® 105+.

Designed to seamlessly integrate with your core business applications, this new-generation imageRUNNER device bridges the hard-copy and digital workflows of your organization with access that is secure,\* easy, and instant. The imageRUNNER 105+ can serve as the origin of your business communications, or as the destination. Whichever the case, it will quickly become an indispensable part of your document production and distribution services.

The imageRUNNER 105+ is engineered to handle long run lengths and high volumes associated with large corporate departments, in-plants and corporate reprographic departments, commercial print facilities, and data centers. A heavy-duty design, high duty cycle, and advanced throughput and finishing capabilities make the imageRUNNER 105+ a perfect fit for your volume-intensive environments.



\*May require optional equipment.

## PRODUCE DOCUMENTS WITH MINIMUM EFFORT AND MAXIMUM EFFECT

### Uncompromising speed and image quality

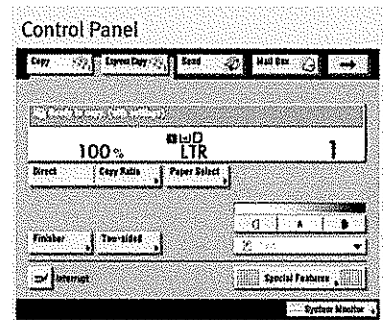
Even at its rated speed of 105 pages per minute (LTR), the imageRUNNER 105+ maintains consistent high image quality at 2400 x 600 dpi resolution, ensuring that your mission-critical jobs are produced on-time, every time.

### Easy-to-use

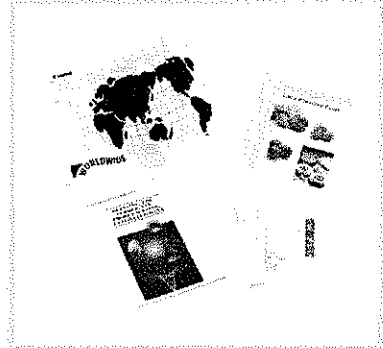
Whether you're an entry-level operator working between semesters or an experienced copy center professional, the imageRUNNER 105+ eliminates the guesswork from creating professionally finished documents with an easy-to-use control panel interface and intuitive print driver software. For all its technological merits, the imageRUNNER 105+ is surprisingly easy to operate and maintain; with minimum effort and maximum uptime.

### Professionally finished documents

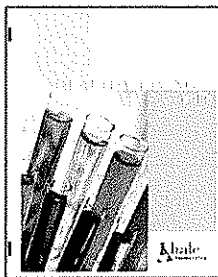
Document production is not complete until the output is *finished*. The imageRUNNER 105+ offers the most robust finishing capabilities in its class to deliver in-house finishing capabilities previously available only through outsourcing. Produce beautifully finished sets of documents, including church bulletins that are stitched, folded, and trimmed; course syllabi or business reports with printed tabs and preprinted color covers and inserts; or sales reports, complete with Z-folded spreadsheets.



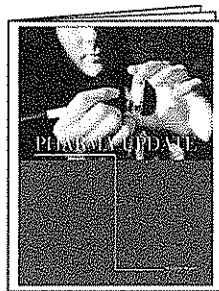
### Produce professionally finished documents.



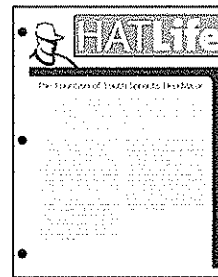
### A Variety of Finishings\*



100-sheet Stapling



Cover Insertion and Booklet-making

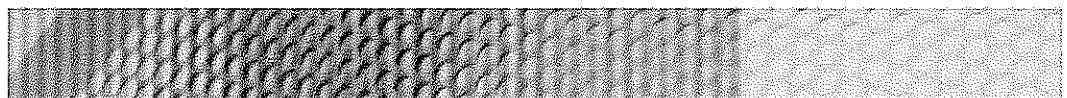


Two- or Three-hole Punching

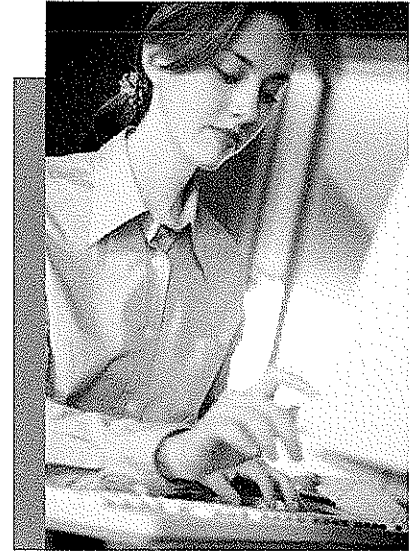


Z-folding

\*May require optional equipment.



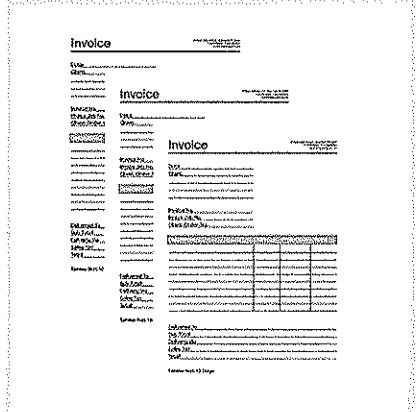
## EXCEPTIONAL COPY AND PRINT PERFORMANCE FOR YOUR HIGH-VOLUME REQUIREMENTS



### Flexible Media Handling

With the imageRUNNER 105+, documents can be copied onto a wide variety of paper sizes and media types, including tabs, transparencies, card stock, and carbonless media specifically designed for Canon imageRUNNER systems. Whatever your printing needs may be, Canon has the specialty media available to meet them.

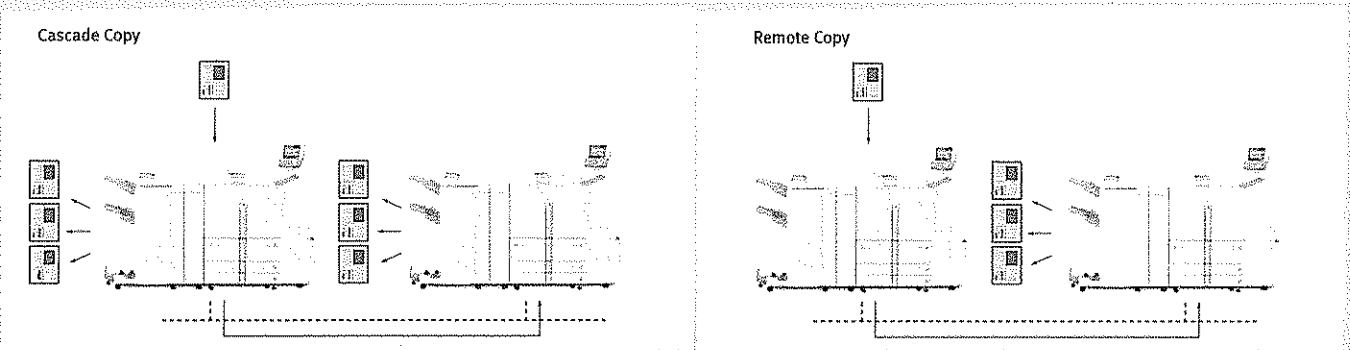
Create custom forms in seconds with Canon Carbonless Media.



### Connectivity without Complications

Compatible with most of today's popular operating systems, the imageRUNNER 105+ is at home in virtually any network environment. Standard Ethernet connectivity provides ample data transfer speeds, while the optional wireless connection\*\* allows for untethered network expansion and cable-free printing for visiting professionals.

### Cascade and Remote Copy\*\*



Double system productivity and enable printing directly to the point-of-need by leveraging the power of other imageRUNNER 105+ devices installed on the network.

\*\*Available in 2005. Check with your local Authorized Canon Dealer for availability.

## A PRINT SOLUTION FOR EVERY ENVIRONMENT

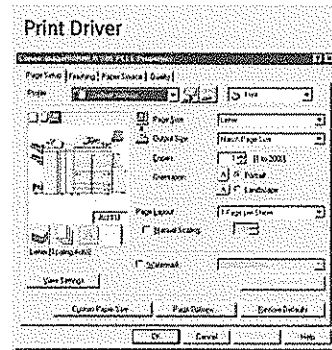
The Canon Network Multi-PDL Printer Kit makes use of the imageRUNNER 105+ internal processor to handle text-intensive print jobs where PCL data represents the bulk of jobs sent to the printer. GUI-enabled drivers for PCL, PostScript®, and UFR II are available.

The Canon imagePASS-M3 Print Controller is an external RIP designed by EFI to meet the needs of customers printing true Adobe® PostScript files, complex graphics, and variable data output. The imagePASS-M3 adds support for hot folders, and leverages EFI® Command WorkStation®, DocBuilder Pro™, Job Monitor, and Fiery® FreeFrom™ utilities.

EFI MicroPress® iX delivers powerful digital prepress and workflow management capabilities to single imageRUNNER 105+ installations. The MicroPress iX features post-RIP digital prepress capabilities to provide users with total independence from the original application and sophisticated authoring tools to make job and page-level changes.

EFI MicroPress SX/DX/MX offerings build on the iX with the capability of driving multiple Canon imageRUNNER and CLC systems from a single front-end solution. Every MicroPress model features an open and modular architecture for a painless upgrade path to new technology.

I-O® Corp Host Solutions seamlessly integrate a Canon imageRUNNER into an IBM host print environment. With fast and reliable conversions of SCS and IPDS data to PCL, I-O host print solutions can drive an imageRUNNER at rated speeds to handle the large print volumes typical of an AS/400 or mainframe environment—and they do so while utilizing the full finishing support of the imageRUNNER device.



### Value-added Printing Functionality

- **Secured Print** for document confidentiality.
- **Integration with imageWARE™ Publishing Manager** for drag-and-drop document building.
- **Direct Print** (PDF, TIFF, JPEG, and PS files) to print documents without opening the authoring application.
- **Bar-code printing\*\*** support for quick and accurate production of bar codes.
- **Web page printing\*\*** directly from the device control panel for users without access to a computer.

\*\*Available in 2005. Check with your local Authorized Canon Dealer for availability.  
Note: All features listed on this page are optional.

## ALL OUR BASES ARE COVERED

Allow Canon to lift the communication limitations of your business. Scan, convert, distribute, modify, compile, process, and print documents with minimum effort using Canon's suite of document management solutions.

**User Mail Boxes** offer a centralized document archival and distribution vehicle for individual or departmental use. Scan hard-copy documents or send jobs from a connected PC for storage, job-merging, duplication to other Mail Boxes, batch-printing, or for e-mail blasts to addresses stored on the imageRUNNER device.

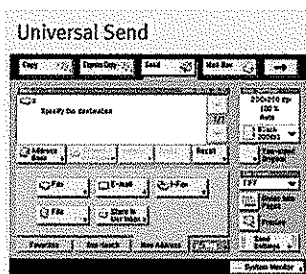
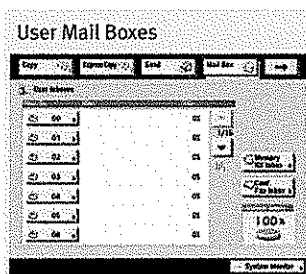
**Network ScanGear** is Canon's pull-scanning application available free-of-charge for print-enabled imageRUNNER 105+ systems. Capture documents from the ADF or platen glass for transmission over the network back to your desktop for a simple, cost-efficient way to convert, annotate, and archive your documents.

**Universal Send™** converts hard-copy documents for distribution to any network destination—individual or group e-mail addresses, Internet faxes, local Mail Boxes, network folders, and document management systems—in one simple operation. Users may select from several industry-standard file formats, take advantage of searchable PDF (OCR) and PDF encryption capabilities, and select recipients from up to five corporate e-mail servers. With URL Send, large files residing in a Mail Box can be

distributed as a URL link, greatly reducing network traffic and unclogging personal e-mail accounts.

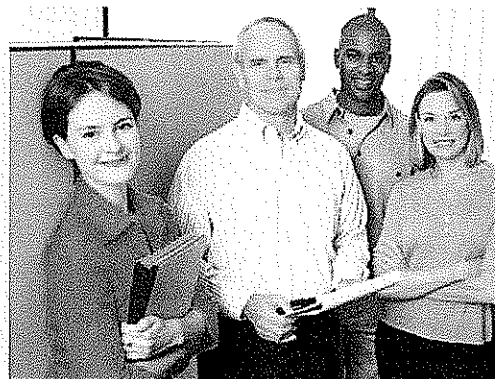
**eCopy ShareScan OP™** integrates hard-copy operations into the workflow of enterprise software applications such as reporting, administration, document management, ERP, financials, and HR and customer management. eCopy ShareScan OP sets a new standard for simple, secure, and cost-effective distribution of electronic documents—all of which are accessible from the imageRUNNER 105+ control panel interface.

**EPI Digital StoreFront™** is a turnkey Web-based print center that simplifies print job submission and proofing over the Internet. Digital StoreFront automates proofing, estimating, and billing and reporting, and streamlines print center operations by seamlessly integrating the flow of data, while optimizing job turnaround by automating the flow of print jobs to Canon imageRUNNER and CLC systems.



Note: All features listed on this page are optional with the exception of the User Mail Boxes.

## YOUR BUSINESS IS UNIQUE AND SO IS THE imageRUNNER 105+



### Now You're In Complete Control

Don't let networked devices dictate how you conduct business. Canon offers all the tools you need to simplify imageRUNNER 105+ configurations, administration, access, and customization—regardless if you're supporting a single unit or a fleet of networked production systems.

Canon device management utilities are embodied within the Canon NetSpot® Suite and Remote UI™ utilities. Authentication features such as Department ID Mode provide the ability to track or limit device access to users assigned valid IDs and passwords. Simple Device Login (SDL) and Single Sign-on (SSO) functionalities allow users to enter existing personal IDs and passwords to gain system access.

### Security Features to Lock Down Sensitive Data

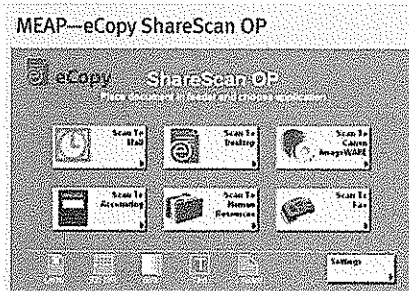
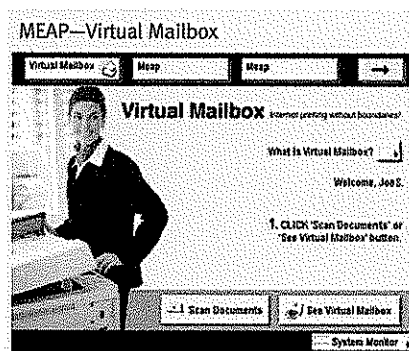
With the threat to data security on the rise, taking action to improve security measures is no longer an option. Protecting your intellectual property and other sensitive business documents is vital to your organization's success, and Canon has gone to great lengths in ensuring that every piece of data, printed or stored, on an imageRUNNER system is secure.

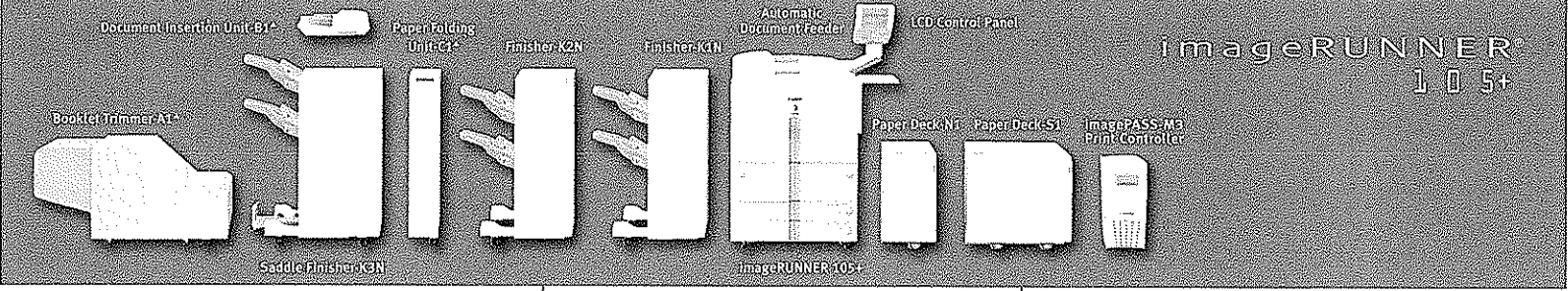
- Protect the integrity of your documents stored in imageRUNNER Mail Boxes with hard-drive encryption capabilities.
- Delete personal Address Book data and stored documents in a single step.
- Convert hard-copy originals to secure password-protected PDF files to prevent unauthorized document access or annotations.
- Send encrypted print jobs to the imageRUNNER device that can only be released when the owner enters a password at the control panel.
- Track or limit access to the imageRUNNER 105+ by assigning personal IDs and passwords.
- Eliminate any chance of data theft by removing the hard-drive.\*\*

\*\*Available in 2005. Check with your local Authorized Canon Dealer for availability.

### Future Proof your Business Applications with MEAP!

With Canon's Java-based Multifunctional Embedded Application Platform (MEAP) architecture, businesses can acquire programs or integrate their own unique applications and services onto an imageRUNNER device. A Canon MEAP document management system can address issues specific to your industry. Create templates, style sheets, and image banks accessible from the imageRUNNER device, or design a kiosk-like interface for customer service or order-fulfillment transactions that can be accessed directly from the imageRUNNER control panel interface. The result is total integration of the imageRUNNER 105+ into your business infrastructure.





**imageRUNNER 105+ Specifications**

**Type:** Digital, Multifunction Imaging System  
**Imaging System:** Laser Dry Electrostatic Transfer  
**Developing System:** Dry Monocomponent Toner Projection  
**Image Server Memory:** Standard 512MB RAM + 20GB HDD  
**First-copy Time:** 2.8 Seconds from Platen Glass  
 4.1 Seconds from ADF  
**Warm-up Time:** 6 Minutes or Less  
**Acceptable Originals:** Sheets, Books, 3-Dimensional Items  
**Max. Original Size:** 11" x 17" (Ledger)  
**Max. Copy Size:** 11" x 17" (Ledger)  
**Min. Copy Size:** 4-1/8" x 5-7/8"  
**Max. Mail Boxes Supported:** 100  
**Max. Copy Reservation:** 5 Jobs  
**Copy/Scanning Resolution:** 600 dpi x 600 dpi  
 1200 dpi x 600 dpi Interpolated  
 600 dpi x 600 dpi  
 2400 dpi x 600 dpi Interpolated  
**HalfTone:** 256 Gradations of Gray  
**Copy Speed:** 105 cpm (Letter)\*  
 52 cpm (Ledger)  
**Duplexing:** Standard Automatic Trayless  
**Magnification Reduction/Enlargement:** 25% to 400% in 1% Increments  
**Paper Supply Standard:** Dual Front-loading Trays (1,500 Sheets Each)  
 Dual Front-loading Cassettes (550 Sheets Each)  
**Optional:** 50-sheet Stack Bypass  
 3,500-sheet Paper Deck-N1 (Total: 7,650 Sheets)  
**Multiple Copies:** 1 to 9,999  
**Paper Weights:** 17 lb. Bond to 110 lb. Index (All Paper Sources)  
**Supplies Drum:** Amorphous Silicon - Estimated Yield: 5,000,000 impressions  
**Maximum Duty Cycle:** 600,000 impressions per Month  
**Toner:** Magnetic Negative Toner - Estimated Yield: 36,600 images

**ACCESSORIES**

**Automatic Document Feeder**  
 Acceptable Originals: Statement to Ledger  
 Scanning Speed: 80 ppm (Letter)  
 Capacity: 100 Sheets (All Sizes/20 lb.)  
 Paper Weights: 13 lb. Bond to 110 lb. Index

**Finisher-K1N/K2N (Optional)**

**Number of Trays:** 2 Trays  
**Tray Capacity**  
 Top Tray: 1,000 Sheets (All Sizes)  
 Offset Stacking  
 2,000 Sheets (Letter)  
 1,000 Sheets (11" x 17", Legal)  
 Offset Stacking  
 Lower Tray: 1,000 Sheets (All Sizes)  
 Offset Stacking  
 2,000 Sheets (Letter)  
 1,000 Sheets (11" x 17", Legal)  
 Offset Stacking  
**Staple Position:** 1 - Any Corner  
 2 - Side Margin  
**Max. Stapling Capacity:** 100 Sheets (Letter/Statement)  
 50 Sheets (Letter-R/Legal/11" x 17")  
**Hole-punch (K2N Only):** 3 Holes (11" x 17", Letter)  
 2 Holes (Legal, Letter-R)

**Saddle Finisher-K3N (Optional)**

**Number of Trays:** 3 Trays  
**Tray Capacity**  
 Top Tray: 1,000 Sheets (All Sizes)  
 Offset Stacking  
 2,000 Sheets (Letter)  
 1,000 Sheets (11" x 17", Legal)  
 Offset Stacking  
 Lower Tray: 1,000 Sheets (All Sizes)  
 Offset Stacking  
 2,000 Sheets (Letter)  
 1,000 Sheets (11" x 17", Legal)  
 Offset Stacking  
**Saddle-stitch Tray:** 30 Sets  
**Staple Position:** 1 - Any Corner  
 2 - Side Margin  
**Max. Stapling Capacity:** 100 Sheets (Letter/Statement)  
 50 Sheets (Letter-R/Legal/11" x 17")  
**Hole-punch:** 3 Holes (11" x 17", Letter)  
 2 Holes (Legal, Letter-R)  
**Saddle-stitch Capabilities:** 11" x 17", Letter  
**Saddle-stitch Paper Sizes:** 15 Sheets (60 Pages)  
**Stapling Capacity:** 15 Sheets (60 Pages)  
**Folding:** V-folding Standard

**Paper Deck-N1/S1 (Optional)**

**Paper Capacity:** 3,500 Sheets  
**Paper Size (N1):** Letter  
**Paper Size (S1):** Letter-R, Letter, Legal, 11" x 17"  
**Paper Weights:** 17 lb. Bond to 110 lb. Index

**Document Insertion Unit-B1<sup>▲</sup> (Optional)**

**Paper Sizes:** Letter-R to 11" x 17"  
**Paper Weights:** 17 lb. Bond to 110 lb. Index  
**Feeder Capacity:** Letter, Letter-R: 100 Sheets  
 Legal, 11" x 17": 50 Sheets

**Paper Folding Unit-C1<sup>▲</sup> (Optional)**

**Paper Sizes:** 11" x 17" Only  
**Paper Weights:** 17 lb. Bond to 22 lb. Bond  
**Fold Type:** Z-fold

**Booklet Trimmer-A1<sup>▲</sup> (Optional)**

**Sheet Capacity:** 30 Sheets (60 Pages)  
**Stack Capacity:** 2,000 Pages  
**Dust Capacity:** 2,000 Pages

**Network Multi-PDL Printer Kit-F1 (Optional)**

**PDL Support:** PostScript 3 Emulation  
 PCL 5e, PCL 6, UFR II  
 RJ-45 (10/100Base-T)  
**Interface Connections:** IEEE 1284  
 Token Ring (Optional Card)<sup>■</sup>  
 Ethernet  
**Protocol Stacks:** IPX/SPX: 802.2, 802.3  
 Ethernet II, 802.2 SNAP  
 TCP/IP  
**Network OS:** AppleTalk<sup>®</sup> Phase II  
 Novell<sup>®</sup> NetWare<sup>®</sup> v3.2, 4.1, 4.11, 4.2, 5, 5.1  
 Windows<sup>®</sup> 95/98/Me  
 Windows NT<sup>®</sup> 4.0/2000/XP  
 Solaris<sup>®</sup> 2.5, 2.5 or Later  
 Apple<sup>®</sup> System 7.5 or Higher  
 NDP5, Port 9100, IPP  
**Print Service:** Network ScanGear, Remote UI<sup>™</sup>,  
 NetSpot, Universal Send<sup>™</sup>

**Canon ImagePASS-M3 Print Controller<sup>■</sup> (Optional)**

**Hardware:** External Stand-alone Controller  
**Processor:** Intel<sup>®</sup> Celeron<sup>®</sup> 2.0GHz  
**Memory:** 256MB  
**Storage:** 40GB HDD  
**PDL Support:** Adobe PostScript 3  
 PCL 5e, PCL 6  
 RJ-45 (10/100Base-T)  
 IEEE 1284  
**Interface Connections:** IEEE 1284  
 Token Ring (Optional Card)  
 Ethernet  
**Protocol Stacks:** IPX/SPX: 802.2, 802.3  
 Ethernet II, 802.2 SNAP  
 TCP/IP  
**Network OS:** AppleTalk: 802.2 SNAP and AppleTalk Phase II  
 Novell NetWare v3.2, 4.1, 4.11, 4.2, 5, 5.1  
 Windows 95/98/Me  
 Windows NT 4.0/2000/XP  
 Solaris 2.5.1 or Later  
 Apple System 8.6, 9, 9.1  
 NDP5, Port 9100, IPP  
**Print Service:** Network ScanGear, Remote UI, NetSpot  
 (except Job Monitor), WebTools<sup>™</sup>

**Additional Functions**

**Standard:** Command WorkStation, Flery Downloader<sup>™</sup>  
**Optional:** Impose  
 Hot Folders  
 Data Center IPDS Converter

**Universal Send Kit-C1**

**Sending Method:** E-mail, I-fax, Database (Salutation), File Server  
 (IPX, FTP, SMB)  
**Address Book Capacity:** Maximum 1,800  
**File Format:** TIFF, PDF (OCR), MTIFF  
**Sending Size:** Statement to Ledger  
**Scan Density:** 200 dpi, 300 dpi, 400 dpi, 600 dpi

**Dimensions Table**

Product Name	Dimensions (H x W x D)	Weight	Power
imageRUNNER 105+ Main Unit	54-7/8" x 40-3/4" x 31-3/8" (1395mm x 1035mm x 795mm)	617 lb. (280kg)	208V, 60Hz, 12A
Finisher-K1N	39-1/4" x 26-1/4" x 29-1/8" (995mm x 667mm x 738mm)	141 lb. (64kg)	Directly from Main Unit
Finisher-K2N	39-1/4" x 26-1/4" x 29-1/8" (995mm x 667mm x 738mm)	145 lb. (66kg)	Directly from Main Unit
Saddle Finisher-K3N	39-1/4" x 31-5/8" x 29-1/8" (995mm x 803mm x 738mm)	279 lb. (127kg)	Directly from Main Unit
Paper Deck-N1	22-1/2" x 12-3/4" x 23" (570mm x 323mm x 583mm)	90.3 lb. (41kg)	Directly from Main Unit
Paper Deck-S1	22-5/8" x 23-3/8" x 24-1/2" (575mm x 593mm x 621mm)	101 lb. (46kg)	Directly from Main Unit
Document Insertion Unit-B1	5-5/8" x 22-1/8" x 23" (144mm x 561mm x 584mm) (with Auxiliary Tray Opened)	35 lb. (16kg)	Directly from Main Unit
Paper Folding Unit-C1	39-1/4" x 7-1/8" x 26-5/8" (995mm x 179mm x 675mm)	108 lb. (49kg)	Directly from Main Unit
Booklet Trimmer-A1	22-1/8" x 52" x 24-3/4" (562mm x 1321mm x 629mm)	149 lb. (68kg)	120V AC, 60Hz
ImagePASS-M3 Print Controller	15-1/2" x 6-3/8" x 15-3/4" (394mm x 162mm x 400mm)	21 lb. (9.6kg)	110-240V, 1A

\* 105 pages per minute when printing/copying letter-sized documents from paper sources other than the Stack Bypass and lower tray Cassettes

▲ The Document Insertion Unit-B1, the Paper Folding Unit-C1, and the Booklet Trimmer-A1 can only be used with the Saddle Finisher-K3N.

■ The imageRUNNER 105+ is not ENERGY STAR<sup>®</sup> qualified when attached to the optional Token Ring Adapter on the Network Multi-PDL Printer Kit-F1, or the optional ImagePASS-M3 Print Controller.



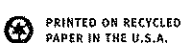
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