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**Aaron's Business Solutions
1041 8th Ave
Huntington WV 25701**

**SEALED BID:
BUYER: CHARLES D BARNETTE
SOLICITATION NO: DIGCOP17
BID OPENING DATE 1/19/17
BID OPENING TIME 13:30
FAX NUMBER: 304-558-3970**

01/19/17 12:40:11
WV Purchasing Division

DIGCOP17 - Pricing Pages - Revised by Addendum No. 6

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bld	Est. Quantity	Unit Price	Total Price
1	Purchase	Monochrome					
		Band 1					
		Copier	Toshiba	e-STUDIO2802AF	10	\$685.00	\$6,850.00
		Scanning		included	10	\$0.00	\$0.00
		Network Printing		included	10	\$0.00	\$0.00
		Fax		included	10	\$0.00	\$0.00
		Monthly Maintenance Charge Per Copier (0-5,000 copies)			360	\$9.00	\$3,240.00
		Per Copy Maintenance Overage Charge (5,001 and up)			18,000	\$0.0096	\$172.80
		Total for Band 1					\$10,262.80
		Band 2					
		Copier	Toshiba	e-STUDIO2508A	20	\$1,799.00	\$35,980.00
		Scanning		included	20	\$0.00	\$0.00
		Network Printing		included	20	\$0.00	\$0.00
		Fax		GD1370	20	\$373.00	\$7,460.00
		Staple		included	20	\$0.00	\$0.00
		Monthly Maintenance Charge Per Copier (0-15,000 copies)			720	\$9.00	\$6,480.00
		Per Copy Maintenance Overage Charge (15,001 and up)			18,000	\$0.0050	\$90.00
		Total for Band 2					\$50,010.00
		Band 3					
		Copier	Toshiba	e-STUDIO3008A	10	\$2,048.00	\$20,480.00
		Scanning		included	10	\$0.00	\$0.00
		Network Printing		included	10	\$0.00	\$0.00
		Fax		GD1370	10	\$373.00	\$3,730.00
		Staple		included	10	\$0.00	\$0.00
		Monthly Maintenance Charge Per Copier (0-30,000 copies)			360	\$15.00	\$5,400.00
		Per Copy Maintenance Overage Charge (30,001 and up)			18,000	\$0.0050	\$90.00
		Total for Band 3					\$29,700.00
		Band 4					
		Copier	Toshiba	e-STUDIO4508A	10	\$2,497.00	\$24,970.00
		Scanning		included	10	\$0.00	\$0.00
		Network Printing		included	10	\$0.00	\$0.00
		Fax		GD1370	10	\$373.00	\$3,730.00
		Staple		included	10	\$0.00	\$0.00
		Monthly Maintenance Charge Per Copier (0-45,000 copies)			360	\$27.00	\$9,720.00
		Per Copy Maintenance Overage Charge (45,001 and up)			18,000	\$0.0035	\$63.00
		Total for Band 4					\$38,483.00
		Band 5					
		Copier	Toshiba	e-STUDIO5008A	10	\$3,059.00	\$30,590.00
		Scanning		included	10	\$0.00	\$0.00
		Network Printing		included	10	\$0.00	\$0.00
		Fax		GD1370	10	\$373.00	\$3,730.00
		Staple		included	10	\$0.00	\$0.00
		Monthly Maintenance Charge Per Copier (0-65,000 copies)			360	\$32.00	\$11,520.00
		Per Copy Maintenance Overage Charge (65,001 and up)			18,000	\$0.0035	\$63.00
		Total for Band 5					\$45,903.00
		Band 6					
		Copier	Toshiba	e-STUDIO6508A	5	\$4,247.00	\$21,235.00
		Scanning		included	5	\$0.00	\$0.00
		Network Printing		included	5	\$0.00	\$0.00
		Fax		GD1370	5	\$373.00	\$1,865.00
		Staple		included	5	\$0.00	\$0.00
		Monthly Maintenance Charge Per Copier (0-80,000 copies)			180	\$64.00	\$11,520.00
		Per Copy Maintenance Overage Charge (80,001 and up)			18,000	\$0.0029	\$52.20
		Total for Band 6					\$34,672.20
		Band 7					
		Copier	Toshiba	e-STUDIO7508A	10	\$5,213.00	\$52,130.00
		Scanning		included	10	\$0.00	\$0.00
		Network Printing		included	10	\$0.00	\$0.00
		Fax		GD1370	10	\$373.00	\$3,730.00
		Staple		included	10	\$0.00	\$0.00
		Monthly Maintenance Charge Per Copier (0-150,000 copies)			360	\$86.00	\$30,960.00
		Per Copy Maintenance Overage Charge (150,001 and up)			18,000	\$0.0028	\$50.40
		Total for Band 7					\$86,870.40
		Total Purchase Price of Monochrome Bands 1 through 7					
							\$295,901.40

DIGCOP17 - Pricing Pages - Revised by Addendum No. 6

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Unit Price	Total Price
4	24 Month Lease	Color					
		Band 1					
		Copier	Toshiba	e-STUDIO2000AC	5	\$102.00	\$510.00
		Scanning		included	5	\$0.00	\$0.00
		Network Printing		included	5	\$0.00	\$0.00
		Fax		GD1340	5	\$14.00	\$70.00
		Per Copy Maintenance Charge (Color)			2,000	\$0.0500	\$100.00
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0080	\$32.00
		Total for Band 1					\$712.00
		Band 2					
		Copier	Toshiba	e-STUDIO2500AC	5	\$135.00	\$675.00
		Scanning		included	5	\$0.00	\$0.00
		Network Printing		included	5	\$0.00	\$0.00
		Fax		GD1370	5	\$19.00	\$95.00
		Staple		included	5	\$0.00	\$0.00
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0065	\$26.00
		Total for Band 2					\$876.00
		Band 3					
		Copier	Toshiba	e-STUDIO3005AC	5	\$169.00	\$845.00
		Scanning		included	5	\$0.00	\$0.00
		Network Printing		included	5	\$0.00	\$0.00
		Fax		GD1370	5	\$19.00	\$95.00
		Staple		included	5	\$0.00	\$0.00
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0060	\$24.00
		Total for Band 3					\$1,044.00
		Band 4					
		Copier	Toshiba	e-STUDIO4505AC	5	\$211.00	\$1,055.00
		Scanning		included	5	\$0.00	\$0.00
		Network Printing		included	5	\$0.00	\$0.00
		Fax		GD1370	5	\$19.00	\$95.00
		Staple		included	5	\$0.00	\$0.00
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0050	\$20.00
		Total for Band 4					\$1,250.00
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease					
							\$3,882.00

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Item No.	Order Type	Item Description	Brand Name of Item Bld	Model No. of Item Bld	Est. Quantity	Unit Price	Total Price
6	36 Month Lease	Color					
		Band 1					
		Copier	Toshiba	e-STUDIO2000AC	5	\$67.00	\$335.00
		Scanning		included	5	\$0.00	\$0.00
		Network Printing		included	5	\$0.00	\$0.00
		Fax		GD1340	5	\$9.00	\$45.00
		Per Copy Maintenance Charge (Color)			2,000	\$0.0500	\$100.00
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0080	\$32.00
		Total for Band 1					\$512.00
		Band 2					
		Copier	Toshiba	e-STUDIO2500AC	5	\$89.00	\$445.00
		Scanning		included	5	\$0.00	\$0.00
		Network Printing		included	5	\$0.00	\$0.00
		Fax		GD1370	5	\$12.00	\$60.00
		Staple		included	5	\$0.00	\$0.00
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0065	\$26.00
		Total for Band 2					\$611.00
		Band 3					
		Copier	Toshiba	e-STUDIO3005AC	40	\$111.00	\$4,440.00
		Scanning		included	40	\$0.00	\$0.00
		Network Printing		included	40	\$0.00	\$0.00
		Fax		GD1370	40	\$12.00	\$480.00
		Staple		included	40	\$0.00	\$0.00
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0060	\$24.00
		Total for Band 3					\$5,024.00
		Band 4					
		Copier	Toshiba	e-STUDIO4505AC	40	\$141.00	\$5,640.00
		Scanning		included	40	\$0.00	\$0.00
		Network Printing		included	40	\$0.00	\$0.00
		Fax		GD1370	40	\$12.00	\$480.00
		Staple		included	40	\$0.00	\$0.00
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0050	\$20.00
		Total for Band 4					\$6,220.00
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease					
							\$12,367.00

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Item No.	Order Type	Item Description	Brand Name of Item Bld	Model No. of Item Bld	Est. Quantity	Unit Price	Total Price
7	48 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)	Toshiba	e-STUDIO2802AF	30	\$47.00	\$1,410.00
		Scanning		included	30	\$0.00	\$0.00
		Network Printing		included	30	\$0.00	\$0.00
		Fax		included	30	\$0.00	\$0.00
		Per Copy Maintenance Overage Charge (5,001 and up)			500	\$ 0.00960	\$4.80
		Total for Band 1					\$1,414.80
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)	Toshiba	e-STUDIO2508A	30	\$94.00	\$2,820.00
		Scanning		included	30	\$0.00	\$0.00
		Network Printing		included	30	\$0.00	\$0.00
		Fax		GD1370	30	\$10.00	\$300.00
		Staple		included	30	\$0.00	\$0.00
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$0.0050	\$2.50
		Total for Band 2					\$3,122.50
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)	Toshiba	e-STUDIO3008A	80	\$107.00	\$8,560.00
		Scanning		included	80	\$0.00	\$0.00
		Network Printing		included	80	\$0.00	\$0.00
		Fax		GD1370	80	\$10.00	\$800.00
		Staple		included	80	\$0.00	\$0.00
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$0.0050	\$2.50
		Total for Band 3					\$9,362.50
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)	Toshiba	e-STUDIO4508A	40	\$133.00	\$5,320.00
		Scanning		included	40	\$0.00	\$0.00
		Network Printing		included	40	\$0.00	\$0.00
		Fax		GD1370	40	\$10.00	\$400.00
		Staple		included	40	\$0.00	\$0.00
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$0.0035	\$1.75
		Total for Band 4					\$5,721.75
		Band 5					
		Copier (including maintenance for 0 - 60,000 copies)	Toshiba	e-STUDIO5008A	30	\$159.00	\$4,770.00
		Scanning		included	30	\$0.00	\$0.00
		Network Printing		included	30	\$0.00	\$0.00
		Fax		GD1370	30	\$10.00	\$300.00
		Staple		included	30	\$0.00	\$0.00
		Per Copy Maintenance Overage Charge (60,001 and up)			500	\$0.0035	\$1.75
		Total for Band 5					\$5,071.75
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)	Toshiba	e-STUDIO6508A	35	\$226.00	\$7,910.00
		Scanning		included	35	\$0.00	\$0.00
		Network Printing		included	35	\$0.00	\$0.00
		Fax		GD1370	35	\$10.00	\$350.00
		Staple		included	35	\$0.00	\$0.00
		Per Copy Maintenance Overage Charge (80,001 and up)			500	\$0.0029	\$1.45
		Total for Band 6					\$8,261.45
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)	Toshiba	e-STUDIO7508A	25	\$276.00	\$6,900.00
		Scanning		included	25	\$0.00	\$0.00
		Network Printing		included	25	\$0.00	\$0.00
		Fax		GD1370	25	\$10.00	\$250.00
		Staple		included	25	\$0.00	\$0.00
		Per Copy Maintenance Overage Charge (150,001 and up)			500	\$0.0028	\$1.40
		Total for Band 7					\$7,151.40
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease					
							\$40,106.15

DIGCOP17 - Pricing Pages - Revised by Addendum No. 6

Item No.	Order Type	Item Description	Brand Name of Item Bld	Model No. of Item Bld	Est. Quantity	Unit Price	Total Price	
8	48 Month Lease	Color						
		Band 1						
		Copier	Toshiba	e-STUDIO2000AC	5	\$55.00	\$275.00	
		Scanning		included	5	\$0.00	\$0.00	
		Network Printing		included	5	\$0.00	\$0.00	
		Fax		GD1340	5	\$8.00	\$40.00	
		Per Copy Maintenance Charge (Color)			2,000	\$0.0500	\$100.00	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0080	\$32.00	
		Total for Band 1					\$447.00	
		Band 2						
		Copier	Toshiba	e-STUDIO2500AC	10	\$73.00	\$730.00	
		Scanning		included	10	\$0.00	\$0.00	
		Network Printing		included	10	\$0.00	\$0.00	
		Fax		GD1370	10	\$10.00	\$100.00	
		Staple		included	10	\$0.00	\$0.00	
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0065	\$26.00	
		Total for Band 2					\$936.00	
		Band 3						
		Copier	Toshiba	e-STUDIO3005AC	20	\$91.00	\$1,820.00	
		Scanning		included	20	\$0.00	\$0.00	
		Network Printing		included	20	\$0.00	\$0.00	
		Fax		GD1370	20	\$10.00	\$200.00	
		Staple		included	20	\$0.00	\$0.00	
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0060	\$24.00	
		Total for Band 3					\$2,124.00	
		Band 4						
		Copier	Toshiba	e-STUDIO4505AC	50	\$116.00	\$5,800.00	
		Scanning		included	50	\$0.00	\$0.00	
		Network Printing		included	50	\$0.00	\$0.00	
		Fax		GD1370	50	\$10.00	\$500.00	
		Staple		included	50	\$0.00	\$0.00	
		Per Copy Maintenance Charge (Color)			2,000	\$0.0400	\$80.00	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$0.0050	\$20.00	
		Total for Band 4					\$6,400.00	
		Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease						\$9,907.00

DIGCOP17 - Pricing Pages - Revised by Addendum No. 6

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Unit Price	Total Price
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Total Price for All Items		
Item 1	Total Purchasing Price of Monochrome Bands 1 through 7	\$ 295,901.40
Item 2	Total Purchase Price of Color Bands 1-4	\$ 112,102.00
Item 3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$ 8,446.15
Item 4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$ 3,882.00
Item 5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$ 30,866.15
Item 6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$ 12,367.00
Item 7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$ 40,106.15
Item 8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$ 9,907.00
Total Overall Bid Price for All Items		\$ 513,577.85

Vendor Information:
 Vendor Name: AARON'S Business Solutions
 Contact Name: MARK SALMONS
 Address: 1041 8th Ave
Huntington WV 25701
 Phone No.: 304-522-7022
 Fax No.: 304-525-3069
 Authorized Signature: [Signature]

Band 1 Mono Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
GQ1131	Harness kit for coin controller	\$44	\$3	\$2	\$2
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND2505	Stand	\$208	\$11	\$7	\$6
CONNECTIVITY OPTIONS					
GN1080	Wireless LAN module	\$287	\$14	\$10	\$8
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8

Band 2 Mono Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MR4000	300-Sheet DSDF	\$893	\$44	\$29	\$24
KA5005PC	Platen Cover	\$26	\$2	\$1	\$1
MJ1109	Console Finisher w/ Stapling	\$1,257	\$61	\$40	\$33
MJ1110	Finisher - Saddle Stitch	\$2,032	\$99	\$65	\$53
KN5005	Bridge Kit (Required with MJ1109/1110)	\$177	\$9	\$6	\$5
MJ5014	Job Separator (eS2008A-3008A)	\$172	\$9	\$6	\$5
MJ5015	Job Separator (eS3508A-5008A)	\$172	\$9	\$6	\$5
MJ6011	Hole Punch for MJ1042	\$320	\$16	\$11	\$9
MJ6105	Hole Punch (for MJ1109 & MJ1110)	\$336	\$17	\$11	\$9
KD1058	550 Sheet Paper Feed Pedestal	\$410	\$20	\$13	\$11
MY1048	550-Sheet Drawer	\$242	\$12	\$8	\$7
MY1049	Envelope Drawer Module	\$191	\$10	\$7	\$5
KD1059LT	2000 Sheet Large Capacity Feeder	\$483	\$24	\$16	\$13
KK5005	Work Tray	\$35	\$2	\$2	\$1
GQ1280	Harness Kit for Coin Controller	\$39	\$2	\$2	\$2
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND5005	Stand	\$250	\$13	\$8	\$7
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN/Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GS1010	Meta Scan Enabler for e-CONNECT	\$415	\$21	\$14	\$11
GB1280V8	Re-Rite Software	\$940	\$46	\$30	\$25
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$373	\$19	\$12	\$10

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MR4000	300-Sheet DSDF	\$893	\$44	\$29	\$24
KA5005PC	Platen Cover	\$26	\$2	\$1	\$1
MJ1109	Console Finisher w/ Stapling	\$1,257	\$61	\$40	\$33
MJ1110	Finisher - Saddle Stitch	\$2,032	\$99	\$65	\$53
KN5005	Bridge Kit (Required with MJ1109/1110)	\$177	\$9	\$6	\$5
MJ5014	Job Separator (eS2008A-3008A)	\$172	\$9	\$6	\$5
MJ5015	Job Separator (eS3508A-5008A)	\$172	\$9	\$6	\$5
MJ6011	Hole Punch for MJ1042	\$320	\$16	\$11	\$9
MJ6105	Hole Punch (for MJ1109 & MJ1110)	\$336	\$17	\$11	\$9
KD1058	550 Sheet Paper Feed Pedestal	\$410	\$20	\$13	\$11
MY1048	550-Sheet Drawer	\$242	\$12	\$8	\$7
MY1049	Envelope Drawer Module	\$191	\$10	\$7	\$5
KD1059LT	2000 Sheet Large Capacity Feeder	\$483	\$24	\$16	\$13
KK5005	Work Tray	\$35	\$2	\$2	\$1
GQ1280	Harness Kit for Coin Controller	\$39	\$2	\$2	\$2
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND5005	Stand	\$250	\$13	\$8	\$7
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN/Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GS1010	Meta Scan Enabler for e-CONNECT	\$415	\$21	\$14	\$11
GB1280V8	Re-Rite Software	\$940	\$46	\$30	\$25
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$373	\$19	\$12	\$10

Band 4 Mono Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MR4000	300-Sheet DSDF	\$893	\$44	\$29	\$24
KA5005PC	Platen Cover	\$26	\$2	\$1	\$1
MJ1109	Console Finisher w/ Stapling	\$1,257	\$61	\$40	\$33
MJ1110	Finisher - Saddle Stitch	\$2,032	\$99	\$65	\$53
KN5005	Bridge Kit (Required with MJ1109/1110)	\$177	\$9	\$6	\$5
MJ5014	Job Separator (eS2008A-3008A)	\$172	\$9	\$6	\$5
MJ5015	Job Separator (eS3508A-5008A)	\$172	\$9	\$6	\$5
MJ6011	Hole Punch for MJ1042	\$320	\$16	\$11	\$9
MJ6105	Hole Punch (for MJ1109 & MJ1110)	\$336	\$17	\$11	\$9
MY1048	550-Sheet Drawer	\$242	\$12	\$8	\$7
MY1049	Envelope Drawer Module	\$191	\$10	\$7	\$5
KD1059LT	2000 Sheet Large Capacity Feeder	\$483	\$24	\$16	\$13
KK5005	Work Tray	\$35	\$2	\$2	\$1
GQ1280	Harness Kit for Coin Controller	\$39	\$2	\$2	\$2
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND5005	Stand	\$250	\$13	\$8	\$7
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN/Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GS1010	Meta Scan Enabler for e-CONNECT	\$415	\$21	\$14	\$11
GB1280V8	Re-Rite Software	\$940	\$46	\$30	\$25
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$373	\$19	\$12	\$10

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MR4000	300-Sheet DSDF	\$893	\$44	\$29	\$24
KA5005PC	Platen Cover	\$26	\$2	\$1	\$1
MJ1109	Console Finisher w/ Stapling	\$1,257	\$61	\$40	\$33
MJ1110	Finisher - Saddle Stitch	\$2,032	\$99	\$65	\$53
KN5005	Bridge Kit (Required with MJ1109/1110)	\$177	\$9	\$6	\$5
MJ5014	Job Separator (eS2008A-3008A)	\$172	\$9	\$6	\$5
MJ5015	Job Separator (eS3508A-5008A)	\$172	\$9	\$6	\$5
MJ6011	Hole Punch for MJ1042	\$320	\$16	\$11	\$9
MJ6105	Hole Punch (for MJ1109 & MJ1110)	\$336	\$17	\$11	\$9
MY1048	550-Sheet Drawer	\$242	\$12	\$8	\$7
MY1049	Envelope Drawer Module	\$191	\$10	\$7	\$5
KD1059LT	2000 Sheet Large Capacity Feeder	\$483	\$24	\$16	\$13
KK5005	Work Tray	\$35	\$2	\$2	\$1
GQ1280	Harness Kit for Coin Controller	\$39	\$2	\$2	\$2
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND5005	Stand	\$250	\$13	\$8	\$7
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN/Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GS1010	Meta Scan Enabler for e-CONNECT	\$415	\$21	\$14	\$11
GB1280V8	Re-Rite Software	\$940	\$46	\$30	\$25
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$373	\$19	\$12	\$10

Band 6 Mono Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MP2502	2500 Sheet Large Capacity Feeder	\$1,183	\$58	\$38	\$31
MJ1112	Saddle Stitch Finisher	\$2,980	\$145	\$95	\$78
KA6551	Side Exit Tray	\$58	\$3	\$2	\$2
MJ6106N	Hole Punch Unit for MJ1111 & MJ1112	\$357	\$18	\$12	\$10
KN1103	Finisher Rail	\$33	\$2	\$2	\$1
GQ1280	Coin Controller Harness Kit	\$39	\$2	\$2	\$2
PWRFLTR-XGPCS20D	Next Gen PCS Power Filter, 120V-20 AMPS	\$165	\$8	\$6	\$5
PWRFLTR-EV12020	ESP enVision Adv Diagnostic	\$299	\$15	\$10	\$8
PWRFLTR-D5143NT	120/20 AMP power filter (2 RECEPT.)	\$163	\$8	\$6	\$5
PWRFLTR-D114Z6T	Surge 120/20 Standalone	\$144	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN/Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GS1010	Meta Scan Enabler for e-CONNECT	\$415	\$21	\$14	\$11
GB1280V8	Re-Rite Software	\$940	\$46	\$30	\$25
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$290	\$15	\$10	\$8

Band 7 Mono Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MP2502	2500 Sheet Large Capacity Feeder	\$1,183	\$58	\$38	\$31
MJ1112	Saddle Stitch Finisher	\$2,980	\$145	\$95	\$78
KA6551	Side Exit Tray	\$58	\$3	\$2	\$2
MJ6106N	Hole Punch Unit for MJ1111 & MJ1112	\$357	\$18	\$12	\$10
KN1103	Finisher Rail	\$33	\$2	\$2	\$1
GQ1280	Coin Controller Harness Kit	\$39	\$2	\$2	\$2
PWRFLTR-XGPCS20D	Next Gen PCS Power Filter, 120V-20 AMPS	\$165	\$8	\$6	\$5
PWRFLTR-EV12020	ESP enVision Adv Diagnostic	\$299	\$15	\$10	\$8
PWRFLTR-D5143NT	120/20 AMP power filter (2 RECEPT.)	\$163	\$8	\$6	\$5
PWRFLTR-D114Z6T	Surge 120/20 Standalone	\$144	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN/Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GS1010	Meta Scan Enabler for e-CONNECT	\$415	\$21	\$14	\$11
GB1280V8	Re-Rite Software	\$940	\$46	\$30	\$25
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$290	\$15	\$10	\$8

Band 1 Color Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MY1045	Paper Drawer	\$198	\$10	\$7	\$6
MJ1039	Offline Stapler Finisher	\$200	\$10	\$7	\$6
GR1160	Spacer	\$70	\$4	\$3	\$2
GR1170	Caster Base	\$225	\$11	\$8	\$6
KD1040	LCF with Caster Base	\$600	\$30	\$20	\$16
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND407CS	Stand	\$250	\$13	\$8	\$7
CONNECTIVITY OPTIONS					
GN1060	Wireless 80211G	\$266	\$13	\$9	\$7
GN3010	Wireless Antenna	\$74	\$4	\$3	\$2
GB1280V8	Re-Rite Software	\$940	\$46	\$30	\$25
GQ1260	Harness Kit for Coin Controller	\$75	\$4	\$3	\$2
GS1010	Metascan Enabler	\$415	\$21	\$14	\$11
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
6BC02231846	Universal (Formed) Bracket For Elatec Card Readers	\$15	\$1	\$1	\$1
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1340	Fax Board	\$290	\$15	\$10	\$8

Band 2 Color Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
KA5005PC	Platen Cover	\$26	\$2	\$1	\$1
MJ1042	Inner Finisher	\$774	\$38	\$25	\$21
MJ1110	Saddle-Stitch Finisher	\$2,032	\$99	\$65	\$53
KN5005	Bridge Kit	\$177	\$9	\$6	\$5
MJ6011	Hole Punch for MJ1042	\$320	\$16	\$11	\$9
MJ6105	Hole Punch for MJ1110	\$336	\$17	\$11	\$9
MJ5014	Job Separator	\$172	\$9	\$6	\$5
KD1058	550-Sheet Paper Feed Pedestal	\$410	\$20	\$13	\$11
MY1048	Paper Drawer (550-Sheet for KD1058)	\$242	\$12	\$8	\$7
MY1049	Envelope Drawer Module	\$191	\$10	\$7	\$5
KD1059LT	Large Capacity Feeder	\$483	\$24	\$16	\$13
KK5005	Work Tray	\$35	\$2	\$2	\$1
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND5005	Stand	\$250	\$13	\$8	\$7
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN / Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GQ1280	Harness Kit for Coin Controller	\$39	\$2	\$2	\$2
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GS1010	Metascan Enabler	\$415	\$21	\$14	\$11
GP1190	HARDCOPY SECURITY KIT (COLOR MODELS ONLY)	\$1,575	\$77	\$50	\$42
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1280V8	Re-Rite Software	\$940	\$46	\$30	\$25
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$373	\$19	\$12	\$10

Band 3 Color Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MR4000	300-Sheet DSDF	\$893	\$44	\$29	\$24
KA5005PC	Platen Cover	\$26	\$2	\$1	\$1
MJ1109	Console Finisher w/ Stapling	\$1,257	\$61	\$40	\$33
MJ1110	Finisher - Saddle Stitch	\$2,032	\$99	\$65	\$53
KN5005	Bridge Kit (Required with MJ1109/1110)	\$177	\$9	\$6	\$5
MJ6011	Hole Punch for MJ1042	\$320	\$16	\$11	\$9
MJ6105	Hole Punch (for MJ1109 & MJ1110)	\$336	\$17	\$11	\$9
MJ5015	Job Separator	\$172	\$9	\$6	\$5
KK5005	Work Tray	\$35	\$2	\$2	\$1
KD1058	550 Sheet Paper Feed Pedestal	\$410	\$20	\$13	\$11
MY1048	550-Sheet Drawer	\$242	\$12	\$8	\$7
MY1049	Envelope Drawer Module	\$191	\$10	\$7	\$5
KD1059LT	2000 Sheet Large Capacity Feeder	\$483	\$24	\$16	\$13
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND5005	Stand	\$224	\$11	\$8	\$6
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN/Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GS1010	Meta Scan Enabler for e-CONNECT	\$415	\$21	\$14	\$11
GB1280V8	Re-Rite Software	\$658	\$32	\$21	\$18
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GP1190	HARDCOPY SECURITY KIT (COLOR MODELS ONLY)	\$1,575	\$77	\$50	\$42
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$373	\$19	\$12	\$10

Band 4 Color Accessories

Item #	Description	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
MR4000	300-Sheet DSDF	\$893	\$44	\$29	\$24
KA5005PC	Platen Cover	\$26	\$2	\$1	\$1
MJ1109	Console Finisher w/ Stapling	\$1,257	\$61	\$40	\$33
MJ1110	Finisher - Saddle Stitch	\$2,032	\$99	\$65	\$53
KN5005	Bridge Kit (Required with MJ1109/1110)	\$177	\$9	\$6	\$5
MJ6011	Hole Punch for MJ1042	\$320	\$16	\$11	\$9
MJ6105	Hole Punch (for MJ1109 & MJ1110)	\$336	\$17	\$11	\$9
MJ5015	Job Separator	\$172	\$9	\$6	\$5
KK5005	Work Tray	\$35	\$2	\$2	\$1
MY1048	550-Sheet Drawer	\$242	\$12	\$8	\$7
MY1049	Envelope Drawer Module	\$191	\$10	\$7	\$5
KD1059LT	2000 Sheet Large Capacity Feeder	\$483	\$24	\$16	\$13
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS	\$161	\$8	\$6	\$5
PWRFLTR-EV12015	ESP enVision diagnostic power conditioning system	\$296	\$15	\$10	\$8
PWRFLTR-D5133NT	120/15A power filter & network (2 RECEPT.)	\$159	\$8	\$6	\$5
PWRFLTR-D113Z6T	Surge 120/15 Standalone	\$133	\$7	\$5	\$4
PWRFLTR-XGPCSIC1	Interface Cable for all ESP XG-PCS and EV series Power Filters	\$49	\$3	\$2	\$2
STAND5005	Stand	\$224	\$11	\$8	\$6
CONNECTIVITY OPTIONS					
GN4020	Wireless LAN/Bluetooth Module	\$266	\$13	\$9	\$7
GR9000	Bluetooth Keyboard	\$68	\$4	\$3	\$2
GR1250	Accessory Tray (Keyboard Shelf)	\$68	\$4	\$3	\$2
GR1260	Panel 10 Key Option	\$68	\$4	\$3	\$2
GR1270	USB Hub	\$81	\$4	\$3	\$3
GR1290	Card Reader Holder (Requires GR1270)	\$68	\$4	\$3	\$2
GS1010	Meta Scan Enabler for e-CONNECT	\$415	\$21	\$14	\$11
GB1280V8	Re-Rite Software	\$658	\$32	\$21	\$18
GS1080	Embedded OCR Enabler 1 License	\$513	\$25	\$17	\$14
GS1085	Embedded OCR Enabler 5 Licenses	\$2,282	\$111	\$73	\$60
GS1090	Multi-Station Print Enabler 1 License	\$116	\$6	\$4	\$4
GS1095	Multi-Station Print Enabler 5 Licenses	\$443	\$22	\$15	\$12
GS1007	Unicode Font Enabler	\$275	\$14	\$9	\$8
GP1190	HARDCOPY SECURITY KIT (COLOR MODELS ONLY)	\$1,575	\$77	\$50	\$42
GP1080	IPSEC Enabler	\$614	\$30	\$20	\$16
GB1600	e-BRIDGE Fleet Management System V6	\$299	\$15	\$10	\$8
FAX OPTIONS					
GD1370	Fax Unit / 2nd Line Fax Unit	\$373	\$19	\$12	\$10

TOSHIBA
Leading Innovation >>>

e-STUDIO™ 2802AM

e-STUDIO™ 2802AF

- > Black & White MFP
- > 28 PPM
- > Small Workgroup
- > Copy, Print, Scan, Fax*
- > Mobile Enabled

Don't let the small size fool you. This compact Toshiba e-STUDIO2802AM/2802AF combines a letter sized footprint with a ledger sized capability. You'll find all the functions you need, including copying, printing and scanning—even faxing with the AF model. First copy out time is 6.5 seconds, with impressive 2,400 x 600 dpi output delivered at 28 pages per minute. The Reversing Automatic Document Feeder (RADF) and Automatic Duplex Unit (ADU) enable two-sided copying and printing that save money and resources. An Ethernet network interface and optional wireless connectivity ensure seamless integration, while the unique e-BRIDGE Print & Capture application allows mobile users to share the device as well.



**TOGETHER
INFORMATION**

e-STUDIO™ 2802AM/2802AF

Specifications

Copying/Printing Process Type	Indirect Electrostatic Photographic Method Desktop
Original Scanning Method	Contact Image Sensor (CIS)
Resolution	2400 x 600 dpi (with Smoothing)
Gradation	256 Steps
Original Platen Type	Fixed Hard Platen, 50-Sheet RADF (14-28 lb)
Available Original Size	ST-R to LD
Available Paper Size	Drawer: LT Only Stack Feed Bypass: ST-R, LT, LD Envelope Standard: Drawer (250 Sheets x 1) Stack Feed Bypass (50 Sheets)
Paper Supply	Drawer: 17-20 lb Stack Feed Bypass: 14-120 lb Index Auto Duplexing Unit: 17-20 lb
Available Paper Weight	Drawer: 17-20 lb Stack Feed Bypass: 14-120 lb Index Auto Duplexing Unit: 17-20 lb
Paper Exit	Face Down/Inner Tray
Warm-up Time	Approx. 18 Seconds (Scanner Function Available During Warm-Up)
Counter	Electronic Counter (Indication by LCD Display)
Memory	512 MB
Department Codes	100
Power Supply	115 Volts, 12 Amps
Power Consumption	Maximum: 1.5kW
Dimensions	Approx. 15.3" x 21.25" x 20" (W x D x H)
Weight	Approx. 58.3/62.7 lb
Special Features	Energy Saver, Auto Sleep Mode, Department Code
Max Duty Cycle	64K Copies
Certifications	Energy Star V3.0, EPEAT (GOLD) & WEE (Argentina Model) + RoHS Compliant
Worldwide Safety Stds.	UL, GS, CE, CDRH, SASO, IRAM, EAC, CCC
Black Toner Yield	14.6K Impressions @ 6%

Print Specifications

Printing Speed	28 PPM
Printing Resolution	2400 x 600 dpi (with Smoothing)
Interface	Standard: 10/100 Base-T, USB 2.0 Optional: 802.11 b/g/n
PDL	PCL 6 Emulation
USB Direct Printing	JPEG, TIFF, PDF (Only PDF created by MFP can be printed)
Support OS	Windows 7, 8, 8.1, 10, 2008R2, 2012, 2012 R2, (WHQL), CUPS PCL Unix, Linux 5.10.x, 6.5.x

Scan Specifications

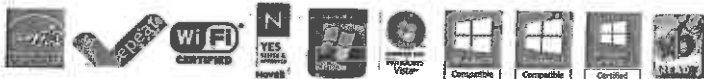
Connection Type	Standard: 10/100 Base-T Optional: 802.11 b/g/n
Scanning Resolution	100/150/200/300/400/600 dpi
Scanning Speed	25 SPM (BW) at 600 dpi, 22 SPM (Color) @ 200 dpi, 13 SPM @ 300 dpi
Scan Agent	Scan to File, SMB, FTP, Scan to Email, Scan to USB, TWAIN iOS & Android Support Via e-BRIDGE Print & Capture App (Free on iStore or Play)

Paper Handling

Reversing Automatic Document Feeder (RADF)	
Stack Capacity	50 Sheets
Original Setting	Face Up
Original Paper Size	ST-R to LD
Original Paper Weight	14-28 lb
FAX Specifications (e-STUDIO2802AF Only)	
Compatibility	Super G3, G3
Image Format on PSTN	JBIG, MMR, MR, M
Document Size	ST-R-LL
Modem Speed	33.6 kbps to 2.4 kbps (Automatic Fallback)
Transmission Speed	Approx. 3 Seconds
Communication Protocols	ITU-T T.30
Memory Transmission	Max 256 Jobs, 220 Destinations/Job, 384 Pages/File
Options	
Cabinet	STAND2505
Wireless LAN Module	GN1080
Damp Heater (for Drum)	MF2505U
Harness for Coin Controller	GQ1131

Copy Specifications

Copying Speed	28 PPM
Original Scan Speed	25 SPM (by Using RADF)
Scan Resolution	600 x 600 dpi (for Copying)
First Copy Time	Less Than 6.5 Seconds
Original/Copy Size	ST-R to LD
Original Mode	Photo, Text/Photo, Text, Background Erase
Image Density Control	Automatic/Manual (11 Steps)
Reproduction Ratio	Zoom: 25% to 400% in 1% Increments
Multiple Copying	Up to 999 Copies (Ten Key Input)
Special Features	Department Codes (100) Interrupt, APS/AMS, Auto Job Start, Automatic Sort Mode, ID Card Copy, One Touch Keys (2)



*Fax available with AF model only

Designs and Specifications subject to change without notice. For best results and reliable performance, always use supplies manufacturer or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealer for availability. Toner yields are estimates based on 5% coverage, letter-size page. Driver and connectivity feature support varies by client network operating system.

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TOSHIBA
Leading Innovation >>>

e-STUDIO™ 2008A

e-STUDIO™ 2508A

e-STUDIO™ 3008A

- > Black & White Multifunction Printer
- > Up to 30 PPM
- > Small/Medium Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO™ 2008A/2508A/3008A

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	20/25/30 PPM (LT)
First Copy Out	4.3/4.3/4.3
Warm-Up Time	Approx. 20 Seconds
Copy Resolution	2,400 x 1200 dpi with Smoothing
Stack Feed Bypass	3.9" x 5.8" to LD, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 3,200 Sheets
Original Feed	Optional 300-Sheet DSD/ or 100-Sheet RADF
Scan Speed & Weights	DSD/ Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond RADF Scan: Up to 73 IPM (Monochrome or Color); Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond
Max. Original Size	LD
Paper Feed Sizes	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to LD Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD Opt. 550-Sheet Paper Feed Pedestal-ST-R to LD Opt. 550-Sheet Drawer for PFP-ST-R to LD Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LD Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Standard: 550 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 100 Sheets-14 lb Bond-140 lb Index Opt. 550-Sheet Paper Feed Pedestal-16 lb Bond-140 lb Index Opt. 550-Sheet Drawer for PFP-16 lb Bond-140 lb Index Opt. Envelope Cassette for PFP-16 lb Bond-140 lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type), 17-28 lb Bond Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Paper Weights	
Duplex	
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 80K/100K/120K Month
Weight	Approx. 121 lb
Approx. Dimensions	23" (W) x 23" (D) x 31" (H)
Toner Yield	43.6K @ 5%
Power Source	120 Volts, 50/60 Hz, 15 Amps
Power Consumption	Maximum 1.5kW (120V)
CPU	Intel Atom™ 1.33GHz (Dual-Core)
Memory	4GB
Hard Disk Drive	320GB Self-Encrypting Drive FIPS 140-2 Validated

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP; POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408 EAL3+)*, IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self-Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
* Compliant with IEEE2600.1 in High security mode.

Environmental Stds.

Energy Star (V2.0), EPEAT Gold, Blue Angel Mark (RAL UZ-171, MFD), Canadian ECP, Californian Proposition 65, Nordic Swan, RoHS

Certification

WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	DSD/ Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color)
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.) Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/UBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	20/25/30 Pages Per Minute (LT)
Print Resolution	600 x 600 dpi (1 bit) or 2,400 x 600 dpi (with Smoothing), 1,200 x 1,200 dpi (2 bit) or 3,600 x 1,200 dpi (with Smoothing) PS3 Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS x 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalkTM, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10 RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed), Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Interface	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Wireless Device	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Device Management	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Account Control	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts
Accessibility Features	



Accessories (Options)

Platen & Document Feeder Options			
DSD/	MR4000	Meta Scan Enabler	GS1010
RADF	MR3031	IPsec Enabler	GP1080
Platen Cover	KA5005PC	Unicode Font Enabler	GS1007
Additional Paper Options		Embedded OCR Enabler	
Paper Feed Pedestal	KD1058	Single License	GS1080
Drawer Module	MY1048	Five Licenses	GS1085
Envelope Cassette Option	MY1049	Multi-Station Print Enabler	
Large Capacity Feeder	KD1059LT	Single License	GS1090
Finishing Options		Five Licenses	GS1095
Inner Finisher	MJ1042	USB Hub Option	GR1270
50-Sheets Staple Finisher	MJ1109	Advanced Scanning (ReRite)	GB1280V8
Saddle-Stitch Finisher	MJ1110	SharePoint Connector	GB1440
Hole Punch Unit for MJ1042	MJ6011	Exchange Connector	GB1450
Hole Punch Unit for MJ1109/MJ1110	MJ6105	Google Docs Connector	GB1540
Bridge Kit	KN5005	Miscellaneous Options	
Job Separator	MJ5014	Stand	STAND5005
Connectivity/Security Options		Accessible Arm	KK2550
FAX Unit/2nd Line for FAX Unit	GD1370	Work Tray	KK5005
Wireless LAN/Bluetooth	GN4020	Harness Kit for Coin Controller	GQ1280
Bluetooth Keyboard	GR9000		
Accessory Tray	GR1250		
Panel 10-Key Option	GR1260		
Card Reader Holder	GR1290		

Designs and specifications subject to change without notice. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealer for availability. Toner yields are estimates based on 5% coverage, letter-size page, lower and connectivity feature support varies by client network operating system. Product names may be trademarks of their respective companies. This is a Class 1 laser product complying with IEC60825-1.

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Web Site www.business.toshiba.com

CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.

Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > Speeds of 20, 25 and 30 PPM
- > High-volume and high-toner yields
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Produce more with less effort.

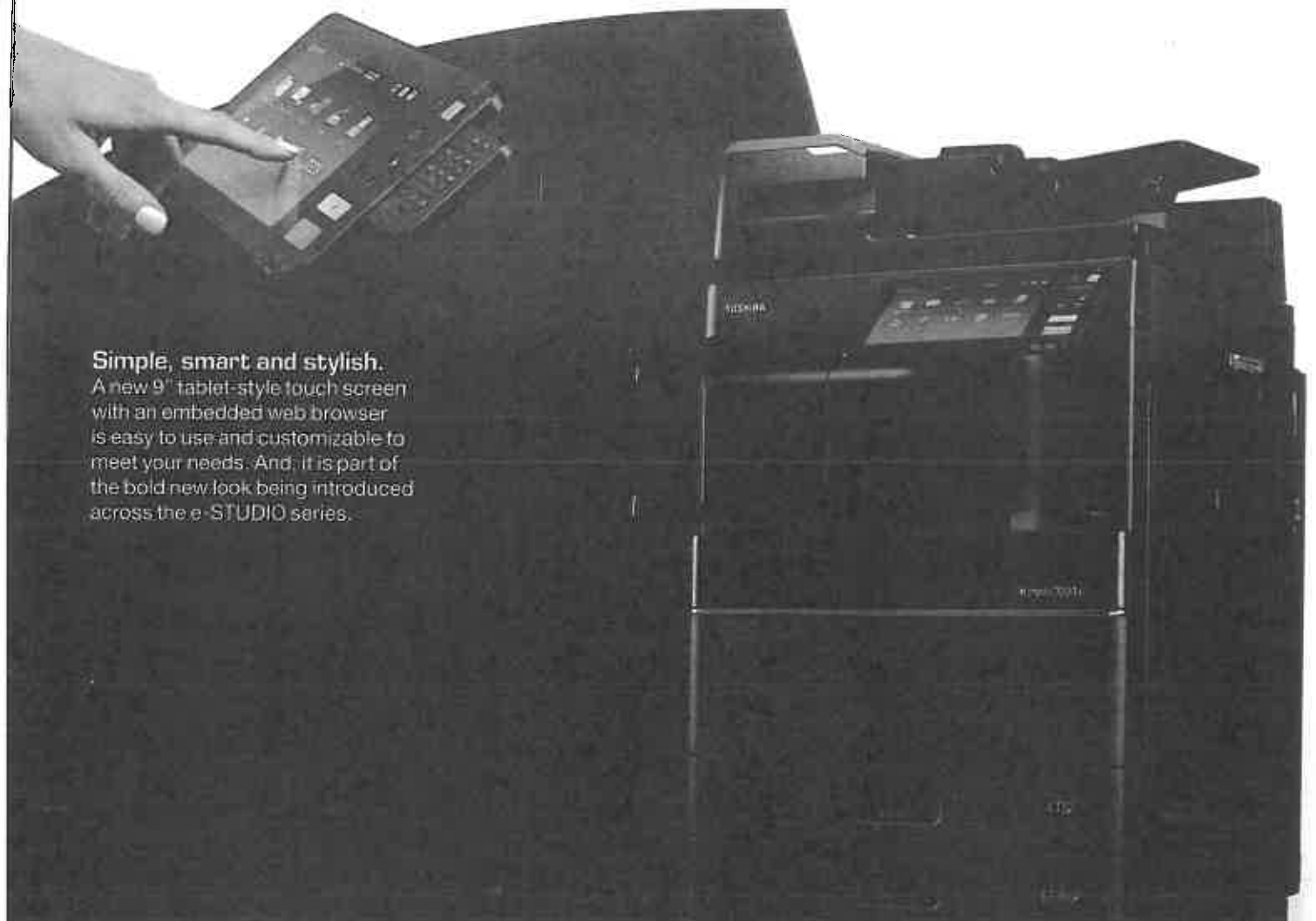
The Toshiba e-STUDIO2008A/2508A/3008A is designed to put a fast, efficient, secure MFP in the hands of small and medium workgroups. Not only is it high-volume, it also produces high-quality type and images.

- > Impressive resolution with new laser design providing 2,400 dpi x 600 dpi
- > A time-saving, high-speed, high-capacity 300-sheet optional Dual-Scan Document Feeder
- > Up to 120,000 maximum monthly copy volume
- > Excellent black toner yields up to 43,900 pages at 5%

The same power and performance typically enjoyed only by larger businesses is now available for smaller groups and companies. After all, size does not have to limit capability, nor production, especially thanks to Toshiba's e-STUDIO2008A/2508A/3008A MFP.

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



THE FEATURES YOU EXPECT, AND MORE.

1 Document Feeder Options

- MR4000 Dual-Scan Document Feeder (DSDF)
- MR3031 Reversing Automatic Document Feeder (RADF)
- KA5005PC Platen Cover

2 Accessory Tray & Keyboard Options

- GR1250 Accessory Tray
- GR9000 Bluetooth Keyboard
- GR1260 10-Key Numeric Keypad

3 Finishing Options

- MJ1042 50-Sheet Inner Finisher
- MJ1109 50-Sheet Console Finisher
- MJ1110 50-Sheet Saddle-Stitch Finisher
- MJ5014 Job Separator

4 Additional Paper Options

- KD1058 Paper Feed Pedestal
- KD1059LT 2,000-Sheet Large Capacity Feeder
- MY1048 Additional Drawer Module for PFP
- MY1049 Envelope Cassette

Additional Option Highlights

- > Embedded OCR Enabler
- > Multi-Station Print Enabler
- > Wireless LAN/Bluetooth
- > IPsec Security Enabler
- > Single & Dual-Line Facsimile
- > Hidden Card Reader Pocket
- > Expansive Third-Party Solutions List



The e-STUDIO2008A/2508A/3008A includes all the features you would expect from a top quality MFP, along with a few new ones that may come as a pleasant surprise.

In Control with the Greatest of Ease

A new tiltable, touch swipe 9" color panel works like a tablet or smartphone interface so you can find whatever you need by just swiping your finger.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, a fast dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDF) produces up to 120 IPM simplex and 240 IPM duplex. A conventional RADF is available for less scan-intensive businesses.

Special Envelope Cassette

Keep your envelopes firmly in place for accurate printing from start to finish with a new envelope cassette that holds 80 at a time.

Add What You Need, All at Once

A 1,200-sheet capacity comes standard, but if you need more, just add 2 optional 550-sheet cassettes or a tandem LCF for 2,000 LT only for a total capacity of 3,200.

High Volume, High Toner Yield

The monthly copy volume reaches 120,000 and an equally impressive toner yield tops out at 43,900 at 5% coverage.

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any convenient MFP by simply swiping their badge and authenticating at that device.

A COMPACT DESIGN THAT LEAVES NOTHING OUT.

Small to medium workgroups need to get a lot more done often using fewer resources and minimal space. That's the thinking behind the e-STUDIO2008A/2508A/3008A too. Plenty of functions, lots of capacity, and a small footprint with a fresh, new look.

Dual-Scan Document Feeder holds an amazing 300 originals and boasts an impressive 240 images per minute (IPM) by scanning both sides of the page in a single pass.

First Copy Out Time clocks in at an impressive 4.3 seconds.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size or type.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Saddle/Fold Capabilities offer saddle-stitch finishing and the ability to fold without stapling.

Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

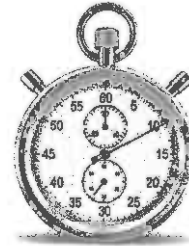
Advanced e-BRIDGE Next Technology enables the MFP to drive Toshiba's internally developed solutions or those from a third party with ease.

Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Context-Sensitive Help Button provides instant, thorough explanations straight from the manual to help as needed.

Service Module Design significantly reduces the cost and time spent servicing the MFP.



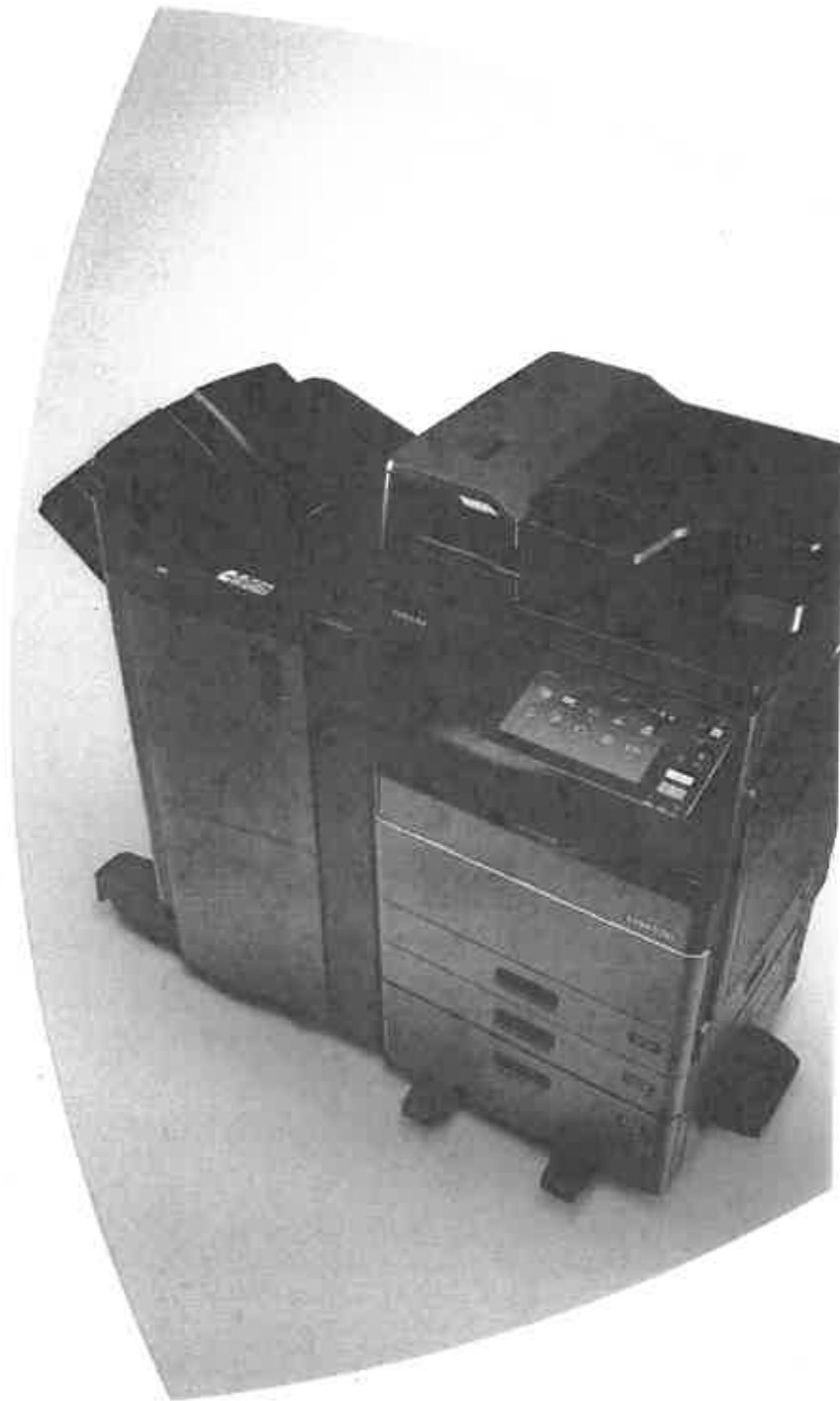
TOSHIBA
Leading Innovation >>>

e-STUDIO™ 2008A

e-STUDIO™ 2508A

e-STUDIO™ 3008A

- > Black & White Multifunction Printer
- > Up to 30 PPM
- > Small/Medium Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO™ 2008A/2508A/3008A

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	20/25/30 PPM (LT)
First Copy Out	4.3/4.3/4.3
Warm-Up Time	Approx. 20 Seconds
Copy Resolution	2,400 x 1200 dpi with Smoothing
Stack Feed Bypass	3.9" x 5.8" to LD, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 3,200 Sheets
Original Feed	Optional 300-Sheet DSD/ or 100-Sheet RADF
Scan Speed & Weights	DSD/ Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond RADF Scan: Up to 73 IPM (Monochrome or Color); Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond
Max. Original Size	LD
Paper Feed Sizes	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to LD Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD Opt. 550-Sheet Paper Feed Pedestal-ST-R to LD Opt. 550-Sheet Drawer for PFP-ST-R to LD Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Standard: 550 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 100 Sheets-14 lb Bond-140 lb Index Opt. 550-Sheet Paper Feed Pedestal-16 lb Bond-140 lb Index Opt. 550-Sheet Drawer for PFP-16 lb Bond-140 lb Index Opt. Envelope Cassette for PFP-16 lb Bond-140 lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type), 17-28 lb Bond Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Paper Weights	
Duplex	
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 80K/100K/120K Month
Weight	Approx. 121 lb
Approx. Dimensions	23" (W) x 23" (D) x 31" (H)
Toner Yield	43.9K @ 5%
Power Source	120 Volts, 50/60 Hz, 15 Amps
Power Consumption	Maximum 1.5kW (120V)
CPU	Intel Atom™ 1.33GHz (Dual-Core)
Memory	4GB
Hard Disk Drive	320GB Self-Encrypting Drive FIPS 140-2 Validated

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPS (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408 EAL3+)*, IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
* Compliant with IEEE2600.1 in High security mode.

Environmental Stds.

Energy Star (V2.0), EPEAT Gold, Blue Angel Mark (RAL UZ-171, MFD), Canadian ECR, Californian Proposition 65, Nordic Swan, RoHS

Certification

WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	DSD/ Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color)
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.) Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/UBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations /Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	20/25/30 Pages Per Minute (LT)
Print Resolution	600 x 600 dpi (1 bit) or 2,400 x 600 dpi (with Smoothing), 1,200 x 1,200 dpi (2 bit) or 3,600 x 1,200 dpi (with Smoothing) PS3 Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalk™, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10 R.J-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed), Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Interface	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Wireless Device	TopAccess, eFMS 6.2 (e-BRIDGE Fleet Management Software)
Device Management	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Account Control	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts
Accessibility Features	



Accessories (Options)

Platen & Document Feeder Options			
DSD/	MR4000	Meta Scan Enabler	GS1010
RADF	MR3031	IPsec Enabler	GP1080
Platen Cover	KA6005PC	Unicode Font Enabler	GS1007
Additional Paper Options		Embedded OCR Enabler	
Paper Feed Pedestal	KD1058	Single License	GS1080
Drawer Module	MY1048	Five Licenses	GS1085
Envelope Cassette Option	MY1049	Multi-Station Print Enabler	
Large Capacity Feeder	KD1059LT	Single License	GS1090
Finishing Options		Five Licenses	GS1095
Inner Finisher	MJ1042	USB Hub Option	GR1270
50-Sheets Staple Finisher	MJ1109	Advanced Scanning (ReRite)	GB1280V8
Saddle-Stitch Finisher	MJ1110	SharePoint Connector	GB1440
Hole Punch Unit for MJ1042	MJ6011	Exchange Connector	GB1450
Hole Punch Unit for MJ1109/MJ1110	MJ6105	Google Docs Connector	GB1540
Bridge Kit	KN5005	Miscellaneous Options	
Job Separator	MJ5014	Stand	STAND5005
Connectivity/Security Options		Accessible Arm	KK2550
FAX Unit/2nd Line for FAX Unit	GD1370	Work Tray	KK5005
Wireless LAN/Bluetooth	GN4020	Harness Kit for Coin Controller	GG1280
Bluetooth Keyboard	GR9000		
Accessory Tray	GR1250		
Panel 10-Key Option	GR1260		
Card Reader Holder	GR1290		

Designs and specifications subject to change without notice. For test results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealer for availability. Toner yields are estimates based on 5% coverage, letter-size page. Driver and connectivity feature support varies by client/network operating system. Product names may be trademarks of their respective companies. This is a Class 1 user product complying with FCC Part 15.

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P/N Code: 22369 2008A/2508A/3008A Brochure / 7.5K FC/8/16

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CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.

Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > Speeds of 20, 25 and 30 PPM
- > High-volume and high-toner yields
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Produce more with less effort.

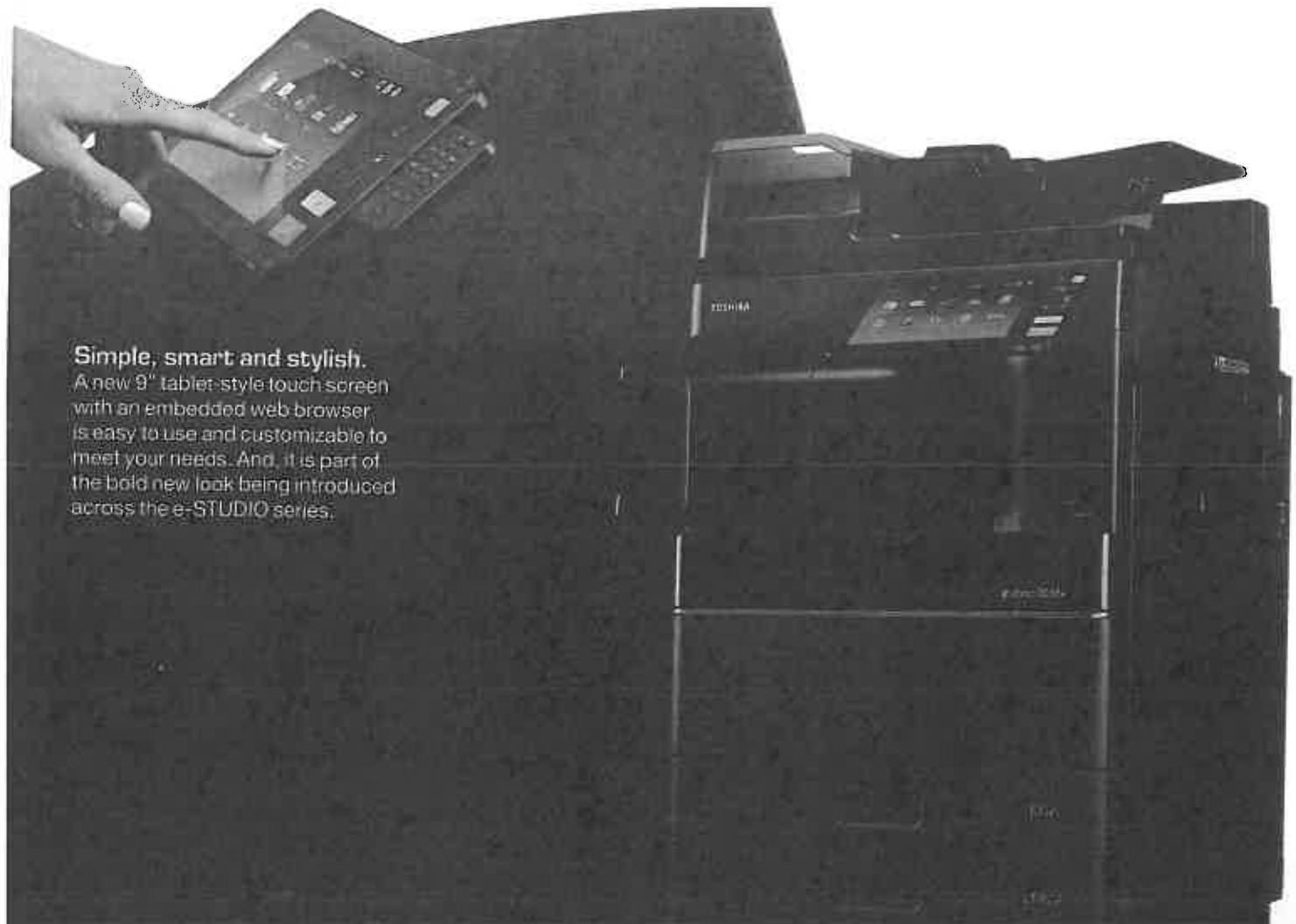
The Toshiba e-STUDIO2008A/2508A/3008A is designed to put a fast, efficient, secure MFP in the hands of small and medium workgroups. Not only is it high-volume, it also produces high-quality type and images.

- > Impressive resolution with new laser design providing 2,400 dpi x 600 dpi
- > A time-saving, high-speed, high-capacity 300-sheet optional Dual-Scan Document Feeder
- > Up to 120,000 maximum monthly copy volume
- > Excellent black toner yields up to 43,900 pages at 5%

The same power and performance typically enjoyed only by larger businesses is now available for smaller groups and companies. After all, size does not have to limit capability, nor production, especially thanks to Toshiba's e-STUDIO2008A/2508A/3008A MFP.

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



THE FEATURES YOU EXPECT, AND MORE.

1 Document Feeder Options

- MR4000 Dual-Scan Document Feeder (DSDF)
- MR3031 Reversing Automatic Document Feeder (RADF)
- KA5005PC Platen Cover

2 Accessory Tray & Keyboard Options

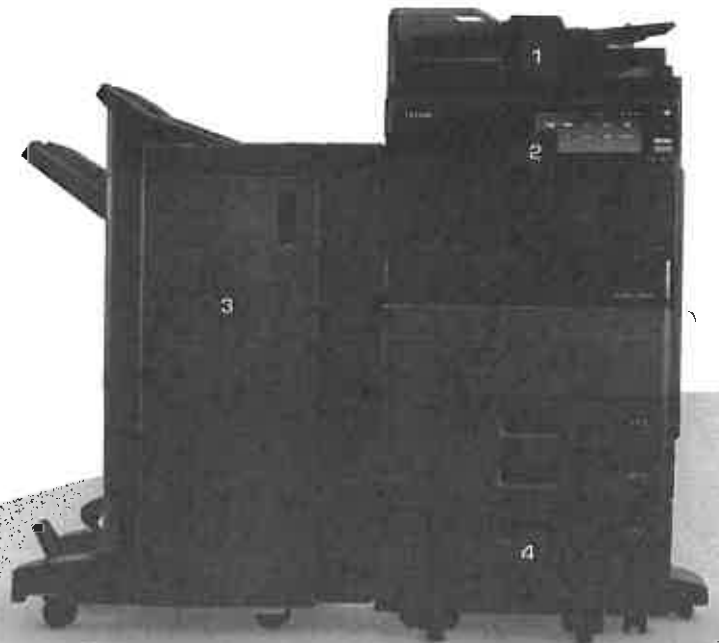
- GR1250 Accessory Tray
- GR9000 Bluetooth Keyboard
- GR1260 10-Key Numeric Keypad

3 Finishing Options

- MJ1042 50-Sheet Inner Finisher
- MJ1109 50-Sheet Console Finisher
- MJ1110 50-Sheet Saddle-Stitch Finisher
- MJ5014 Job Separator

4 Additional Paper Options

- KD1058 Paper Feed Pedestal
- KD1059LT 2,000-Sheet Large Capacity Feeder
- MY1048 Additional Drawer Module for PFP
- MY1049 Envelope Cassette



Additional Option Highlights

- > Embedded OCR Enabler
- > Multi-Station Print Enabler
- > Wireless LAN/Bluetooth
- > IPsec Security Enabler
- > Single & Dual-Line Facsimile
- > Hidden Card Reader Pocket
- > Expansive Third-Party Solutions List

The e-STUDIO2008A/2508A/3008A includes all the features you would expect from a top quality MFP, along with a few new ones that may come as a pleasant surprise.

In Control with the Greatest of Ease

A new tiltable, touch swipe 9" color panel works like a tablet or smartphone interface so you can find whatever you need by just swiping your finger.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, a fast dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDF) produces up to 120 IPM simplex and 240 IPM duplex. A conventional RADF is available for less scan-intensive businesses.

Special Envelope Cassette

Keep your envelopes firmly in place for accurate printing from start to finish with a new envelope cassette that holds 60 at a time.

Add What You Need, All at Once

A 1,200-sheet capacity comes standard, but if you need more, just add 2 optional 550-sheet cassettes or a tandem LCF for 2,000 LT only for a total capacity of 3,200.

High Volume, High Toner Yield

The monthly copy volume reaches 120,000 and an equally impressive toner yield tops out at 43,900 at 5% coverage.

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any convenient MFP by simply swiping their badge and authenticating at that device.

A COMPACT DESIGN THAT LEAVES NOTHING OUT.

Small to medium workgroups need to get a lot more done often using fewer resources and minimal space. That's the thinking behind the e-STUDIO2008A/2508A/3008A too. Plenty of functions, lots of capacity, and a small footprint with a fresh, new look.

Dual-Scan Document Feeder holds an amazing 300 originals and boasts an impressive 240 images per minute (IPM) by scanning both sides of the page in a single pass.

First Copy Out Time clocks in at an impressive 4.3 seconds.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size or type.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Saddle/Fold Capabilities offer saddle-stitch finishing and the ability to fold without stapling.

Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

Advanced e-BRIDGE Next Technology enables the MFP to drive Toshiba's internally developed solutions or those from a third party with ease.

Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Context-Sensitive Help Button provides instant, thorough explanations straight from the manual to help as needed.

Service Module Design significantly reduces the cost and time spent servicing the MFP.



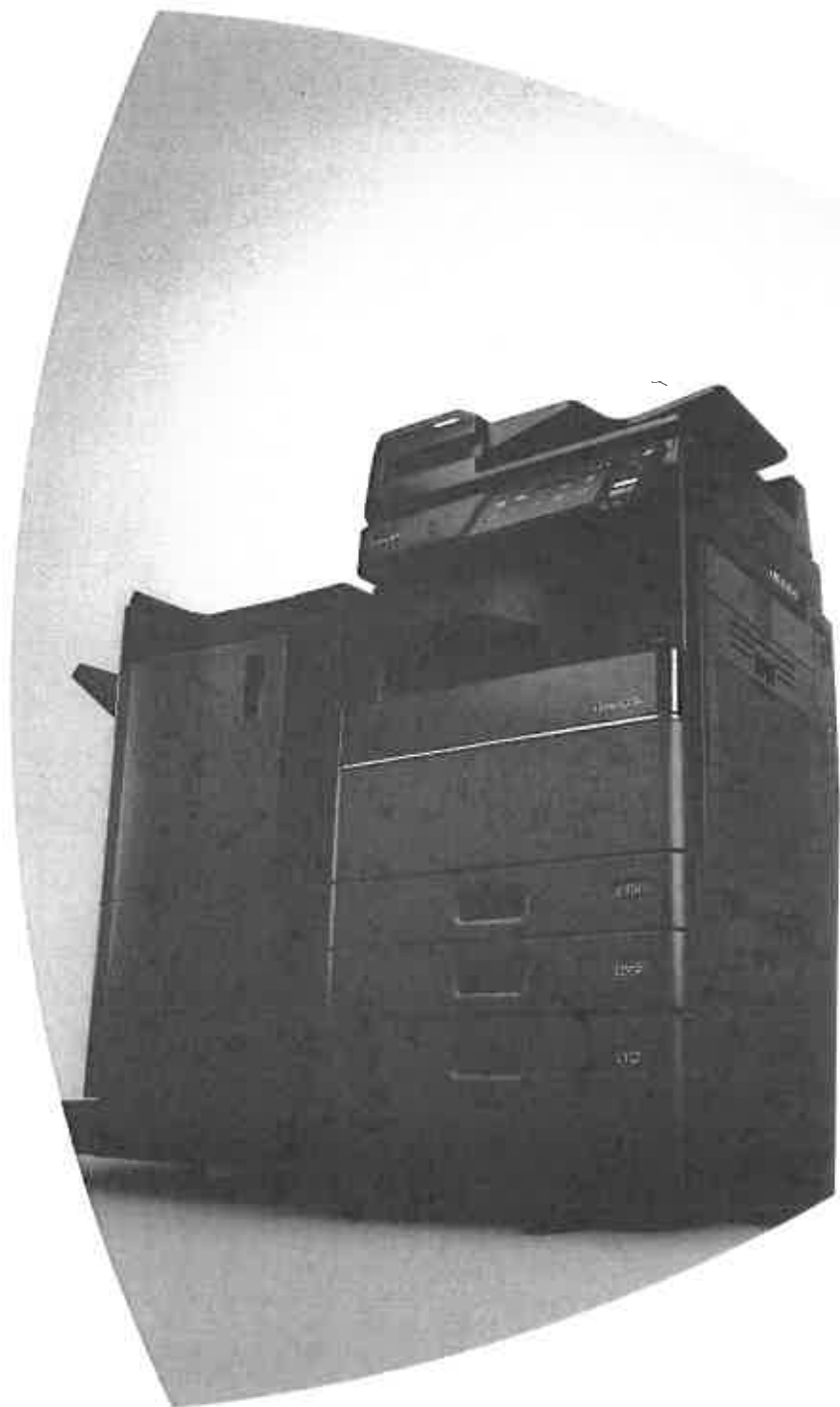
TOSHIBA
Leading Innovation >>>

e-STUDIO™ 3508A

e-STUDIO™ 4508A

e-STUDIO™ 5008A

- > Black & White Multifunction Printer
- > Up to 50 PPM
- > Medium/Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO™ 3508A/4508A/5008A

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	35/45/50 PPM (LT)
First Copy Out	3.6/3.6/3.6
Warm-Up Time	Approx. 20 Seconds
Copy Resolution	2,400 x 1200 dpi with Smoothing
Stack Feed Bypass	3.9" x 5.8" to LD, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 3,200 Sheets
Original Feed	Optional 300-Sheet DSD/ or 100-Sheet RADF
Scan Speed & Weights	DSD/ Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond RADF Scan: Up to 73 IPM (Monochrome or Color); Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond LD
Max. Original Size	Drawer 1: 550 Sheets-ST-R to LD
Paper Feed Sizes	Drawer 2: 550 Sheets-ST-R to LD Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD Opt. 550-Sheet Paper Feed Pedestal-ST-R to LD Opt. 550-Sheet Drawer for PFP-ST-R to LD Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Standard: 550 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 100 Sheets-14 lb Bond-140 lb Index Opt. 550-Sheet Paper Feed Pedestal-16 lb Bond-140 lb Index Opt. 550-Sheet Drawer for PFP-16 lb Bond-140 lb Index Opt. Envelope Cassette for PFP-16 lb Bond-140 lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type), 17-28 lb Bond Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Paper Weights	
Duplex	
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 125K/150K/150K Month
Weight	Approx. 128 lb
Approx. Dimensions	23" (W) x 23" (D) x 31" (H)
Toner Yield	43.9K @ 5%
Power Source	120 Volts, 50/60 Hz, 15 Amps
Power Consumption	Maximum 1.5kW (120V)
CPU	Intel Atom™ 1.33GHz (Dual-Core)
Memory	4GB
Hard Disk Drive	320GB Self-Encrypting Drive FIPS 140-2 Validated

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC 15408 EAL3+), IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
* Compliant with IEEE2600.1 in High security mode.
Energy Star (V2.0), EPEAT Gold, Blue Angel Mark (RAL UZ-171, MFD), Canadian ECP, Californian Proposition 65, Nordic Swan, RoHS
WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Environmental Stds.

Certification

Scan Specifications

Scan Speed	DSD/ Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color) Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Scan Resolution	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
File Formats	Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	35/45/50 Pages Per Minute (LT)
Print Resolution	600 x 600 dpi (1 bit) or 2,400 x 600 dpi (with Smoothing), 1,200 x 1,200 dpi (2 bit) or 3,600 x 1,200 dpi (with Smoothing) PS3 Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS x 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalkTM, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10 RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed), Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Interface	
Wireless Device	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Device Management	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Account Control	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts

Accessories (Options)

Platen & Document Feeder Options			
DSD/	MR4000	Meta Scan Enabler	GS1010
RADF	MR3031	IPsec Enabler	GP1080
Platen Cover	KA5005PC	Unicode Font Enabler	GS1007
		Embedded OCR Enabler	
		Single License	GS1080
		Five Licenses	GS1085
Additional Paper Options		Multi-Station Print Enabler	
Paper Feed Pedestal	KD1058	Single License	GS1090
Drawer Module	MY1048	Five Licenses	GS1095
Envelope Cassette Option	MY1049	Advanced Scanning (ReRite)	GB1280V8
Large Capacity Feeder	KD1059LT	SharePoint Connector	GB1440
		Exchange Connector	GB1450
		Google Docs Connector	GB1540
Finishing Options		Miscellaneous Options	
Inner Finisher	MJ1042	Stand	STAND5005
50-Sheets Staple Finisher	MJ1109	Accessible Arm	KK2550
Saddle-Stitch Finisher	MJ1110	Work Tray	KK5005
Hole Punch Unit for MJ1042	MJ6011	Harness Kit for Coin Controller	GQ1280
Hole Punch Unit for MJ1109/MJ1110	MJ6105		
Bridge Kit	KN5005		
Job Separator	MJ5015		
Connectivity/Security Options			
FAX Unit/2nd Line for FAX Unit	GD1370		
Wireless LAN/Bluetooth	GN4020		
Bluetooth Keyboard	GR8000		
Accessory Tray	GR1250		
Panel 10-Key Option	GR1280		
Card Reader Holder	GR1290		



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- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Produce more with less effort.

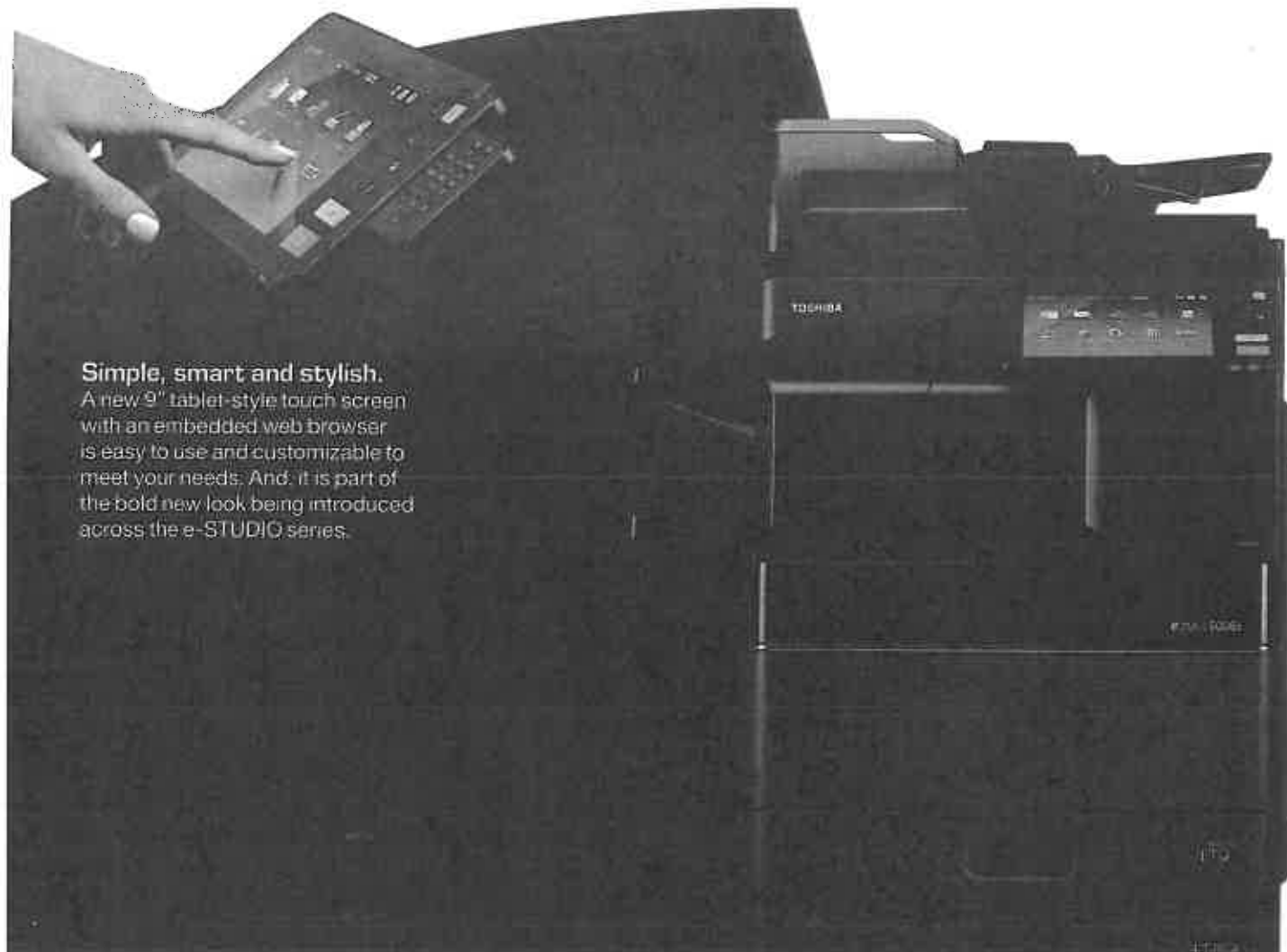
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- > Impressive resolution with new laser design providing 2,400 dpi x 600 dpi
- > A time-saving, high-speed, high-capacity 300-sheet optional Dual-Scan Document Feeder
- > Up to 150,000 maximum monthly copy volume
- > Excellent black toner yields up to 43,900 pages at 5%

The same power and performance typically enjoyed only by larger businesses is now available for all groups and companies. After all, size does not have to limit capability, nor production, especially thanks to Toshiba's e-STUDIO3505A/4508A/5008A MFPs.

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



THE FEATURES YOU EXPECT, AND MORE.

1 Document Feeder Options

- MR4000 Dual-Scan Document Feeder (DSDF)
- MR3031 Reversing Automatic Document Feeder (RADF)
- KA5005PC Platen Cover

2 Accessory Tray & Keyboard Options

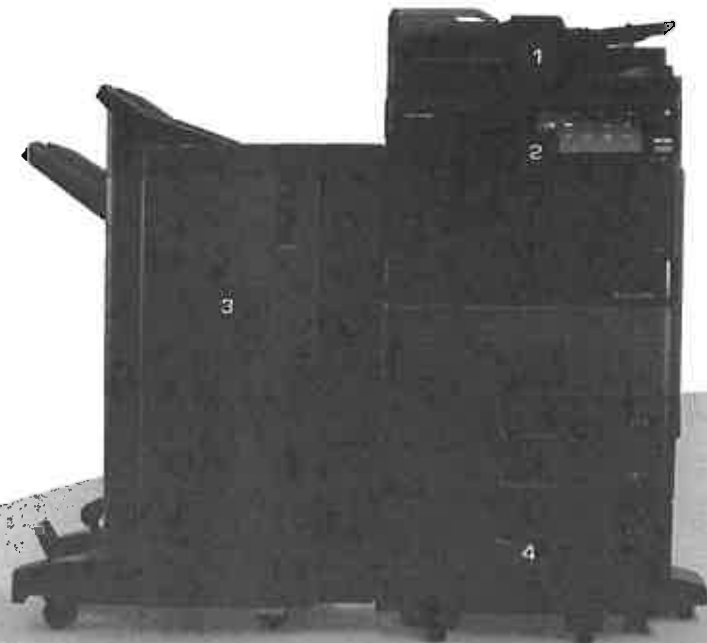
- GR1250 Accessory Tray
- GR9000 Bluetooth Keyboard
- GR1260 10-Key Numeric Keypad

3 Finishing Options

- MJ1042 50-Sheet Inner Finisher
- MJ1109 50-Sheet Console Finisher
- MJ1110 50-Sheet Saddle-Stitch Finisher
- MJ5015 Job Separator

4 Additional Paper Options

- KD1058 Paper Feed Pedestal
- KD1059LT 2,000-Sheet Large Capacity Feeder
- MY1048 Additional Drawer Module for PFP
- MY1049 Envelope Cassette



Additional Option Highlights

- > Embedded OCR Enabler
- > Multi-Station Print Enabler
- > Wireless LAN/Bluetooth
- > IPsec Security Enabler
- > Single & Dual-Line Facsimile
- > Hidden Card Reader Pocket
- > Expansive Third-Party Solutions List

The e-STUDIO3508A/4508A/5008A includes all the features you would expect from a top quality MFP, along with a few new ones that may come as a pleasant surprise.

In Control with the Greatest of Ease

A new tiltable, touch swipe 9" color panel works like a tablet or smartphone interface so you can find whatever you need by just swiping your finger.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, a fast dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDF) produces up to 120 IPM simplex and 240 IPM duplex. A conventional RADF is available for less scan-intensive businesses.

Special Envelope Cassette

Keep your envelopes firmly in place for accurate printing from start to finish with a new envelope cassette that holds 60 at a time.

Add What You Need, All at Once

A 1,200-sheet capacity comes standard, but if you need more, just add 2 optional 50-sheet cassettes or a tandem LCF for 2,000 LT only for a total capacity of 3,200.

High Volume, High Toner Yield

The monthly copy volume reaches 150,000 and an equally impressive toner yield tops out at 43,900 at 5% coverage.

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any convenient MFP by simply swiping their badge and authenticating at that device.

A COMPACT DESIGN THAT LEAVES NOTHING OUT.

Workgroups can now get a lot more done using fewer resources and less space. That's the thinking behind the e-STUDIO3508A/4508A/5008A too. Plenty of functions, lots of capacity, and a small footprint with a fresh, new look.

Dual-Scan Document Feeder holds an amazing 300 originals and boasts an impressive 240 images per minute (IPM) by scanning both sides of the page in a single pass.

First Copy Out Time clocks in at a blazing fast 3.6 seconds.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size or type.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Saddle/Fold Capabilities offer saddle-stitch finishing and the ability to fold without stapling.

Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

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Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Context-Sensitive Help Button provides instant, thorough explanations straight from the manual to help as needed.

Service Module Design significantly reduces the cost and time spent servicing the MFP.



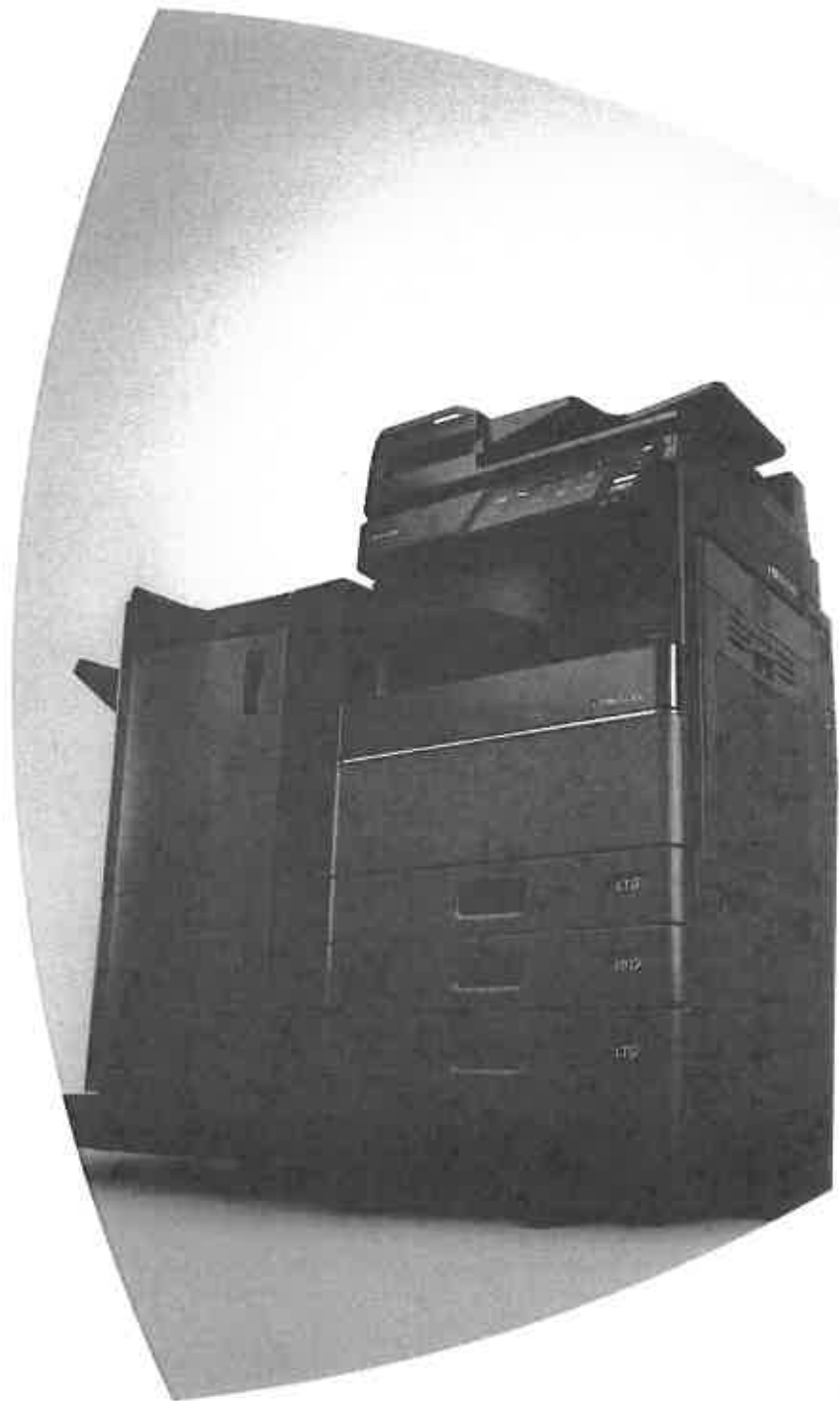
TOSHIBA
Leading Innovation >>>

e-STUDIO™ 3508A

e-STUDIO™ 4508A

e-STUDIO™ 5008A

- > Black & White Multifunction Printer
- > Up to 50 PPM
- > Medium/Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO™ 3508A/4508A/5008A

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WGA Touch Screen Tilting Display
Copy Speed	35/45/60 PPM (LT)
First Copy Out	3.6/3.6/3.6
Warm-Up Time	Approx. 20 Seconds
Copy Resolution	2,400 x 1200 dpi with Smoothing
Stack Feed Bypass	3.9" x 5.8" to LD, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 3,200 Sheets
Original Feed	Optional 300-Sheet DSD/ or 100-Sheet RADF
Scan Speed & Weights	DSD/ Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond RADF Scan: Up to 73 IPM (Monochrome or Color); Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond LD
Max. Original Size	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to LD
Paper Feed Sizes	Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD Opt. 550-Sheet Paper Feed Pedestal-ST-R to LD Opt. 550-Sheet Drawer for PFP-ST-R to LD Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Standard: 550 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 100 Sheets-14 lb Bond-140 lb Index Opt. 550-Sheet Paper Feed Pedestal-16 lb Bond-140 lb Index Opt. 550-Sheet Drawer for PFP-16 lb Bond-140 lb Index Opt. Envelope Cassette for PFP-16 lb Bond-140 lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type), 17-28 lb Bond Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Paper Weights	
Duplex	
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 125K/150K/150K Month
Weight	Approx. 128 lb
Approx. Dimensions	23" (W) x 23" (D) x 31" (H)
Toner Yield	43.9K @ 5%
Power Source	120 Volts, 50/60 Hz, 15 Amps
Power Consumption	Maximum 1.5kW (120V)
CPU	Intel Atom™ 1.33GHz (Dual-Core)
Memory	4GB
Hard Disk Drive	320GB Self-Encrypting Drive FIPS 140-2 Validated

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408 EAL3+), IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
* Compliant with IEEE2600.1 in High security mode.
Energy Star (V2.0), EPEAT Gold, Blue Angel Mark (RAL UZ-171, MFD), Canadian ECP, Californian Proposition 65, Nordic Swan, RoHS
WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Environmental Stds.

Certification

Scan Specifications

Scan Speed	DSD/ Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color) Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Scan Resolution	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
File Formats	Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/UBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations /Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	35/45/50 Pages Per Minute (LT)
Print Resolution	600 x 600 dpi (1 bit) or 2,400 x 600 dpi (with Smoothing), 1,200 x 1,200 dpi (2 bit) or 3,600 x 1,200 dpi (with Smoothing) PS3 Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS x 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalkTM, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10 RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed), Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Interface	
Wireless Device	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Device Management	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Account Control	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts

Accessories (Options)

Platen & Document Feeder Options			
DSD/	MR4000	Meta Scan Enabler	GS101C
RADF	MR3031	IPSec Enabler	GF1080
Platen Cover	KA5005PC	Unicode Font Enabler	GS1007
		Embedded OCR Enabler	
		Single License	GS1080
		Five Licenses	GS1085
Additional Paper Options		Multi-Station Print Enabler	
Paper Feed Pedestal	KD1058	Single License	GS1090
Drawer Module	MY1048	Five Licenses	GS1095
Envelope Cassette Option	MY1049	Advanced Scanning (ReRite)	GB1280V8
Large Capacity Feeder	KD1058LT	SharePoint Connector	GB1440
		Exchange Connector	GB1450
Finishing Options		Google Docs Connector	GB1540
Inner Finisher	MJ1042		
50-Sheets Staple Finisher	MJ1109	Miscellaneous Options	
Saddle-Stitch Finisher	MJ1110	Stand	STAND5005
Hole Punch Unit for MJ1042	MJ6011	Accessible Arm	KK2550
Hole Punch Unit for MJ1109/MJ1110	MJ6105	Work Tray	KK5005
Bridge Kit	KN5005	Harness Kit for Coin Controller	GQ1280
Job Separator	MJ5015		
Connectivity/Security Options			
FAX Unit/2nd Line for FAX Unit	GD1370		
Wireless LAN/Bluetooth	GN4020		
Bluetooth Keyboard	GR9000		
Accessory Tray	GR1250		
Panel 10-Key Option	GR1260		
Card Reader Holder	GR1290		



Designs and specifications subject to change without notice. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealership for availability. Toner yields are estimates based on 5% coverage (letter size page). Driver and connectivity feature support varies by client/network operating system. Product names may be trademarks of their respective companies. This is a Class 1 laser product complying with IEC60825-1.

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Inv. Code #2300 3508A/4508A/5008A Brochure 7.5K PG. 16

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CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.

Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > Speeds of 35, 45 and 50 PPM
- > High-volume and high-toner yields
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Produce more with less effort.

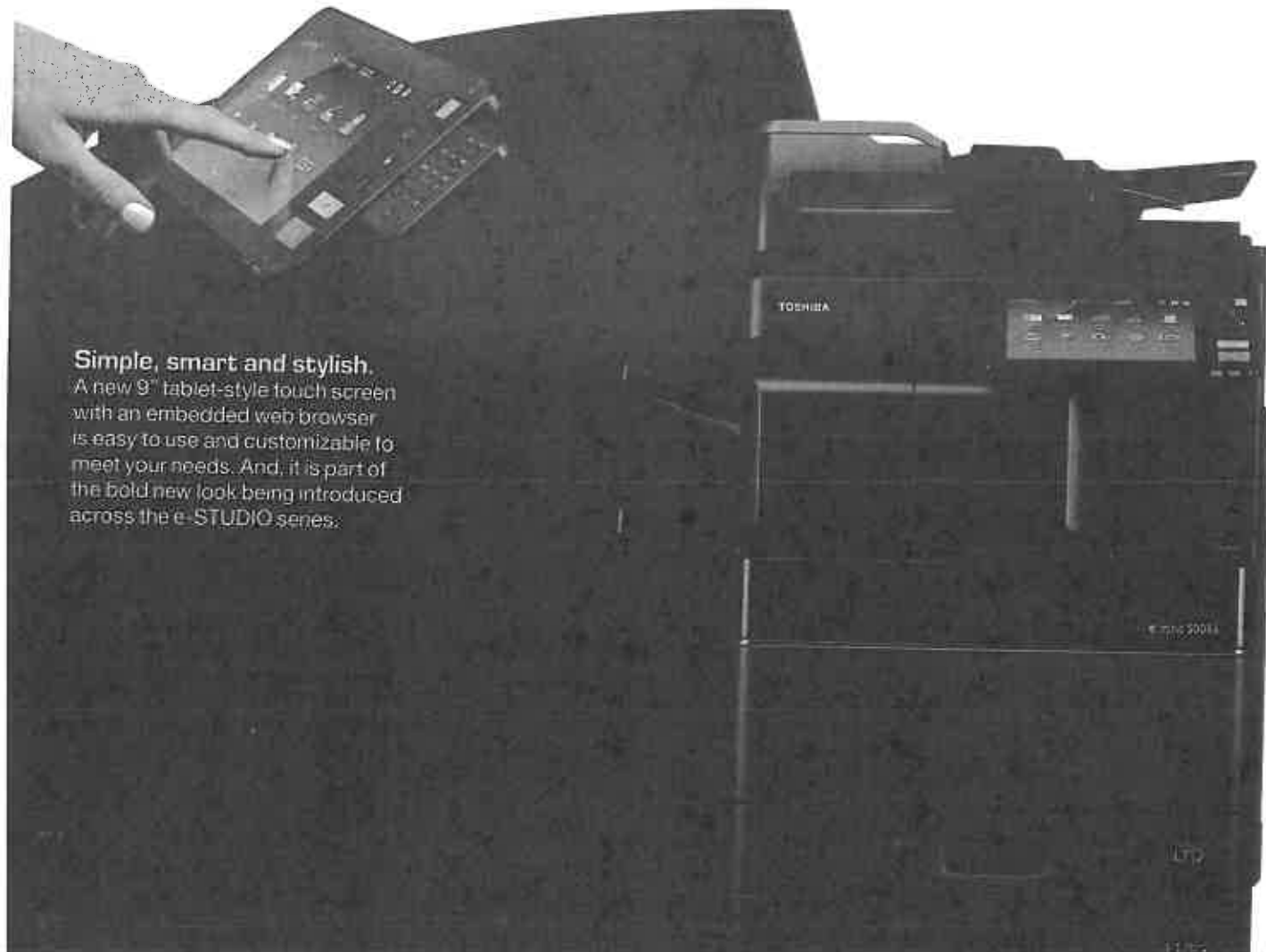
The Toshiba e-STUDIO3508A/4508A/5008A is designed to put a fast, efficient, secure MPF in the hands of workgroups looking to improve productivity.

- > Impressive resolution with new laser design providing 2,400 dpi x 600 dpi
- > A time-saving, high-speed, high-capacity 300-sheet optional Dual-Scan Document Feeder
- > Up to 150,000 maximum monthly copy volume
- > Excellent black toner yields up to 43,900 pages at 5%

The same power and performance typically enjoyed only by larger businesses is now available for all groups and companies. After all, size does not have to limit capability, nor production, especially thanks to Toshiba's e-STUDIO3505A/4508A/5008A MFPs.

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



THE FEATURES YOU EXPECT, AND MORE.

1 Document Feeder Options

- MR4000 Dual-Scan Document Feeder (DSDF)
- MR3031 Reversing Automatic Document Feeder (RADF)
- KA5005PC Platen Cover

2 Accessory Tray & Keyboard Options

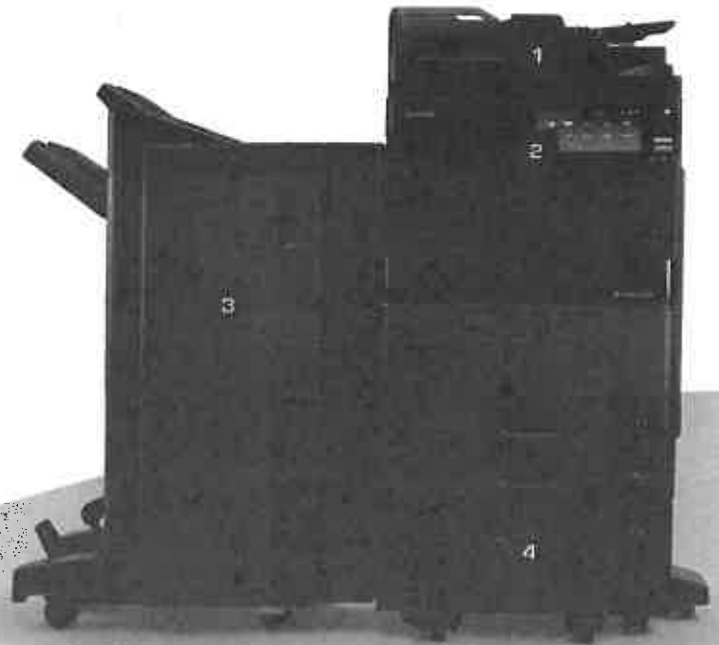
- GR1250 Accessory Tray
- GR9000 Bluetooth Keyboard
- GR1260 10-Key Numeric Keypad

3 Finishing Options

- MJ1042 50-Sheet Inner Finisher
- MJ1109 50-Sheet Console Finisher
- MJ1110 50-Sheet Saddle-Stitch Finisher
- MJ5015 Job Separator

4 Additional Paper Options

- KD1058 Paper Feed Pedestal
- KD1059LT 2,000-Sheet Large Capacity Feeder
- MY1048 Additional Drawer Module for PFP
- MY1049 Envelope Cassette



Additional Option Highlights

- > Embedded OCR Enabler
- > Multi-Station Print Enabler
- > Wireless LAN/Bluetooth
- > IPsec Security Enabler
- > Single & Dual-Line Facsimile
- > Hidden Card Reader Pocket
- > Expansive Third-Party Solutions List

The e-STUDIO3508A/4508A/5008A includes all the features you would expect from a top quality MFP, along with a few new ones that may come as a pleasant surprise.

In Control with the Greatest of Ease

A new tiltable, touch swipe 9" color panel works like a tablet or smartphone interface so you can find whatever you need by just swiping your finger.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, a fast dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDF) produces up to 120 IPM simplex and 240 IPM duplex. A conventional RADF is available for less scan-intensive businesses.

Special Envelope Cassette

Keep your envelopes firmly in place for accurate printing from start to finish with a new envelope cassette that holds 60 at a time.

Add What You Need, All at Once

A 1,200-sheet capacity comes standard, but if you need more, just add 2 optional 550-sheet cassettes or a tandem LCF for 2,000 LT only for a total capacity of 3,200.

High Volume, High Toner Yield

The monthly copy volume reaches 150,000 and an equally impressive toner yield tops out at 43,900 at 5% coverage.

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any convenient MFP by simply swiping their badge and authenticating at that device.

A COMPACT DESIGN THAT LEAVES NOTHING OUT.

Workgroups can now get a lot more done using fewer resources and less space. That's the thinking behind the e-STUDIO3508A/4508A/5008A too. Plenty of functions, lots of capacity, and a small footprint with a fresh, new look.

Dual-Scan Document Feeder holds an amazing 300 originals and boasts an impressive 240 images per minute (IPM) by scanning both sides of the page in a single pass.

First Copy Out Time clocks in at a blazing fast 3.6 seconds.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size or type.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Saddle/Fold Capabilities offer saddle-stitch finishing and the ability to fold without stapling.

Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

Advanced e-BRIDGE Next Technology enables the MFP to drive Toshiba's internally developed solutions or those from a third party with ease.

Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Context-Sensitive Help Button provides instant, thorough explanations straight from the manual to help as needed.

Service Module Design significantly reduces the cost and time spent servicing the MFP.



TOSHIBA
Leading Innovation >>>

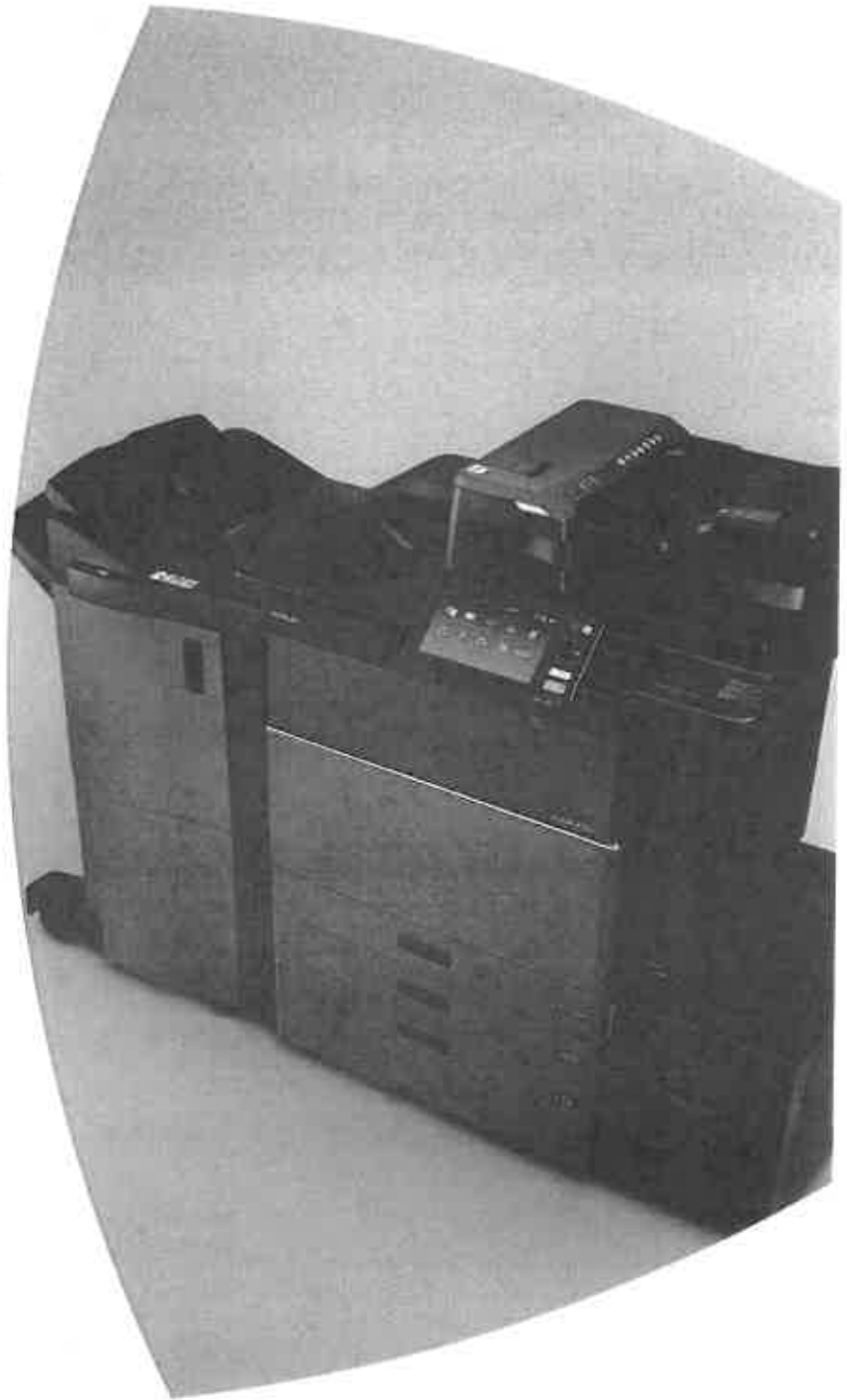
e-STUDIO™ 5508A

e-STUDIO™ 6508A

e-STUDIO™ 7508A

e-STUDIO™ 8508A

- > Black & White Multifunction Printer
- > Up to 85 PPM
- > Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO™ 5508A/6508A/7508A/8508A

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	55/65/75/85 PPM (LT)
First Copy Out	5.2/5.2/4.5/4.1
Warm-Up Time	Approx. 24/24/20/20 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to 13" x 19", 12" x 47" Banner, Envelope
Multiple Copying	Up to 9,999 Copies
Paper Capacity	Standard 3,520 Sheets/Max. 6,020 Sheets (Tandem Drawer)
Original Feed	Standard 300-Sheet DSDF
Scan Speed & Weights	DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Index, Duplex: 9.3-110 lb Index
Max. Original Size	LD
Paper Feed Sizes	Drawers: 540 Sheets-ST-R to 12" x 18" Integral Tandem LCF 1,160 x 2 LT-Only Stack Feed Bypass: 120 Sheets-3.9" x 5.8" to 13" x 19", 12" x 47" Banner 2,500-Sheet Ext. LCF LT-Only Tandem LCF 1,160 Sheets x 2-16 lb Bond-140 lb Index Plus 540 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 120 Sheets-16 lb Bond-110 lb Cover Opt. 2,500-Sheet Ext. LCF LT-Only -16 lb Bond-140 lb Index Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Paper Weights	25% to 400%
Duplex	Max. 520K/580K/660K/720K Month
Reproduction Ratio	Approx. 430 lb
Max Duty Cycle	37.6" (W) x 28.9" (D) x 48.3" (H)
Weight	106,600 @ 5%
Approx. Dimensions	120 Volts, 50/60 Hz, 16 Amps
Toner Yield	Maximum 2.0kW (120V)
Power Source	Intel Atom™ 1.33 GHz (Dual-Core)
Power Consumption	4GB
CPU	320GB Self-Encrypting Drive FIPS 140-2 Validated
Memory	
Hard Disk Drive	

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	55/65/75/85 PPM (LT)
Print Resolution	600 x 600 dpi, 2,400 x 600 dpi (With Smoothing), 1,200 x 1,200 dpi (2-bit) or 3,600 x 1,200 dpi (With Smoothing) PS Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalk™, Port 9100 (bi-directional), NetWare P-SERVER LPD w/iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.6, 10.7.4, 10.8, 10.9, 10.10, 10.11
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint™, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Device Management	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Account Control	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/ Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC 15408 EAL3+), IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp

Environmental Stds. Certification

*Compliant with IEEE2600.1 in High Security Mode.
Energy Star (V2.0), EPEAT Gold, RoHS
WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color)
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.) Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MMR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

Accessories (Options)

Additional Paper Options			
Large Capacity Feeder	MP2502	Unicode Font Enabler	GS100
Finishing Options		Embedded OCR Enabler	GS1080
50-Sheet Staple Finisher	MJ1111	Single License	GS1085
Saddle-Stitch Finisher	MJ1112	Five Licenses	GS1090
Hole Punch Unit for MJ1111/MJ1112	MJ8106	Multi-Station Print Enabler	GS1095
Side Exit Tray	KA6551	Single License	GB1280V8
Finisher Guide Rail	KN1103	Five Licenses	GB1440
Connectivity/Security Options		Advanced Scanning (ReRite)	GB1450
FAX Unit/2nd Line for FAX Unit	GD1370	SharePoint Connector	GB1540
Wireless LAN/Bluetooth	GN4020	Exchange Connector	GB1540
Bluetooth Keyboard	GR9000	Google Drive Connector	GB1540
Accessory Tray	GR1250	Miscellaneous Options	
Panel 10-Key Option	GR1260	Accessible Arm	KK2560
Card Reader Holder	GR1290	Harness Kit for Coin Controller	GQ1280
Meta Scan Enabler	GS1010		
IPsec Enabler	GP1080		



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Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > Speeds of 55, 65, 75 and 85 PPM black & white
- > Outstanding image quality and extra-high volume
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Faster, sleeker, and more volume than ever.

Toshiba is now introducing a sleek new lineup that looks great inside and out. Along with an ultra-modern look, you'll also find innovative technology like crisp, clean monochrome output delivered at up to 85 pages per minute with an impressive 6,020-sheet maximum capacity.

- > Precise 2,400 dpi x 600 dpi with smoothing for text
- > Up to 3,600 dpi x 1,200 dpi in PostScript mode
- > New high-speed, high-capacity Dual-Scan Document Feeder
- > Up to 720K maximum monthly copy volume

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



PROOF WE'RE CONSTANTLY REACHING HIGHER.

1 Accessory Tray & Keyboard Options

- GR1250 – Accessory Tray
- GR9000 – Bluetooth Keyboard
- GR1260 – 10 Key Numeric Keypad

2 Finishing Options

- MJ1111 – 50-Sheet Console Finisher
- MJ1112 – 50-Sheet Saddle Stitch Finisher
- MJ6106 – Hole Punch Unit
- KA6551 – Side Exit Tray

3 Connectivity Options

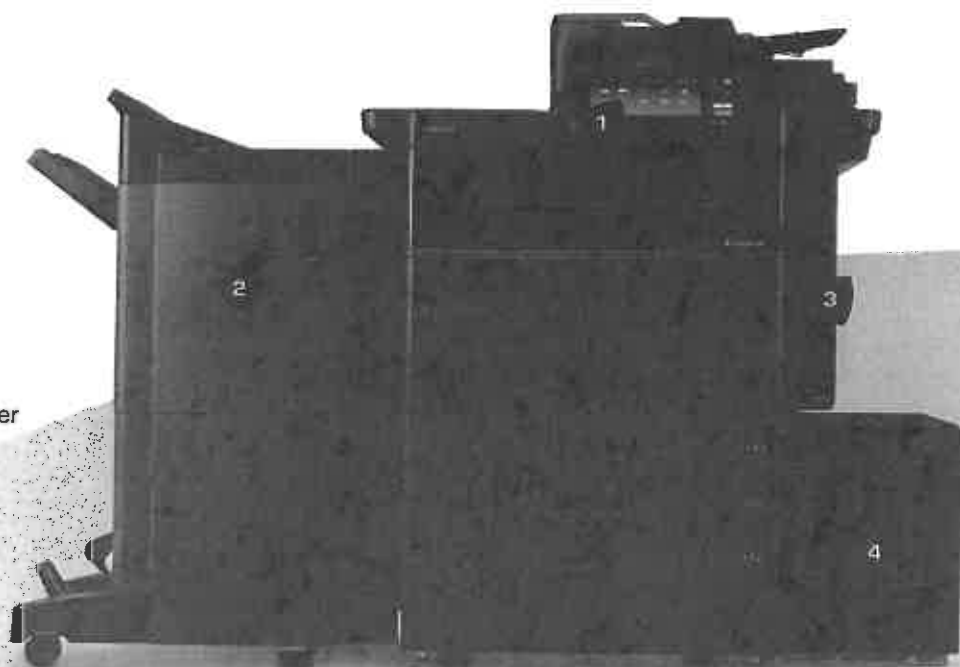
- GD1370 – Fax Unit/2nd Line for Fax Unit
- GN4020 – Wireless LAN/Bluetooth Module

4 Additional Paper Options

- MP2502 – 2,500 Sheet Large Capacity Feeder

Additional Option Highlights

- > IPsec Security Enabler
- > Multi-Station Print Enabler
- > Embedded OCR Enabler



The Toshiba e-STUDIO8508A series tops all previous machines and helps large workgroups improve productivity and connectivity while simplifying the overall workflow.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDF) produces up to 120 IPM simplex and 240 IPM duplex.

Bluetooth/WiFi Option

Bluetooth feature provides support for a wireless keyboard to simplify workflow processes at the MFP, while the WiFi capability enables WiFi-Direct printing making it ideal for mobile users.

Volumes and Volumes

A high monthly copy volume is 520K/590K/660K/720K respectively. Impressive toner yields are 106,600 at 5% coverage.

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any convenient MFP by simply swiping their badge and authenticating at that device.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, an Intel Atom™ dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

FEATURES AND BENEFITS AND MORE OF THEM.

With the Toshiba e-STUDIO8508A series, you can improve workgroup connection, integrate and simplify while improving efficiency with ultra-high quality output at unprecedented volumes.

Higher Robust Speeds include 55/65/75/85 monochrome pages per minute.

Fast Dual-Scan Document Feeder handles up to 300 sheets at a time and seamlessly scans both sides of each page in a single pass to produce a full 240 images per minute (IPM).

Fast First Copy Out Times at 5.2/5.2/4.5/4.1 seconds respectively.

9" Tablet-Style Touch Screen works intuitively, helping you access instructions, functions, and commands with the swipe of the finger.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size or type.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Saddle/Fold Capabilities offer saddle-stitch finishing and the option to fold without stapling.

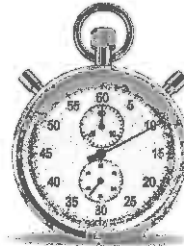
Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

Advanced e-BRIDGE Next Technology enables the MFP to drive Toshiba's internally developed embedded solutions or those from a third party with ease.

Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Help Button provides instant, thorough explanations straight from the manual to help as needed.



TOSHIBA
Leading Innovation >>>

e-STUDIO™ 5508A

e-STUDIO™ 6508A

e-STUDIO™ 7508A

e-STUDIO™ 8508A

- > Black & White Multifunction Printer
- > Up to 85 PPM
- > Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO™ 5508A/6508A/7508A/8508A

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WGA Touch Screen Tilting Display
Copy Speed	55/65/75/85 PPM (LT)
First Copy Out	5.2/5.2/4.5/4.1
Warm-Up Time	Approx. 24/24/20/20 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to 13" x 19", 12" x 47" Banner, Envelope
Multiple Copying	Up to 9,999 Copies
Paper Capacity	Standard 3,520 Sheets/Max. 6,020 Sheets (Tandem Drawer)
Original Feed	Standard 300-Sheet DSDF
Scan Speed & Weights	DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Index, Duplex: 9.3-110 lb Index
Max. Original Size	LD
Paper Feed Sizes	Drawers: 540 Sheets-ST-R to 12" x 18" Integral Tandem LCF 1,160 x 2 LT-Only Stack Feed Bypass: 120 Sheets-3.9" x 5.8" to 13" x 19", 12" x 47" Banner 2,500-Sheet Ext. LCF LT-Only
Paper Weights	Tandem LCF 1,160 Sheets x 2-16 lb Bond-140 lb Index Plus 540 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 120 Sheets-16 lb Bond-110 lb Cover Opt. 2,500-Sheet Ext. LCF LT-Only -16 lb Bond-140 lb Index Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Duplex	25% to 400%
Reproduction Ratio	Max. 520K/590K/680K/720K Month
Max Duty Cycle	Approx. 430 lb
Weight	37.6" (W) x 28.9" (D) x 48.3" (H)
Approx. Dimensions	108,600 @ 5%
Toner Yield	120 Volts, 50/60 Hz, 16 Amps
Power Source	Maximum 2.0KW (120V)
Power Consumption	Intel Atom™ 1.33 GHz (Dual-Core)
CPU	4GB
Memory	320GB Self-Encrypting Drive FIPS 140-2 Validated
Hard Disk Drive	

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC 15408 EAL3+), IEEE802.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
*Compliant with IEEE802.1 in High Security Mode.

Environmental Stds. Certification

Energy Star (V2.0), EPEAT Gold, RoHS
WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color)
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.) Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)

Image Compression

Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

Accessories (Options)

Additional Paper Options		Unicode Font Enabler	GS100
Large Capacity Feeder	MP2502	Embedded OCR Enabler	GS1080
		Single License	GS1085
Finishing Options		Five Licenses	GS1090
50-Sheet Staple Finisher	MJ1111	Multi-Station Print Enabler	GS1095
Saddle-Stitch Finisher	MJ1112	Single License	GB1280V8
Hole Punch Unit for MJ1111/MJ1112	MJ6106	Five Licenses	GB1440
Side Exit Tray	KA6551	Advanced Scanning (ReRite)	GB1450
Finisher Guide Rail	KN1103	SharePoint Connector	GB1450
		Exchange Connector	GB1540
		Google Drive Connector	GB1540
Connectivity/Security Options		Miscellaneous Options	
FAX Unit/2nd Line for FAX Unit	GD1370	Accessible Arm	KK2560
Wireless LAN/Bluetooth	GN4020	Harness Kit for Coin Controller	GQ1280
Bluetooth Keyboard	GR9000		
Accessory Tray	GR1250		
Panel 10-Key Option	GR1260		
Card Reader Holder	GR1290		
Meta Scan Enabler	GS1010		
IPsec Enabler	GP1080		

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	55/65/75/85 PPM (LT)
Print Resolution	600 x 600 dpi, 2,400 x 600 dpi (With Smoothing), 1,200 x 1,200 dpi (2-bit) or 3,600 x 1,200 dpi (With Smoothing) PS Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalk™, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10, 10.11
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint™, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple's App Store or Google Play)
Device Management	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Account Control	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/ Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts



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Inv. Code: 22308 5508A/6508A/7508A/8508A Brochure 17.5K PG. 8/16

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Web Site

www.business.toshiba.com

CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.

Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > Speeds of 55, 65, 75 and 85 PPM black & white
- > Outstanding image quality and extra-high volume
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Faster, sleeker, and more volume than ever.

Toshiba is now introducing a sleek new lineup that looks great inside and out. Along with an ultra-modern look, you'll also find innovative technology like crisp, clean monochrome output delivered at up to 85 pages per minute with an impressive 6,020-sheet maximum capacity.

- > Precise 2,400 dpi x 600 dpi with smoothing for text
- > Up to 3,600 dpi x 1,200 dpi in PostScript mode
- > New high-speed, high-capacity Dual-Scan Document Feeder
- > Up to 720K maximum monthly copy volume

Simple, smart and stylish.

A new 8" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



PROOF WE'RE CONSTANTLY REACHING HIGHER.

1 Accessory Tray & Keyboard Options

- GR1250 – Accessory Tray
- GR9000 – Bluetooth Keyboard
- GR1260 – 10 Key Numeric Keypad

2 Finishing Options

- MJ1111 – 50-Sheet Console Finisher
- MJ1112 – 50-Sheet Saddle Stitch Finisher
- MJ6106 – Hole Punch Unit
- KA6551 – Side Exit Tray

3 Connectivity Options

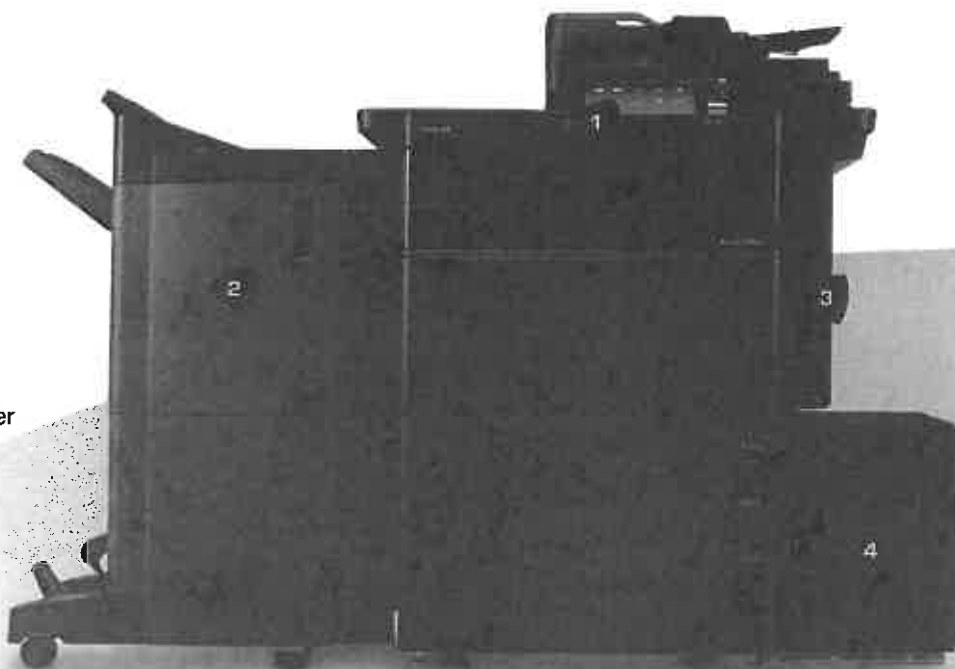
- GD1370 – Fax Unit/2nd Line for Fax Unit
- GN4020 – Wireless LAN/Bluetooth Module

4 Additional Paper Options

- MP2502 – 2,500 Sheet Large Capacity Feeder

Additional Option Highlights

- > IPsec Security Enabler
- > Multi-Station Print Enabler
- > Embedded OCR Enabler



The Toshiba e-STUDIO8508A series tops all previous machines and helps large workgroups improve productivity and connectivity while simplifying the overall workflow.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDF) produces up to 120 IPM simplex and 240 IPM duplex.

Bluetooth/WiFi Option

Bluetooth feature provides support for a wireless keyboard to simplify workflow processes at the MFP, while the WiFi capability enables WiFi-Direct printing making it ideal for mobile users.

Volumes and Volumes

A high monthly copy volume is 520K/590K/660K/720K respectively. Impressive toner yields are 106,600 at 5% coverage.

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any convenient MFP by simply swiping their badge and authenticating at that device.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, an Intel Atom™ dual-core processor, 4GB RAM and a 320GB FIPS 140-2 validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

FEATURES AND BENEFITS AND MORE OF THEM.

With the Toshiba e-STUDIO8508A series, you can improve workgroup connection, integrate and simplify while improving efficiency with ultra-high quality output at unprecedented volumes.

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TOSHIBA
Leading Innovation >>>

- > Color MFP
- > Up to 42 PPM
- > Small/Med. Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP



e-STUDIO 287CSL/347CSL/407CS



e-STUDIO 287CSL/347CSL/407CS

TOSHIBA
Leading Innovation >>>



- > Color MFP
- > Up to 42 PPM
- > Small/Med. Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP

Specifications

Copying Process	Direct Electrostatic Photographic Transfer System with Internal Transfer Belt
Copying Type	LED Head Printing
Copy/Print Resolution	600/600 x 600/1200 dpi
Copy/Print Speed	30/30, 35/37, 42/42, PPM Color/B&W
Warm-Up Time	Approx. 60 Seconds
First Copy Out Time	13 Seconds
Multiple Copying	Up to 999 Copies
Acceptable Paper Size and Weight	Cassette: ST-R to LG (17lb Bond - 120lb Index) Bypass: 3" x 5" to LG, Banner 8.5" x 52" (17lb Bond - 138lb Index)
Memory (Max)	Main Memory: 2GB HD: 320GB FIPS 140-2 Validated SED 100-Sheet
Document Feeder	100-Sheet
Reduction/Enlargement	25% to 400% (RADF: 25% to 200%)
Bypass	100-Sheet "Smart" Bypass (17lb Bond - 138lb Index)
Control Panel	Color 9" LCD Touch Panel
Paper Supply	Up to 2,630-Sheet Input Capacity Standard 1 x 530-Sheet Cassettes 100-Sheet Bypass Optional 3 x 530-Sheet Cassette Optional 2,000-Sheet LCF
Duplex	Std. Automatic Duplex Unit (17lb Bond - 120lb Index)
Dimensions	287CSL/347CSL: Approx. 20.6" x 23.8" x 26.4" (W x D x H) 407CS: Approx. 20.6" x 23.8" x 31.9" (W x D x H)
Weight	Approx. 112.43lb
CMYK Toner Yield	CMY: 11.5K, BK: 15K
Power Supply	120 V, 8 Amps
Power Consumption	Maximum 1.5 kW
Max Duty Cycle	85K/100K/125K Copies

e-BRIDGE Print Specifications

PDL Support	PCL6, PostScript 3, XPS
Operating Systems	Windows Server 2003, 2008, 2012, Vista SP2, 7, 8, NetWare 6.5, Citrix, Macintosh 10.4-10.9, Solaris v10, 11, HP-UX V11.1v3, AIX 7.x, Linux, SCO
Protocol Support	Windows Printing (SMB1.0/2.0), LPR/LPD, IPP (Ver.1.1) w/Authentication, NetWare P-SERVER w/NDS, Binary, Novell NDPS Gateway, or LPD w/iPrint, Apple Talk PAP or EtherTalk, Port 9100 (bi-directional), WS Print, FTP
Drivers	Windows Server 2003, 2008, 2012, Vista SP2, 7, 8, Macintosh OS 10.4-10.9
Connectivity	10/100/1000BaseTX Ethernet, 802.11b/g/n, Wireless LAN, USB
Wireless Device	AirPrint, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Device Management	Top Access, eFMS 6.0 (e-BRIDGE Fleet Management Software)
Certification	Windows 7, 8, 8.1, 2008R2, 2012, 2012 R2, WHQL, Novell, Citrix

Scan Specifications

Scan Resolution	100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Scan Speed	40 SPM Color/40 SPM B&W (@ 300 dpi)
File Format	TIFF, PDF, Secure PDF, JPEG, XPS

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	33.6 Kbps
Scan Speed	Maximum 40 SPM

E-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder, 200 Pages Per Document

Security

Data Encryption & Disk Overwrite	256 Bit AES (SED Hard Drive)
Authentication	LDAP, SMTP, Windows Server Domain, Local

Accessories (Options)

Additional Paper Options, Spacers, Caster Base

Spacer: (For Adjusting Machine Height Replacing a Stand)	GR1160
Caster Base: (Caster Base for PFU, LCF or Spacer)	GR1170
Cassettes: 530-Sheet Pedestal, 8.5SQ to 14LG	MY1045
Large Capacity Feeder (LCF): 2,000-Sheet Drawer, LT, 13LG, 13.5LG, 14LG, A4	KD1040

Finishing Options

Inner Finisher (e-STUDIO407cs Only): 1 Tray: 500 Sheets	MJ1038
Damper Kit (Required for MJ1038)	KK1002
Offline Stapler	MJ1039

Connectivity/Security Options

Fax Board	GD1000
Wireless Module	GN1000
Wireless Antenna	GN3010
Meta Scan Enabler for e-CONNECT	GS1010
IPsec Enabler	GP1080
Advanced Scanning (Re-Rite)	GB1280V8
SharePoint Connector	GB1440
Exchange Connector	GB1450
Google Docs Connector	GB1540



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Designs and specifications subject to change without notice. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealership for availability. Toner yields are estimates based on 6% coverage, letter-size page. Driver and connectivity feature support vary by client/network operating system.

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Inv. Code: 22266 407cs Short Series Brochure 5K PG 6/16





Exceptional features, starting with e-BRIDGE.

The outstanding performance of the e-STUDIO407cs series is due, in large part, to advanced e-BRIDGE technology. This Toshiba e-STUDIO series is available for small and medium size businesses looking for outstanding color and powerful features in a letter size MFP. The list of features is impressive, including Universal Print Drivers with plug-ins, web browsing and printing, open platform connectors and mobile printing. Additional features and benefits include:



Compact, lightweight, and packs a punch

This powerful, compact letter and legal size device saves space and money, offering one of the smallest footprints among comparable MFPs.



LED print head

An innovative LED light source for printing results in low noise, easy maintenance and a smaller, more compact size.



Impressive image quality

Get attention-grabbing gloss output using a greater range of colors. Choose from a variety of media including 17lb bond to 138lb index and 3"x 5" index cards to 8.5" x 52" banners, all with up to 600 x 1200 dpi output.



High performance print engine

A technologically advanced, high performance print engine allows for a faster warm-up and First Copy Out Time. Not to mention an overall energy reduction to help the environment and your budget.



Easy to use

Now it's easier than ever to operate an MFP. Thanks, in part, to a 9-inch display consistent with other Toshiba devices, hard keys or buttons used for main functions, and an e-BRIDGE Open Platform for flexible integration.



Easy to maintain

Replacing supplies and performing routine maintenance are simple and can be performed by virtually anyone, reducing the need for a service call.



Plenty of options

Choose from a variety of options to take greater advantage of the e-STUDIO407cs series. There's a space-saving Inner Finisher, 2,000-Sheet LCF up to 4-drawer configuration. Also, Job Point for cluster printing with up to 10 e-STUDIO models and Re-Rite for one-touch automatic OCR as well as a Fax Unit, Wireless LAN Module, and IPsec Enabler.



Managed Print Services

Look to our highly experienced Managed Print Experts to help you cut costs, streamline operations, control your output environment, secure documents, and reduce your environmental impact.



And that's not all

The list of outstanding features goes on and on. In fact, it goes something like this: Job Skip allows you to skip to the next job if one job runs out of paper or toner. Omit Blank Page removes all blank pages from all jobs. Outside Erase lets you copy or scan books and 3D objects with the RADF open. Envelope Printing can be done straight from the bypass. The One Touch Templates function automates complex or frequently repeated jobs. Standard Tandem Printing completes large jobs faster by dividing the work between two printers. And, e-Filing lets you print, edit and manage stored documents.

Affordable, high-impact color.

You need black and white, but you'd like to add color. Now they're both available in a compact size at a sensible price, thanks to the new e-STUDIO407cs series from Toshiba. Copy, print, scan and fax with the MFP that does it all, for less.

Your MFP has arrived.

Small and medium size businesses, from healthcare to education to finance, can now take advantage of everything Toshiba MFPs have to offer, in a surprisingly small package. The new e-STUDIO407cs series prints black and white or color at speeds of up to 42 PPM for letter size paper and 34 PPM for legal size. It incorporates leading LED technology that reduces the overall size and simplifies the design. An e-BRIDGE Universal Print Driver, the single driver for all Toshiba e-BRIDGE series models, includes plug-ins for the simple addition of a variety of productivity enhancing options.

Compact, powerful, and groundbreaking.

A long list of impressive features and benefits are available on the e-STUDIO407cs series. The e-BRIDGE technology provides consistency across our family of MFPs. After you've learned one, you can operate many. They all use the same operability, user interface, open platform connectors, cloud and mobile printing and scanning, and management utilities.

The e-STUDIO407cs series has a small footprint so it's lightweight and it also operates quietly. Maintenance is simpler than ever because of replacement units that can be easily installed by anyone. The color output is incredible, too, with enhanced image quality and vivid, glossy colors.



e-STUDIO 287CSL/347CSL/407CS

Leading innovation in high security.

Data has never been more secure. The e-STUDIO407cs series incorporates proprietary Toshiba technology in a number of ways to provide a level of data protection for IT equipment that sets a new standard.

Security matters.

Toshiba's e-STUDIO407cs series addresses the most stringent security requirements of the IEEE2600 standards for multifunction products. Our proprietary 320GB Self-Encrypting-Drive (SED) features Automatic Data Validation, virtually eliminating the possibility that data can be retrieved from the drive should it be removed and placed into another device. This Toshiba design utilizes the 256 Advanced Encryption Standard (AES) and is FIPS 140-2 Validated, while the data overwrite feature meets Department of Defense requirements. Even data being sent to or from the e-STUDIO407cs series can be encrypted using the optional IPsec Enabler.

Keeping your data safe.

Other MFP features help make sure you only share the information you want to share. The Secure PDF feature lets users scan and email documents at the MFP using a password so only those recipients who know the password can access the document.

Whatever your security concerns may be, with the Toshiba e-STUDIO407cs series and the protection it affords, you can rest assured your documents are safe.

secureMFP™

- > Self Encrypting Drive
- > IPsec Enabler (optional)
- > IP Filtering
- > Network Port Control
- > Secure PDF
- > Private Print



Not only can you perform multiple functions with ease, everything you do is protected with advanced security measures.



Take advantage of scalable configurations. You can create a convenient desktop version. Or, add paper capacity and functionality as needed.



TOSHIBA
Leading Innovation >>>

e-STUDIO™ 2000AC

e-STUDIO™ 2500AC

- > Color Multifunction Printer
- > Up to 25 PPM
- > Small Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind. Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > 20 and 25 PPM
- > Affordable, high-resolution color
- > High-volume black & white
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Color commands attention. Technology makes it possible. It's important that an MFP is powerful, reliable, and efficient. Add color to that and you have even more ways to make your documents impactful.

- > Up to 600 dpi x 1,200 dpi
- > Toshiba e-BRIDGE Color Profile Tool allows for the creation of profiles to adjust color for varying media types, lighting or even to match Pantone colors, unique spot colors or output from another device
- > 256 gradations provide ultra smooth transitions in photos and illustrations
- > Auto-calibration ensures consistency of color across small and large print jobs

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



COMPACT SIZE, ALL-NEW LOOK, AND A POWERFUL PUNCH.

For small and medium businesses and workgroups that demand color along with a small footprint, Toshiba has answered the call. The e-STUDIO2500AC series is packed with industry-leading technology and innovations designed to help workgroups connect, integrate and simplify.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size or type or, in some cases, even colored toner.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Saddle/Fold Capabilities offer saddle-stitch finishing and the option to fold without stapling.

Heavy Paper Support handles 16 lb bond to 90 lb index through drawers and LCF and up to 110 lb index in bypass.

Heavy Duplex Support can also handle 16 lb bond to 90 lb index for heavy duty duplexing.

Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Context-Sensitive Help Button provides instant, thorough explanations straight from the manual to help as needed.

Service Module Design significantly reduces the cost and time spent servicing the MFP.

Multi-Station Print Enabler allows you to retrieve your print job from a series of networked MFPs via simple authentication.



CONVENIENCE AND SECURITY.

Small workgroups looking for quality color will appreciate the fact that the e-STUDIO2500AC series is easily integrated, customizable and solutions ready, with an open platform.

Convenient e-filing lets users store jobs that are frequently printed and access finishing features.

Toshiba's exclusive e-BRIDGE Print & Capture application enables mobile device users to take advantage of the broad feature set when they're in the office and on the go.

A universal driver along with PCL 6, PS3, and XPS support provide fast and easy connectivity to Windows®, Macintosh® and more.

The universal print driver works for all users. Tandem print comes standard, and you can choose from a variety of time-saving, function-adding plug-ins that enable productivity from the driver. For instance:

- > Job Point—quickly split up large jobs with up to 10 Toshiba MFPs
- > Job Replicator—use multi-part form replacement (3 prints)
- > Job Separator—perform batch printing easily using any Windows app
- > Job Build—conveniently print different document types all together

Industry-Leading Security

Along with all of the new and innovative Toshiba technologies, we keep the security of your business top of mind.

- > A 320GB Self-Encrypting Drive (SED) with Automatic Drive Invalidation (ADI) & Data Overwrite capability provides top level security
- > FIPS 140-2 Validated SED meets and exceeds government requirements
- > IPsec is available to securely encrypt data sent to and from the MFP

World-Leading Environmental Standards

Innovation that is truly innovative makes certain that our environment is part of the equation, which is precisely what we do here at Toshiba.

- > RoHS compliance, the use of recycled plastics, and Low-Power (0.6W) Super Sleep Mode work to help the environment
- > EPEAT Gold Registered in the global registry for greener electronics, designed to help purchasers choose products that reduce environmental impact
- > Energy Star V2.0 meets the latest, more stringent requirements



SEE WHAT THE e-STUDIO2500AC SERIES IS MADE OF.

1 Document Feeder Options

- MR3031 Reversing Automatic Document Feeder (RADF)
- KA5005PC Platen Cover

2 Accessory Tray & Options

- GR1250 Accessory Tray
- GR9000 Bluetooth Keyboard
- GR1260 10-Key Numeric Keypad

3 Finishing Options

- MJ1042 50-Sheet Inner Finisher
- MJ1110 50-Sheet Saddle-Stitch Finisher
- MJ5014 Job Separator

4 Additional Paper Options

- KD1058 Paper Feed Pedestal
- KD1059LT 2,000-Sheet Large Capacity Feeder
- MY1048 Additional Drawer Module for PFP
- MY1049 Envelope Cassette



Additional Option Highlights

- > Embedded OCR Enabler
- > Multi-Station Print Enabler
- > Wireless LAN/Bluetooth
- > IPsec Security Enabler
- > Single & Dual-Line Facsimile
- > Hidden Card Reader Pocket
- > Expansive Third-Party Solutions List

We work out of the box to find innovative ways to make your business run more efficiently. In fact, we've found quite a few.

Touch and Swipe with Ease

An easy to see, tablet style 9" color touch screen panel works intuitively, helping you find instructions, functions, and commands with the swipe of the finger.

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any convenient MFP by simply swiping their badge and authenticating at that device.

Envelopes—the Perfect Fit

A special envelope cassette is available to hold up to 60 envelopes, making sure each one is fed and printed in the same place, every time.

Volumes and Volumes :

A high monthly copy volume up to 84,000 pages. Toner yields are 33,600 CMY and 38,400 K pages (at 5%) respectively.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest e-BRIDGE Next architecture features an Embedded Web Browser, a fast dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

A Clever Inside Pocket

We've put the Authentication Card Reader inside the machine for a cleaner look and safer use.

e-STUDIO™ 2000Ac/2500Ac

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/LED Printing/ Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	20/25 PPM (LT)
First Copy Out	Color: 9.5/9.5 Monochrome: 7.1/7.1
Warm-Up Time	Approx. 21 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	ST-R to LD, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 350 Sheets/Max. 2,900 Sheets
Original Feed	Optional 100-Sheet RADF
Scan Speed & Weights	RADF Scan: Up to 73 IPM (Monochrome or Color), Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond
Max. Original Size	LD
Paper Feed Sizes	Drawer 1: 250 Sheets-ST-R to LD Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD Opt. Paper Feed Unit: 550 Sheets-ST-R to LD Opt. 550-Sheet Paper Feed Pedestal-ST-R to LD Opt. 550-Sheet Drawer for PFP -ST-R to LD Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Standard: 250 Sheets-16 lb Bond-90 lb Index Stack Feed Bypass: 100 Sheets-16 lb Bond-110 lb Index Opt. Paper Feed Unit: 550 Sheets-16 lb Bond-90 lb Index Opt. 550-Sheet Paper Feed Pedestal: 16 lb Bond-90 lb Index Opt. 550-Sheet Drawer for PFP: 16 lb Bond-90 lb Index Opt. Envelope Cassette for PFP: 16 lb Bond-90 lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type): 17-28 lb Bond Standard Automatic Duplex Unit: 16 lb Bond-90 lb Index
Paper Weights	Standard Automatic Duplex Unit: 16 lb Bond-90 lb Index
Duplex	25% to 400%
Reproduction Ratio	Max. 67.2K Month (e-STUDIO 2000Ac) Max. 84K Month (e-STUDIO 2500Ac)
Max Duty Cycle	Approx. 126 lb
Weight	22.6" (W) x 23" (D) x 26.1" (H)
Approx. Dimensions	CMY: 33.6K, BK: 38.4K @ 5%
CMYK Toner Yield	120 Volts, 50/60 Hz, 12 Amps
Power Source	Maximum 1.6kW (120V)
Power Consumption	Intel Atom™ 1.33GHz (Dual-Core)
GPU	4GB
Memory	320GB Self-Encrypting Drive FIPS 140-2 Validated
Hard Disk Drive	

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	20/25 Pages Per Minute (LT)
Print Resolution	600 x 600 dpi (5 bit) 600 x 1,200 dpi (1 bit) PS3 Only
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalk™, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10, R.J-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed), Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Interface	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Wireless Device	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Device Management	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Account Control	Timeout and Audible Beep Message Alerts
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408 EAL3+), IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp

Environmental Stds.

* Compliant with IEEE2600.1 in High security mode.
Energy Star (V2.0), EPEAT Gold, Blue Angel Mark (RAL UZ-171, MFD), Canadian ECP, Californian Proposition 65, Nordic Swan, RoHS

Certification

WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	RADF Scan: Up to 73 IPM (Monochrome or Color)
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.) Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations /Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

Accessories (Options)

Platen & Document Feeder Options			
RADF	MR3031	Meta Scan Enabler	GS1010
Platen Cover	KA5005PC	iPsec Enabler	GP1080
		Unicode Font Enabler	GS1007
Additional Paper Options		Embedded OCR Enabler	
Paper Feed Pedestal	KD1058	Single License	GS1080
Paper Feed Unit	MY1047	Five Licenses	GS1085
Drawer Module	MY1048	Multi-Station Print Enabler	
Envelope Cassette Option	MY1049	Single License	GS1090
Large Capacity Feeder	KD1059LT	Five Licenses	GS1095
		USB Hub Option	GR1270
Finishing Options		Advanced Scanning (ReTitle)	GB1280V8
Inner Finisher	MJ1042	SharePoint Connector	GB1440
Saddle-Stitch Finisher	MJ1110	Exchange Connector	GB1450
Hole Punch Unit (For MJ1042)	MJ6011	Google Docs Connector	GB1540
Hole Punch Unit (For MJ1110)	MJ6105		
Bridge Kit	KN5005	Miscellaneous Options	
Job Separator	MJ5014	Stand	STAND5005
Connectivity/Security Options		Accessible Arm	KK2550
FAX Unit/2nd Line for FAX Unit	GD1370	Work Tray	KK5005
Wireless LAN/Bluetooth	GN4020	Manual Pocket	KK5008
Bluetooth Keyboard	GR9000	Harness Kit for Coin Controller	GQ1280
Accessory Tray	GR1250		
Panel 10-Key Option	GR1260		
Card Reader Holder	GR1290		



Designs and specifications subject to change without notice. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealership for availability. Toner yields are estimates based on 5% coverage, letter size page. Driver and connectivity feature support varies by client/network operating system. Product names may be trademarks of their respective companies. This is a Class 1 laser product complying with IEC60825-1.

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Ink Code 22296, 2900AC/2500AC Brochure 5K PG 4/16

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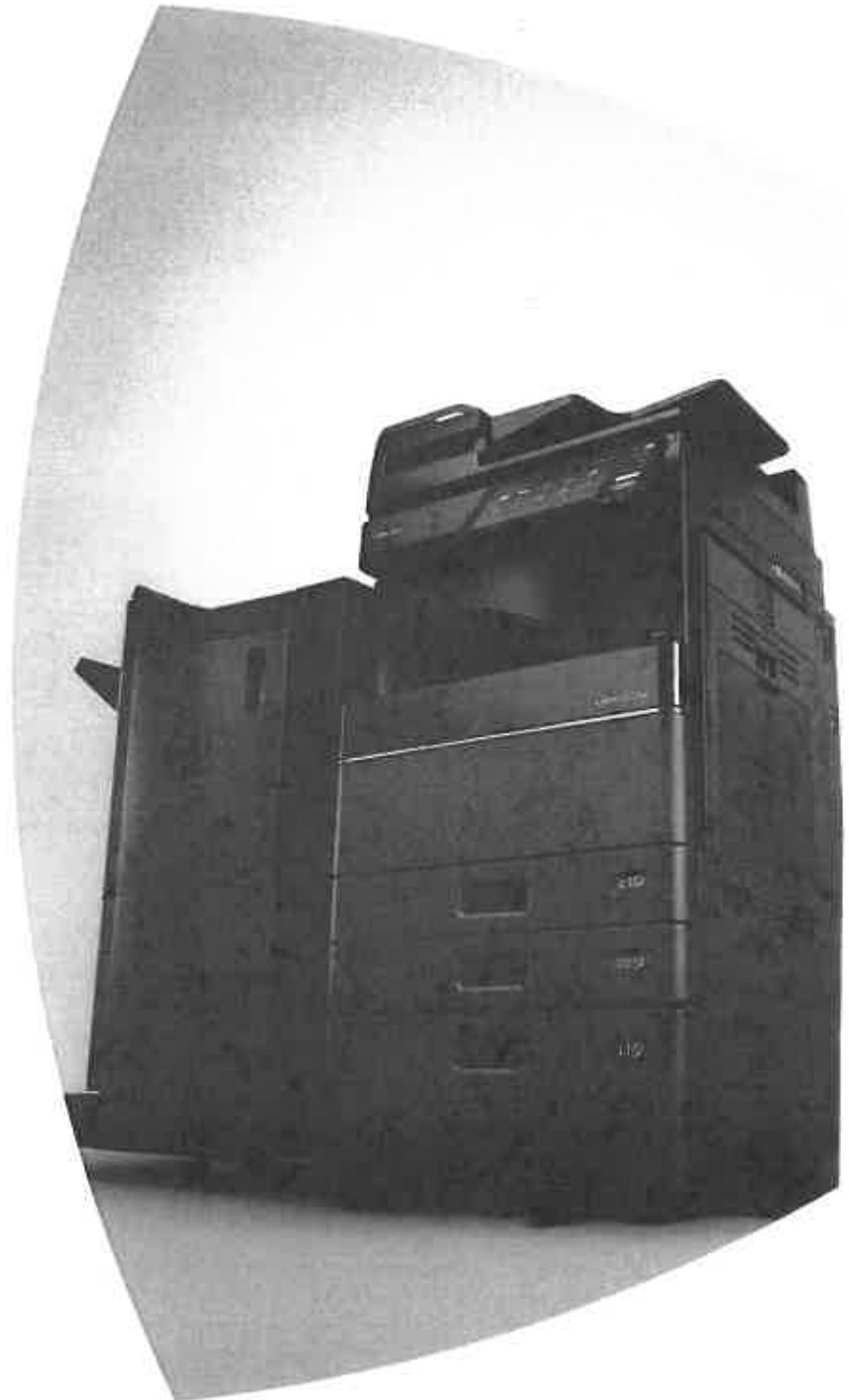
TOSHIBA
Leading Innovation >>>

e-STUDIO™ 2505AC

e-STUDIO™ 3005AC

e-STUDIO™ 3505AC

- > Color Multifunction Printer
- > Up to 35 PPM
- > Small/Medium Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO™ 2505AC/3005AC/3505AC

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	25/30/35 PPM (LT)
First Copy Out	Color: 7.8/7.8/7.8 Monochrome: 5.9/5.9/5.9 Approx. 20 Seconds
Warm-Up Time	600 x 600 dpi
Copy Resolution	3.9" x 5.8" to 12" x 18", 12" x 47" Banner, Envelope
Stack Feed Bypass	Up to 999 Copies
Multiple Copying	Standard 1,200 Sheets/Max. 3,200 Sheets Optional 300-Sheet DSDf or 100-Sheet RADf
Paper Capacity	DSDf Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond
Scan Speed & Weights	RADF Scan: Up to 73 IPM (Monochrome or Color), Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond
Max. Original Size	LD
Paper Feed Sizes	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to 12" x 18" Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12" x 18", 12" x 47" Banner Opt. 550-Sheet Paper Feed Pedestal-ST-R to 12" x 18" Opt. 550-Sheet Drawer for PFP-ST-R to 12" x 18" Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Standard: 550 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 100 Sheets-14 lb Bond-100 lb Cover Opt. 550-Sheet Paper Feed Pedestal-16 lb Bond-140 lb Index Opt. 550 Sheets Drawer for PFP-16 lb Bond-140 lb Index Opt. Envelope Cassette for PFP-16 lb Bond-140 lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-17 lb-28 lb Bond Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Paper Weights	25% to 400% Max. 75K/90K/105K Month (Color: 100%) Max.150K/180K/210K Month (Monochrome: 100%) Approx. 166 lb
Duplex	23" (W) x 25.2" (D) x 31" (H)
Reproduction Ratio	CMY: 33.6K, K: 38.4K @ 5%
Max Duty Cycle	120 Volts, 50/60 Hz, 12 Amps Maximum 1.5kW (120V)
Weight	Intel Atom™ 1.33 GHz (Dual-Core)
Approx. Dimensions	4GB
CMYK Toner Yield	320GB Self-Encrypting Drive FIPS 140-2 Validated
Power Source	
Power Consumption	
CPU	
Memory	
Hard Disk Drive	

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, OC Certified (ISO/IEC15408 EAL3+), IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
*Compliant with IEEE2600.1 in High Security Mode.
Energy Star (V2.0), EPEAT Gold, Blue Angel Mark (RAL UZ-171, MFD), Canadian ECP, Californian Proposition 65, Nordic Swan, RoHS
WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Environmental Stds.

Certification

Scan Specifications

Scan Speed	DSDf Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADf Scan: Up to 73 IPM (Monochrome or Color)
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.) Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

Accessories (Options)

Platen & Document Feeder Options	Meta Scan Enabler	GS1010
DSDf	IPsec Enabler	GP1080
RADF	Unicode Font Enabler	GS1007
Platen Cover	Embedded OCR Enabler	
	Single License	GS1080
Additional Paper Options	Five Licenses	GS1085
Paper Feed Pedestal	Multi-Station Print Enabler	
Drawer Module	Single License	GS1090
Envelope Cassette Option	Five Licenses	GS1095
Large Capacity Feeder	Advanced Scanning (ReRite)	GB1280V8
	SharePoint Connector	GB1440
Finishing Options	Exchange Connector	GB1450
Inner Finisher	Google Docs Connector	GB1540
50-Sheet Staple Finisher		
Saddle-Stitch Finisher	Miscellaneous Options	
Hole Punch Unit for MJ1042	Stand	STAND5005
Hole Punch Unit for MJ1109/MJ1110	Accessible Arm	KK2550
Bridge Kit	Work Tray	KK5005
Job Separator	Harness Kit for Coin Controller	GQ1280
Connectivity/Security Options		
FAX Unit/2nd Line for FAX Unit		
Wireless LAN/Bluetooth		
Hardcopy Security Printing		
Bluetooth Keyboard		
Accessory Tray		
Panel 10-Key Option		
Card Reader Holder		

e-BRIDGE Next Print Specifications

PDFL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	25/30/35 Pages Per Minute (LT)
Print Resolution	600 x 600 dpi (5 bit), 1,200 x 1,200 dpi (Color/2 bit) or 3,600 x 1,200 dpi (BW/with Smoothing) PS3 Only)
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalkTM, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ IPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Device Management	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Account Control	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts



Designs and specifications subject to change without notice. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealership for availability. Toner yields are estimates based on 5% coverage. For more details, visit the product page. Driver and connectivity feature support varies by client/network operating system. Product names may be trademarks of their respective companies. This is a Class 1 laser product complying with IEC60825-1.

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CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.

Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > 25, 30 & 35 PPM
- > High-resolution color
- > High-volume black & white
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

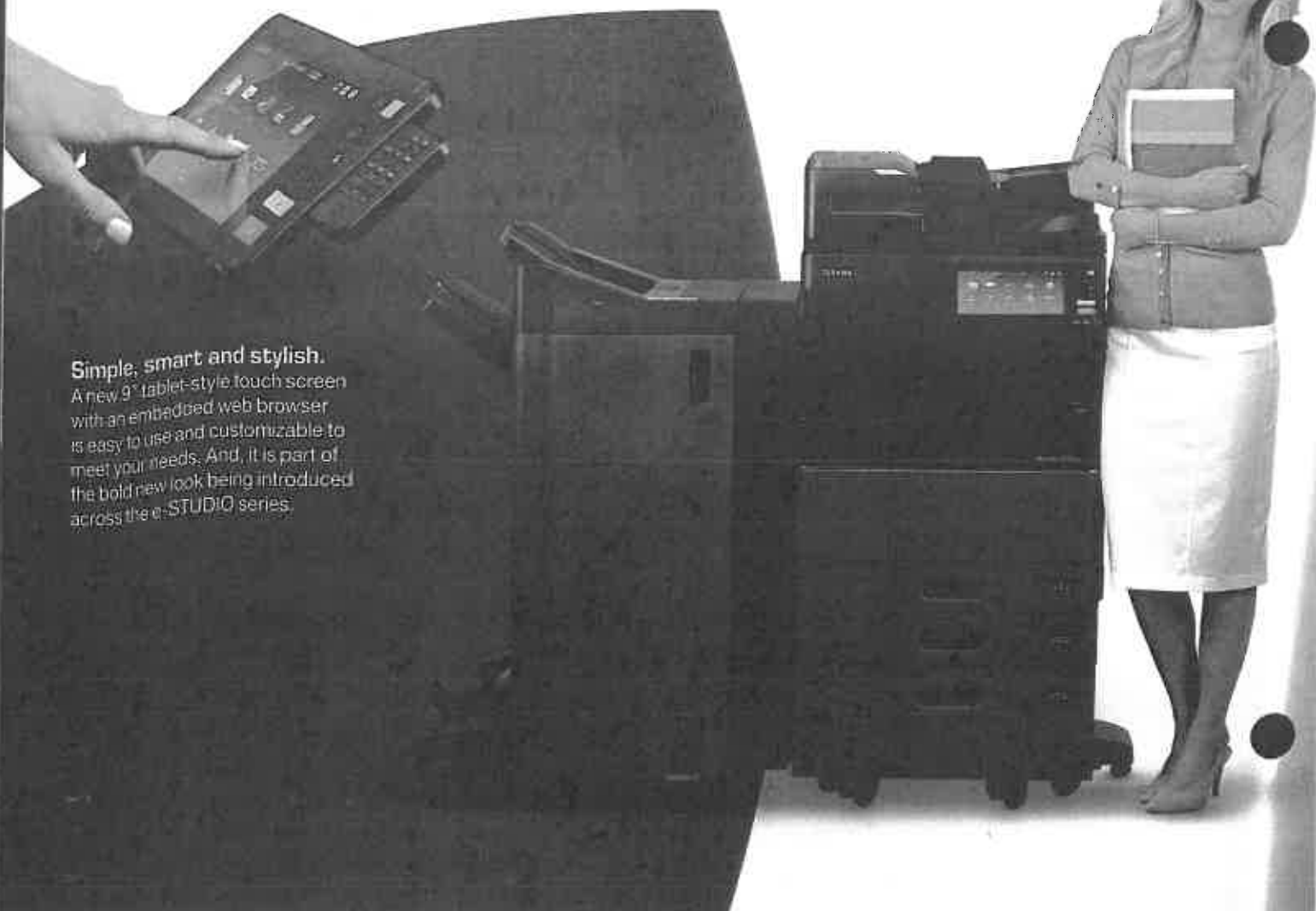
Toshiba's latest e-BRIDGE Next controller delivers exceptional color quality.

Don't restrict yourself to black and white when you can print with impactful color. Not just any color, either. It's Toshiba's new, multi-beam laser color with higher resolution for top-notch image quality.

- > 1,200 dpi x 1,200 dpi (PostScript 3) for exceptional laser quality
- > Toshiba e-BRIDGE Color Profile Tool allows for the creation of profiles to adjust color for varying media types, lighting or even to match Pantone colors, unique spot colors or output from another device
- > 256 gradations for smooth transitions in photographs and illustrations
- > Auto-calibration ensures consistency of color across small and large print jobs

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



FEATURES, BENEFITS, AND THE WOW FACTOR.

1 Document Feeder Options

- MR4000 Dual-Scan Document Feeder (DSDF)
- MR3031 Reversing Automatic Document Feeder (RADF)
- KA5005PC Platen Cover

2 Accessory Tray & Options

- GR1250 Accessory Tray
- GR9000 Bluetooth Keyboard
- GR1260 10-Key Numeric Keypad

3 Finishing Options

- MJ1042 50-Sheet Inner Finisher
- MJ1109 50-Sheet Console Finisher
- MJ1110 50-Sheet Saddle-Stitch Finisher
- MJ5015 Job Separator

4 Additional Paper Options

- KD1058 Paper Feed Pedestal
- KD1059LT 2,000-Sheet Large Capacity Feeder
- MY1048 Additional Drawer Module for PFP
- MY1049 Envelope Cassette



Additional Option Highlights

- > Embedded OCR Enabler
- > Multi-Station Print Enabler
- > Wireless LAN/Bluetooth
- > IPsec Security Enabler
- > Single & Dual-Line Facsimile
- > Hidden Card Reader Pocket
- > Expansive Third-Party Solutions List

The Toshiba e-STUDIO2505AC/3005AC/3505AC can increase the efficiency of your workgroups, improve the professionalism of your presentations, and streamline the workflow of your organization. And, that's just for starters.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDF) produces up to 120 IPM simplex and 240 IPM duplex. A conventional RADF is available for less scan-intensive businesses.

Envelopes—the Perfect Fit

A special envelope cassette is available to hold up to 60 envelopes, making sure each one is fed and printed in the same place, every time.

Volumes and Volumes

A high monthly copy volume is up to 210,000 for monochrome and 105,000 for color printing. Toner yields are 33,600 CMY and 38,400 K (at 6%) respectively.

Multi-Station Print Enabler

Toshiba's internally developed Multi-Station Print Enabler allows users to send print jobs from their desktop and retrieve them at any convenient MFP by simply swiping their badge and authenticating at that device.

Advanced e-BRIDGE Next Technology

Built on Linux®, this latest generation e-BRIDGE Next architecture features an Embedded Web Browser, a fast dual-core processor, 4GB RAM and a 320GB FIPS 140-2 Validated SED enabling the MFP to easily drive Toshiba's internally developed solutions or even third-party applications.

SMALL FOOTPRINT, BIG BUSINESS.

Even with a relatively small footprint, the e-STUDIO2505AC/3005AC/3505AC is packed with industry-leading technology and innovations designed to help workgroups connect, integrate and simplify.

Dual-Scan Document Feeder holds an amazing 300 originals and boasts an impressive 240 images per minute (IPM) by scanning both sides of the page in a single pass.

Multi-Station Print Enabler allows you to retrieve your print job from a series of networked MFPs via simple authentication.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size or type or, in some cases, even colored toner.

Limitless Job Reservation will queue up multiple copy or print jobs so users can send jobs whenever.

Embedded Optical Character Recognition (OCR) simplifies the creation of searchable PDFs or editable document formats such as Microsoft Word®.

Exclusive AquaAce Media water and tear resistant media up to 12" x 47" banner size.

Saddle/Fold Capabilities offer saddle-stitch finishing and the option to fold without stapling.

12" x 18" Cassette provides the ability to print stunning 11" x 17" color bleeds on 12" x 18" paper.

Scan-to and Print-from USB lets you print straight from your USB drive or scan documents to it.

Notifications Feature takes the hassle out of checking for depleted supplies or maintenance needs.

Paper Volume Indicators on the front panel make it easy to see the paper sizes, types and levels in each cassette.

Context-Sensitive Help Button provides instant, thorough explanations straight from the manual to help as needed.

Service Module Design significantly reduces the cost and time spent servicing the MFP.



TOSHIBA TECHNOLOGY NEVER LOOKED BETTER.

Keeping small to medium to large workgroups in mind, the e-STUDIO2505AC/3005AC/3505AC is easily integrated, customizable and solutions ready, with an open platform.

Flexible integration with third-party solutions in embedded web browser brings the workflow to one location, at your fingertips.

Toshiba's exclusive e-BRIDGE Print & Capture application enables mobile device users to take advantage of the broad feature set when they're in the office and on the go.

A universal driver along with PCL 6, PS3, and XPS support provide fast and easy connectivity to Windows, Macintosh® and more.

The universal print driver works for all users. Tandem print comes standard, and you can choose from a variety of time-saving, function-adding plug-ins that enable productivity from the driver. For instance:

- > Job Point—quickly split up large jobs with up to 10 Toshiba MFPs
- > Job Replicator—use multi-part form replacement (3 prints)
- > Job Separator—perform batch printing easily using any Windows app
- > Job Builder—conveniently print different document types all together as a single job

Tight Security

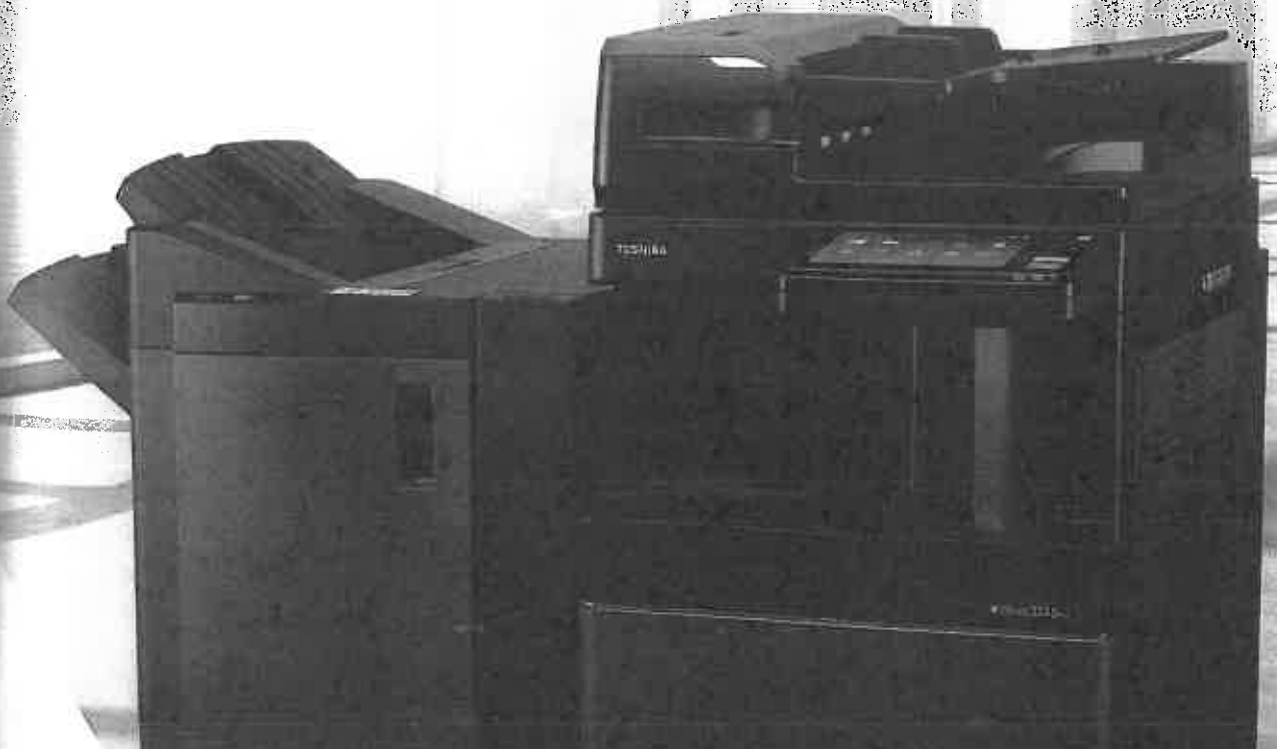
Along with all of the new and innovative Toshiba technologies, we keep the security of your business top of mind.

- > A 320GB Self-Encrypting Drive (SED) with Automatic Drive Invalidation (ADI) & Data Overwrite capability provides top level security
- > FIPS 140-2 Validated SED meets and exceeds government requirements
- > IPsec is available to securely encrypt data sent to and from the MFP

Environmental Protection

Innovation that is truly innovative makes certain that our environment is part of the equation, which is precisely what we do here at Toshiba.

- > RoHS compliance, the use of recycled plastics, and Low-Power (0.6W) Super Sleep Mode work to help the environment
- > EPEAT Gold Registered in the global registry for greener electronics, designed to help purchasers choose products that reduce environmental impact
- > Energy Star V2.0 meets the latest, more stringent requirements

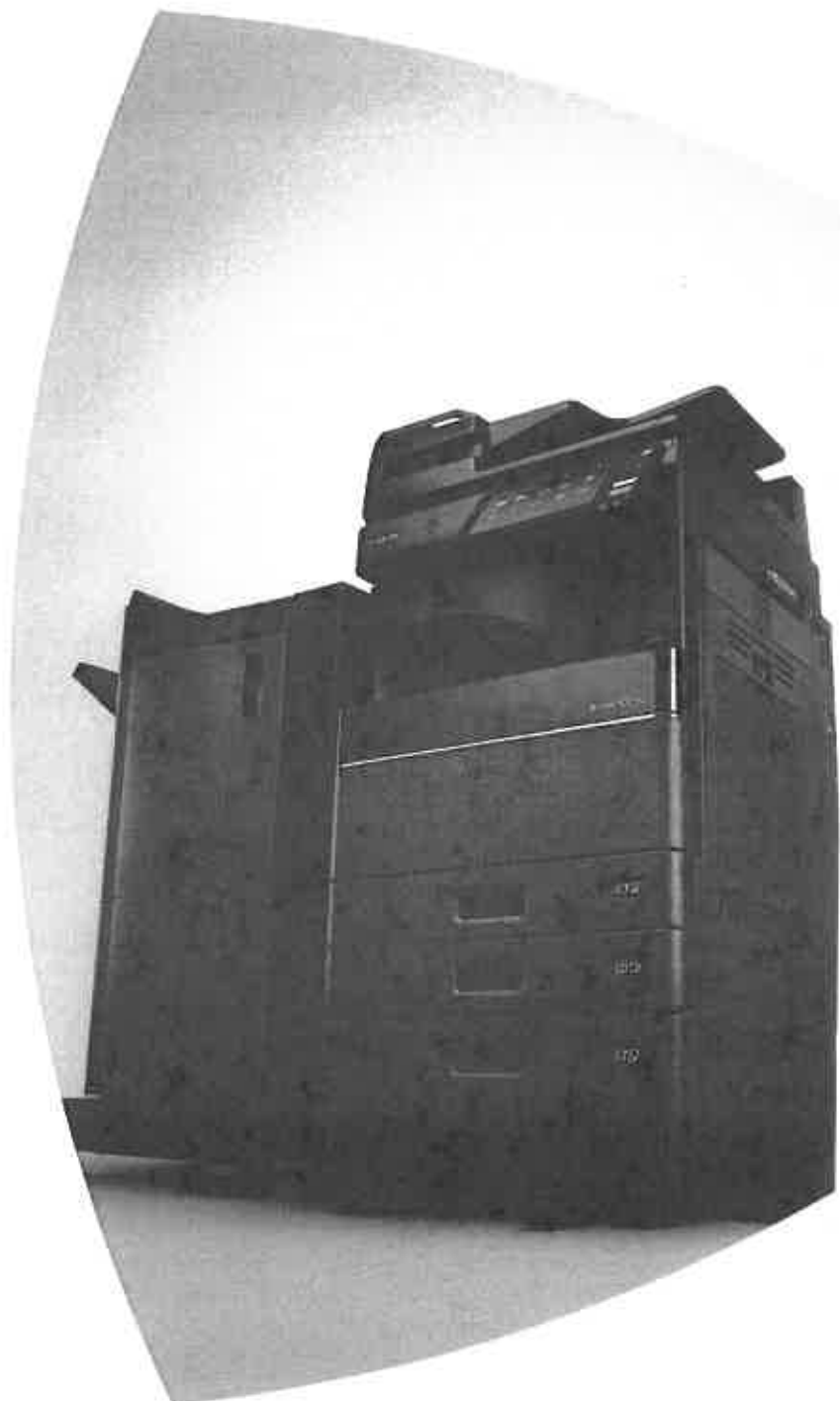


TOSHIBA
Leading Innovation >>>

e-STUDIO™ 4505AC

e-STUDIO™ 5005AC

- > Color Multifunction Printer
- > Up to 50 PPM
- > Medium/Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Solutions Ready



**TOGETHER
INFORMATION**

e-STUDIO™ 4505AC/5005AC

Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/ Heat Roller Fusing
Display	9" Color WVGA Touch Screen Tilting Display
Copy Speed	45/50 PPM (LT)
First Copy Out	Color: 5.7/5.7 Monochrome: 4.4/4.4 Approx. 20 Seconds
Warm-Up Time	Approx. 20 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to 12" x 18", 12" x 47" Banner, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 3,200 Sheets Optional 300-Sheet DSD or 100-Sheet RADF
Original Feed	DSD Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond
Scan Speed & Weights	RADF Scan: Up to 73 IPM (Monochrome or Color), Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond LD
Max. Original Size	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to 12" x 18"
Paper Feed Sizes	Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12" x 18", 12" x 47" Banner Opt. 550-Sheet Paper Feed Pedestal-ST-R to 12" x 18" Opt. 550-Sheet Drawer for PFP-ST-R to 12" x 18" Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Standard: 550 Sheets x 2-16 lb Bond-140 lb Index Stack Feed Bypass: 100 Sheets-14 lb Bond-100 lb Cover Opt. 550-Sheet Paper Feed Pedestal-16 lb Bond-140 lb Index Opt. 550 Sheets Drawer for PFP-16 lb Bond-140 lb Index Opt. Envelope Cassette for PFP-16 lb Bond-140 lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-17 lb-28 lb Bond Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)
Paper Weights	25% to 400%
Duplex	25% to 400%
Reduction Ratio	Max. 105K/105K Month (Color: 100%) Max. 210K/210K Month (Monochrome: 100%)
Max Duty Cycle	Approx. 166 lb
Weight	23" (W) x 25.2" (D) x 31" (H)
Approx. Dimensions	CMY: 33.6K, K: 38.4K @ 5%
CMYK Toner Yield	120 Volts, 50/60 Hz, 12 Amps
Power Source	Maximum 1.5kW (120V)
Power Consumption	CPU
Memory	Intel Atom™ 1.33 GHz (Dual-Core)
Hard Disk Drive	4GB 320GB Self-Encrypting Drive FIPS 140-2 Validated

Security Features

User Authentication, On-Board Data Scramble Function, SCEP, Disable e-Filing, Disable Copy, Disk Overwrite, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408 EAL3+), IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp
*Compliant with IEEE2600.1 in High Security Mode.

Environmental Stds.

Energy Star (V2.0), EPEAT Gold, Blue Angel Mark (RAL UZ-171, MFD), Canadian ECP, Californian Proposition 65, Nordic Swan, RoHS

Certification

WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	DSD Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color)
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.) Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDF, Searchable PDF (Opt.), XPS-Multi/Single Page, DOCX (Opt.), XLSX (Opt.), PPTX (Opt.)
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH/MR/MMR/UBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

Accessories (Options)

Platen & Document Feeder Options	MR4000 MR3031 KA5005PC	Meta Scan Enabler IPsec Enabler Unicode Font Enabler Embedded OCR Enabler	GS1010 GP1080 GS1007
Additional Paper Options	KD1058 MY1048 MY1049 KD1059LT	Single License Five Licenses Multi-Station Print Enabler Single License Five Licenses Advanced Scanning (ReRite)	GS1080 GS1085 GS1090 GS1095 GB1280V8
Finishing Options	MJ1042 MJ1109 MJ1110 MJ8011 MJ6105 KN5005 MJ5015	SharePoint Connector Exchange Connector Google Docs Connector	GB1440 GB1450 GB1540
Connectivity/Security Options	GD1370 GN4020 GP1190A GR9000 GR1250 GR1260 GR1290	Miscellaneous Options Stand Accessible Arm Work Tray Harness Kit for Coin Controller	STAND5005 KK2550 KK5005 GQ1280

e-BRIDGE Next Print Specifications

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Speed	45/50 Pages Per Minute (LT)
Print Resolution	600 x 600 dpi (5 bit), 1,200 x 1,200 dpi (Color/2 bit) or 3,600 x 1,200 dpi (BW/with Smoothing) PS3 Only)
Operating Systems	Windows® Vista, Windows Server® 2008/R2, Windows® 7, 8, 8.1, 10, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.6, 10.7, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
Printing Protocols	SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalk™, Port 9100 (bi-directional), NetWare P-SERVER LPD w/ iPrint, WS Print, FTP
Print Drivers	Windows® Vista SP2 (32-bit, 64-bit), Windows Server® 2008 SP2 (32-bit, 64-bit), Windows Server® 2008 R2 SP1 (64-bit), Windows® 7 SP1 (32-bit, 64-bit), Windows® 8/8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows® 10 (32-bit, 64-bit), Mac OS® X 10.6.8, 10.7.4, 10.8, 10.9, 10.10
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)
Device Management	TopAccess, EFMS 6.2 (e-BRIDGE Fleet Management Software)
Account Control	Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout and Audible Beep Message Alerts



Designs and specifications subject to change without notice. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealer for availability. Toner yields are estimates based on 5% coverage, letter-size page. Driver and connectivity feature support varies by client/network operating system. Product names may be trademarks of their respective companies. This is a Class 1, laser product complying with IEC60825-1.

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Doc. Code 22296 - 4505AC/5005AC Brochure - 5K PG.6/16

Corporate Office

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Tel: 973-316-2700

Midwest

8730 W. Bryn Mawr Ave., Suite 700, Chicago, IL 60631

Tel: 773-390-6000

South

2037 Bakers Mill Rd., Decatur, GA 30019

Tel: 678-546-9385

West Coast

9740 Irvine Blvd., Irvine, CA 92618

Tel: 949-482-6000

Web Site

www.business.toshiba.com

FEATURES, BENEFITS, AND THE WOW FACTOR.

1 Document Feeder Options

- MR4000 Dual-Scan Document Feeder (DSDF)
- MR3031 Reversing Automatic Document Feeder (RADF)
- KA5005PC Platen Cover

2 Accessory Tray & Options

- GR1250 Accessory Tray
- GR9000 Bluetooth Keyboard
- GR1260 10-Key Numeric Keypad

3 Finishing Options

- MJ1042 50-Sheet Inner Finisher
- MJ1109 50-Sheet Console Finisher
- MJ1110 50-Sheet Saddle-Stitch Finisher
- MJ5015 Job Separator

4 Additional Paper Options

- KD1058 Paper Feed Pedestal
- KD1059LT 2,000-Sheet Large Capacity Feeder
- MY1048 Additional Drawer Module for PFP
- MY1049 Envelope Cassette



Additional Option Highlights

- > Embedded OCR Enabler
- > Multi-Station Print Enabler
- > Wireless LAN/Bluetooth
- > IPsec Security Enabler
- > Single & Dual-Line Facsimile
- > Hidden Card Reader Pocket
- > Expansive Third-Party Solutions List

The Toshiba e-STUDIO4505AC/5005AC can increase the efficiency of your workgroups, improve the professionalism of your presentations, and streamline the workflow of your organization. And, that's just for starters.

Double the Scan Speed

A 300-sheet high-speed, high-capacity Dual-Scan Document Feeder (DSDF) produces up to 120 IPM simplex and 240 IPM duplex. A conventional RADF is available for less scan-intensive businesses.

Envelopes—the Perfect Fit

A special envelope cassette is available to hold up to 60 envelopes, making sure each one is fed and printed in the same place, every time.

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A high monthly copy volume is up to 270,000 for monochrome and 105,000 for color printing. Toner yields are 38,600 CMY and 38,400 K (at 8%) respectively.

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CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.

Every industry has unique workflow needs. Toshiba has developed customizable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you meet your green objectives.

- > 45 & 50 PPM
- > High-resolution color
- > High-volume black & white
- > Advanced e-BRIDGE Next technology
- > Fast dual-core processor

Toshiba's latest e-BRIDGE Next controller delivers exceptional color quality.

Don't restrict yourself to black and white when you can print with impactful color. Not just any color, either. It's Toshiba's new, multi-beam laser color with higher resolution for top-notch image quality.

- > 1,200 dpi x 1,200 dpi (PostScript 3) for exceptional laser quality
- > The Toshiba e-BRIDGE Color Profile Tool allows for the creation of profiles to adjust color for varying media types, lighting or even to match Pantone colors, unique spot colors or output from another device
- > 256 gradations for smooth transitions in photographs and illustrations
- > Auto-calibration ensures consistency of color across small and large print jobs

Simple, smart and stylish.

A new 9" tablet-style touch screen with an embedded web browser is easy to use and customizable to meet your needs. And, it is part of the bold new look being introduced across the e-STUDIO series.



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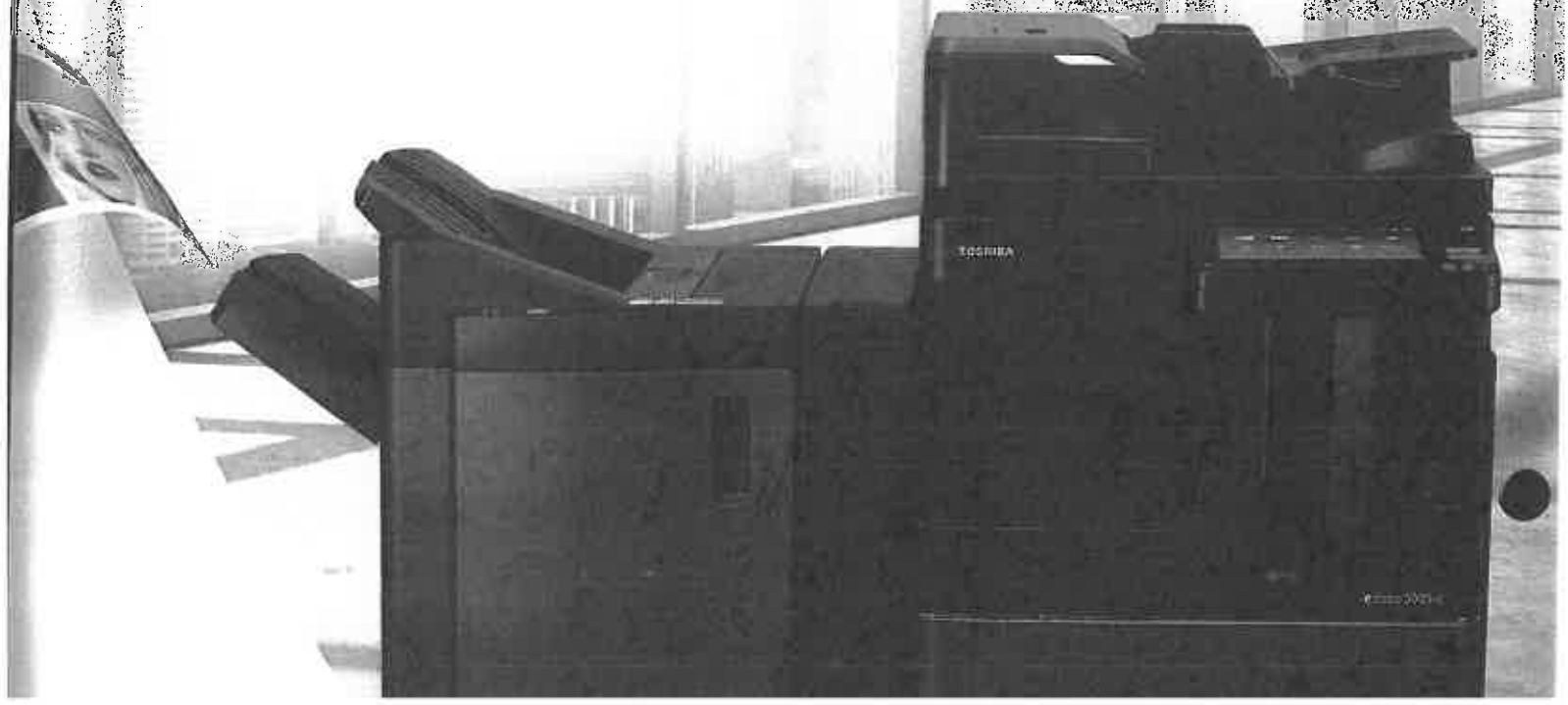
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- > Energy Star V2.0 meets the latest, more stringent requirements





Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 275520

Doc Description: Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-11-18	2016-12-14 13:30:00	CRFQ 0212 SWC1700000008	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette
 (304) 558-2566
 charles.d.barnette@wv.gov

Signature X

FEIN #

31-1149871

DATE

1/18/17

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for digital copiers per the attached documentation.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide Contract for Digital Copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Deadline for Technical Questions	2016-12-02

SWC1700000008	Document Phase Draft	Document Description Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: December 2, 2016 by 4:00 pm

Submit Questions to: Charles Barnette, Buyer
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Charles.D.Barnette@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

- SEALED BID:
- BUYER:
- SOLICITATION NO.:
- BID OPENING DATE:
- BID OPENING TIME:
- FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus n/a convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

- BID TYPE: (This only applies to CRFP)
- Technical
 - Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: December 14, 2016 at 1:30 pm

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

- 8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
- 9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
- 10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
- 11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
- 12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
- 13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
- 14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. **"Bid" or "Proposal"** means the vendors submitted response to this solicitation.
 - 2.3. **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.4. **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.5. **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.6. **"Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.7. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.8. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.9. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on
upon award _____ and extends for a period of one (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed ³⁶ _____ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award. In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance: In the amount of _____ or more.

Builders Risk Insurance: In an amount equal to 100% of the amount of the Contract.

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

8. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

9. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

10. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

for _____

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

11. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

12. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

13. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

14. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

15. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

16. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

17. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

18. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-6.1.e.

19. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

20. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

21. COMPLIANCE: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

22. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

23. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

24. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

25. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

26. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

27. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

28. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

29. BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor 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 agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project;
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.


The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Mark Salmons, Major Account Manager
(Name, Title)
Mark Salmons, Major Account Manager
(Printed Name and Title)
1041 8th Ave., Huntington, WV 25701
(Address)
304-522-7022/304-525-3069
(Phone Number) / (Fax Number)
mark.salmons@aaronproducts.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Aaron's Business Solutions
(Company)

(Authorized Signature) (Representative Name, Title)
Peter M. Findley CFO
(Printed Name and Title of Authorized Representative)
1/4/17
(Date)
304-522-7022/304-525-3069
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
DIGCOP17 – Digital copiers

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids for an open-end statewide contract for digital copiers. The Contract may be utilized by West Virginia State agencies and all political subdivisions of the State in all 55 counties.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
 - 2.3 **“RFQ”** means the official RFQ published by the Purchasing Division and identified as DIGCOP17.

3. **GENERAL REQUIREMENTS:**
 - 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements shown below.
 - 3.1.1 **BAND 1 – MONOCHROME COPIER**
 - 3.1.1.1 Band 1 must have the following minimum specifications:
 - a. Manufacturer copy volume 5,000 month
 - b. Copy speed 18 cpm
 - c. 250 sheet paper capacity
 - d. Bypass tray
 - e. Auto document feeder
 - f. Minimum 8 1/2” x 11” capacity paper tray
 - g. Stapling capability not required

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3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must be have the following minimum specifications:

- a. Manufacturer copy volume 15,000 month
- b. Copy speed 25 cpm
- c. 500 sheet paper capacity
- d. 2 paper sources
- e. Auto document feeder
- f. Electronic sorting or finisher/sorter

3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must be have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed 30 cpm
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must be have the following minimum specifications:

- a. Manufacturer copy volume 45,000 month
- b. Copy speed 40 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must be have the following minimum specifications:

- a. Manufacturer copy volume 65,000 month
- b. Copy speed 50 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must be have the following minimum specifications:

- a. Manufacturer copy volume 80,000 month
- b. Copy speed 60 cpm
- c. 1,500 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must be have the following minimum specifications:

- a. Manufacturer copy volume 150,000 month
- b. Copy speed 70 cpm
- c. 1,500 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must be have the following minimum specifications:

- a. Manufacturer copy volume 10,000 month
- b. Copy speed 18 cpm
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Stapling capability not required

3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must be have the following minimum specifications:

- a. Manufacturer copy volume 20,000 month
- b. Copy speed 25 cpm
- c. 500 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must be have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed 30 cpm
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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3.1.11 BAND 4 – COLOR COPIER

3.1.11.1 Band 4 must be have the following minimum specifications:

- a. Manufacturer copy volume 40,000 month
- b. Copy speed 40 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.12 PROHIBITION OF 90 COPIES PER MINUTE: Vendor shall not include in its bid any copier that produces copies at a rate of 90 copies per minute or more. If Vendor does bid a copier that produces copies at 90 copies per minute or more, that copier will be rejected and Vendor's bid will be evaluated as if Vendor failed to bid a copier for that band.

3.1.13 ADDITIONAL CONTRACT ITEM REQUIREMENTS:

3.1.13.1 Copier Requirements: All copiers provided under this contract must:

- A. be digital equipment. Analog models will not be accepted.
- B. be capable of reproducing general office correspondence, reports, and bound documents.
- C. be able to reproduce quality copies from any of the following types of original documents while operating in an automated exposure mode: laser printed originals, multi-generation copies of copies, faxed documents, standard black graphite #2 pencils, red pen & pencil, blue ball point pen, NCR forms (blue or black print on white or colored paper stocks), photographs (color or B&W), solid lines and grids, solids, and graduated gray-scale tones.
- D. be capable of automatically selecting the proper paper size in respect to the original being copied.

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- E. have the ability to be set for reduction and enlargement in 1% increments.
- F. be in production and available for sale at time of submitted quote.
- G. be Energy Star Compliant and be installed with energy saving features enabled.
- H. be capable of copying on plain bond paper in both 8 ½" x 11", 8 ½" x 14" and 11" x 17". The 11" x 17" size is required for Bands 2 and above.

3.1.13.2 Service and Maintenance

- A. **Full Service Requirement:** Vendor must have the ability to provide on-site service and maintenance for all Contract Items. Vendor must enter into a full service and maintenance contract for all Contract Items that are leased or if the Contract Items are Purchased and Agency elects to include maintenance in the purchase price. Vendor must provide a copy of any maintenance agreement for approval prior to award of this Contract. Vendors must provide an 800 telephone number for service support prior to Contract award.
- B. **Maintenance** A preventative maintenance schedule shall be provided as needed on all Contract Items as specified by the manufacturer. This includes, but is not limited to: routine cleaning, lubrications, replacement of unserviceable parts and all necessary adjustments to ensure successful performance of the equipment.
- C. **Monthly Copy Allowance:** Vendor shall include all service and maintenance costs up to the copy limit specified for each band in the base price of the copier bid. Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that

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are necessary to maintain satisfactory performance of the copier. Once the copy limit is exceeded, Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).

Color Copiers do not include a copy limit and Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).

- D. **Connectivity Service Support:** Vendor must provide service support to coordinate installation of Contract Items with agency personnel.
- E. **Certification Requirement:** Service representatives must be full time employees of the Vendor or of a subcontracted party designated by Vendor in writing. All service representatives must be factory trained technicians. The State reserves the right to request proof of certification at any time.
- F. **Replacement Units:** Vendor shall provide a temporary replacement copier for any copier being rented, at no charge, if the Agency's copier is estimated to be down for 16 consecutive working hours or longer for repair. Temporary replacement copiers shall be of comparable size and functionality as the copier it is replacing. The Agency will not pay any charges associated with the temporary replacement unit, but shall pay the charges that it would have incurred if its copier had not been temporarily replaced.
- G. **Response Requirement:** Vendors must respond to all requests for service within two (2) working hours of an Agency's request and be on site to complete the repair within eight (8) working hours of the request throughout

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the term of this Contract. Repetitive complaints concerning the failure to meet this requirement may be cause for cancellation of the contract. Service must be provided during normal working hours (8:00 am to 5:00 pm EST), Monday through Friday, with the exception of State holidays.

H. Failure Rate: Any copier averaging more than two malfunctions per month for a three (3) month period shall be reviewed by the Agency with the Vendor present to determine a course of corrective action, which may include but not be limited to, replacement of the machine or cancellation of the order and removal of the machine at no additional cost to the State. All service complaints shall be documented in writing by the Agency. The Purchasing Division shall determine the corrective action necessary in the event that an impasse cannot be resolved to the Agency's satisfaction.

3.1.13.3 Training: Vendor shall provide Agency with in-house training within five working days of installation of the equipment or as otherwise agreed to by Agency.

3.1.13.4 Manuals: Vendors shall provide at least one (1) copy of the operator's instruction manual for each Copier leased or purchased to the Agency that has leased or purchased it. Each manual shall include the vendor's name, telephone number(s), contact person(s), and complete instructions for inspecting, adjusting, clearing jams and operating the machine and any installed accessories.

3.1.13.5 Paper Requirement: A stack feed bypass (allows insertion of 20 to 150 sheets at a time and provides multi-copy capability) may be counted as meeting the minimum paper source specification. However, a sheet bypass (single, hand-fed sheets) shall not meet the minimum paper source specifications.

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Paper capacity is the listing for all on-line paper trays combined.

- 3.1.13.6 Fees and Costs:** Monthly rental fees, copy allowances, other supply costs and maintenance costs shall remain firm for the life of the Contract. Pricing shall also be inclusive of shipping, delivery, installation, and training.

If the item bid is discontinued, the vendor may propose an equivalent product meeting or exceeding the specifications at the same bid price. If the replacement item is accepted or approved, the item will be added by change order.

- 3.1.13.7 Manufacturer Accessory Listing Requirements:** Vendors shall provide a listing of all possible accessories available for each copier that Vendor includes on the Pricing Pages. It is preferred that the Accessory Listing be provided with the bid.

- 3.1.13.8 New/Re-manufactured Requirement:** All Contract Items must be new. Re-manufactured equipment is not acceptable. Equipment designated as factory new or newly manufactured shall be accepted with a new machine warranty. Newly manufactured means manufactured in the current year and has not been used.

- 3.1.13.9 Retrofits:** Any convenience, performance or safety-related retrofits that may be mandated by the vendor or manufacturer must be installed at no additional cost on copiers placed in service resulting from a contract. Features must be installed within 90 days after it becomes available to the public.

- 3.1.13.10 Published Specifications:** All copiers quoted must have published copy volumes per month and copies per minute. Vendors must provide published descriptive literature to illustrate compliance with the minimum, mandatory band specifications, which include copy volumes per month, copies/minute data, available memory, paper sources and paper capacity prior to award. Vendor shall highlight all standard features on within the literature provided for each copier bid.

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- 3.1.13.11 Parts Availability:** Vendors must guarantee that all parts and service on all purchased units shall be available for a period of seven years from the date of purchase and for the term of the rental on all rental units. **All parts SHALL be new.** “New” means manufactured in the current year and has not been used.
- 3.1.13.12 Scan Charges:** Scanning charges, in addition to, or as a part of the per copy charge, shall not be allowed. Scanning can only be billed as an accessory that may increase the monthly cost per unit as shown on the Pricing Pages.
- 3.1.13.13 Power Protection:** Vendors should include, as part of their available accessories for digital copiers, surge and ground noise protection units. Units shall be ESP QC Power protection, or equal, for Bands 4 through 7, and ESP Majac Power protection, or equal, for Bands 1 through 3. Vendors must provide manufacturer literature for any “or equal” power protection unit bid prior to award.
- 3.1.13.14 Power Requirements:** If a copier requires a dedicated power line, it is the joint responsibility of the vendor and Agency to determine if this requirement can be met. Vendor is not responsible for providing power if the necessary power outlets or junctions are not available.
- 3.1.13.15 Network Connection:** All network connected units must include all cable, cards, etc. for connection to the Agency’s network at no additional cost to the Agency. Vendor’s equipment must be capable of connecting to an Ethernet/Fast-Ethernet network that has either Microsoft or Novell as the network operating system.
- 3.1.13.16 Firmware/Software:** Vendors shall ensure that it provides all necessary firmware/software with each copier to allow Agency to obtain full use of the copier being installed. The cost of any firmware/software shall be included in the base price of the copier being bid. Vendor and agency must obtain approval

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from the appropriate entity prior to connecting any firmware/software to a State network. Vendor must provide a copy of any firmware/software agreement for approval prior to award of this Contract.

3.1.13.17 Information Security: All stored information must be secured and rendered unreadable by Vendor whenever a copier is removed from service. Removal and rendering information unusable must be conducted in accordance with the policies and procedures of the Office of Technology or other entity that has authority over technology related matters for the Agency, specifically pursuant to NIST standards and provide a certificate of validation with all pertinent hard drive identification information such as the serial number.

For purchased machines, the agency must dispose of the machine and hard drive per the policies of the WV State Agency for Surplus Property and the Office of Technology.

For leased machines: At the end of the lease, if the agency does not choose to keep the machine, the vendor shall remove the machine's hard drive and leave it with the agency for disposition in accordance with procedures prescribed by the Office of Technology.

3.1.13.18 Vendor Certification: Vendor, if other than the manufacturer, should provide the following authorization/certification prior to award of the Contract: Verification from the manufacturer that vendor or vendor's subcontractor is an authorized distributor and/or service representative that is authorized to sell and service manufacturer's products.

3.1.13.19 Leasing of machines: If a third party leasing company is used, they will be held to the specifications of the contract. The State cannot permit payment to the leasing agency directly, the State can only pay the vendor who is awarded the contract. The State cannot sign lease documents if leased through another company meaning any other entity other than the awarded vendor.

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4. CONTRACT AWARD:

4.1 Contract Award: The Purchasing Division intends to award this Contract to a single vendor that will provide all of the Contract Items. This Contract shall be limited to only those Contract Items that Vendor includes in its bid and any accessories that can be affixed to the Contract Item that Vendor bid. This Contract will be awarded to the Vendor that provides all Contract Items for the lowest Total Price for All Items on the Pricing Pages. Failure to bid all Contract Items may result in rejection of a vendor's bid. Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

Accessories: Vendor shall provide all accessories, other than those listed on the pricing pages, to Agency at manufacturer's invoice price. Prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. The copier bid for each band and the accessories requested on the Pricing Pages shall be provided to Agency at the Price listed on the Pricing Pages. A copy of the invoice must be provided.

4.2 Pricing Pages: The Pricing Pages consist of the eight item numbers each listing an order type and containing 1 through 7 monochrome copier bands or 1 through 4 color copier bands. Vendor should bid only one copier per band. In the event that a single Vendor submits multiple copiers for any given band, only the lowest cost copier will be considered for evaluation purposes. The bands are defined in Section 3 above. Additionally, the Pricing Pages contain totals for each band, totals for each item number and a Total Price for All Items. Each item number contains some or all of the following:

Purchased Machines (Item No. 1 and 2)

4.2.1 Copier – Vendor should list the brand name and Model No. of the single copier that it is bidding for the item no. and band number in question. Vendor should also list the Total price for the Estimated Quantity if not completing the Pricing Pages electronically.

4.2.2 Accessories – Scanning, Network Printing, Fax, and Staple are listed as common accessories on the Pricing Pages. Vendor should include the brand name of the accessory (if applicable), the model number of the accessory (if applicable), and the Unit Price for each accessory. Vendor should also list the total price for the accessory based on the estimated quantity if not completing the pricing pages electronically. In the event that Vendor's copier already includes

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one or more of the listed accessories, Vendor should write “included” in the space for the brand name of the accessory and list the Unit Price as \$0 for the accessory in question. The cost of an accessory already included in the copier being bid should be reflected in the Unit Price of the copier.

- 4.2.3 Monthly Maintenance Charge Per Copier** - Vendor should list in the Unit Price section, the monthly price for maintenance on one copier for the stated number of copies per month. Agencies are not required to purchase this maintenance and Vendor shall not charge for maintenance on a purchased machine unless the Agency requests it. The monthly cost of maintenance for one machine should be multiplied by the Estimated Quantity to arrive at a Total Price.
- 4.2.4 Per Copy Maintenance Overage Charge** – Vendor should list the per copy charge that it will add to the monthly maintenance charge if the Agencies copies exceed the stated number of copies per month. That per copy charge will only be charged if the Agency requests monthly maintenance.
- 4.2.5 Total for Band 1** – This is the line below each band to allow the Vendor to add up all of the Total Costs for each band. The total for each band will then be added together to arrive at either the Total Purchase Price of Monochrome Bands 1 – 7 or the Total Purchase Price of Color Bands 1 – 4.
- 4.2.6 Per Copy Maintenance Charge (Color)** – Vendor should list its per copy maintenance charge for color copies in the Unit Price line. This charge will only apply if Agency elects to purchase maintenance on the purchased copier. The per copy maintenance charge should then be multiplied by the Estimated Quantity to arrive at a Total Cost.
- 4.2.7 Per Copy Maintenance Charge (Monochrome)** – Vendor should list its per copy maintenance charge for monochrome copies in the Unit Price line. This charge will only apply if Agency elects to purchase maintenance on the purchased copier. The per copy maintenance charge should then be multiplied by the Estimated Quantity to arrive at a Total Cost.

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Leased Machines (Item Nos. 3 through 8)

- 4.2.8 Copier (including maintenance for ___ copies)** – Vendor should list the brand name and Model No. of the copier that it is bidding for the item no. and band number in question. As indicated, the Unit Price on all leased copiers must include any service and maintenance costs for the number of copies per month listed. The space above has been left blank because each band has a different number of copies included. Vendor should multiply the Unit Price by the quantity specified to calculate the Total Price Per Month (Including Maintenance).
- 4.2.9 Copier** – Same as above.
- 4.2.10 Accessories** – Same as above.
- 4.2.11 Per Copy Maintenance Overage Charge (_____ and up)** – Vendor should list the per copy charge in the Unit Price section for each copy in excess the number of copies per month listed and then multiply that by the Estimated Quantity to arrive at the Total Price Per Month (Including Maintenance). The space above has been left blank because each band has a different number of overage charges included.
- 4.2.12 Total for Band 1** – Same as above.
- 4.2.13 Per Copy Maintenance Charge (Color)** – Vendor should list the per copy charge for color copies service and maintenance.
- 4.2.14 Per Copy Maintenance Charge (Monochrome)** – Vendor should list the per copy charge for monochrome copies on color machines as the Unit Price for this line item. This should then be multiplied by the Estimated Quantity to arrive at the Total Price Per Month (Including Maintenance).
- 4.2.15 Total Monthly Lease Price of Monochrome Bands 1 through 7 for ___ Month Lease** – This line item represents a combined total of all monochrome bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.
- 4.2.16 Total Monthly Lease Price of Color Bands 1 through 4 for ___ Month Lease** – This line item represents a combined total of all color bands in the specified monthly lease period. Vendor

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should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

Final Pricing Page

4.2.17 Total Price for All Items – The last page of the Pricing Pages contains a chart of each items (Item Nos. 1 through 8) total Price and a combined total of all items identified as the Total Price for All Items. Vendor should ensure that each of these line items has been properly added and completed.

- 4.3** Vendor should complete the Pricing Pages by filling in any blank spaces with the information requested. The information requested on the Pricing Pages for each Eligible Item includes the Brand Name of the Item Bid, the Model No. of Item Bid, and the Unit Price of the item bid, totals for each band, totals for each combined set of bands (For example: Total Purchase Price of Monochrome Bands 1 through 7), and the Total Price for all Items. **Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor's bid being disqualified.** Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion.

The Pricing Pages also contain a list of estimated quantities that will be purchased. The estimated quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. The Pricing Pages will automatically perform the necessary calculations once the Unit Price has been entered for each item. Vendor is required, however, to ensure that the calculation is correct. The Pricing Pages were created as a Microsoft Excel document and Vendor can request an electronic copy for bid purposes by sending an email request to Tara Lyle at Charles.D.Barnette@wv.gov or Tara.L.Lyle@wv.gov.

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5. ORDERING AND PAYMENT:

5.1 Ordering Procedure: At the time of need, agencies shall review the minimum specification requirements for copier bands to determine the appropriate band required. The agency should use the WV-39 for release orders to obtain the Contract Items under this Contract. Agency may either lease or purchase the Contract Items from the vendor awarded this Contract. Agency may order any accessory that Vendor has for the copier that Vendor bid. Upon request, Vendor must provide a list of all available accessories for the copiers that Vendor bid to Agencies for ordering purposes.

Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

- 5.1 Authorizing Documentation:** Vendor is prohibited from filling orders without the proper documentation attached to the WV-39, Contract Release Order. The State Auditor will not authorize payment for any applicable purchase orders/invoices that do not have the proper authorization documentation. Any copier to be networked requires prior approval by the Office of Technology.
- 5.2 Maintenance Option:** Agencies have the option of not entering into a maintenance/service contract on purchased copiers. If maintenance is not obtained through this Contract, Agency may obtain it through a separate procurement on a per call, time and materials basis.
- 5.3 Short Term Rental:** Any Agency requiring a copier for less than a 24-month term shall bid the procurement on the open market in accordance with State of West Virginia, Department of Administration, Purchasing Division rules and regulations.
- 5.4 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.
- 5.5 Invoicing/Meter Read:** Normal invoicing shall be monthly in arrears. However, upon mutual agreement of the Vendor and Agency, invoicing may be done on a quarterly basis in arrears. If quarterly billing is done, the monthly copy volume shall be aggregated for the quarter to determine per copy overage charges. For example, if the monthly copy volume included in the base charge is 30,000 copies per month, 90,000 copies for a three month period will be allowed before an

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overage charge is billed, regardless of how many copies were completed in each of the three months of the three month period.

This option is being made available to diminish the administrative burden of obtaining a monthly meter read. Agencies may provide meter readings monthly or quarterly as agreed. Vendors may accept meter readings via their web site, fax, telephone, or any means agreeable to the Vendor and Agency.

6 DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within 30 working days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. The Vendor must assume all shipping and installation charges and all insurance charges associated with the delivery of the equipment. Any delivery or installation charge, including connection to the end user's network, if desired, shall be incorporated into the base price of the equipment. Prices must include initial training and start-up supplies. Start-up supplies shall be the normal quantity to begin operation of the equipment.
- 6.4 Installation and Removal Charges:** All Contract Items sold or leased to an Agency under this Contract shall be installed and removed free of charge. This applies to all situations or de-installations.
- 6.5 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses.

REQUEST FOR QUOTATION
DIGCOP17 – Digital copiers

If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

6.6 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7 MISCELLANIOUS:

7.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the RFQ. Vendor shall not supply substitute items without Purchasing Division approval.

7.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

7.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

7.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract.

7.5 Minimum Qualification Experience: Vendors must have a minimum of five (5) years of relevant experience in copier sales and service and must be an authorized manufacturer representative. Vendors must provide a written manufacturers' certification evidencing authorization to sell and service the copiers that will be offered in each band. Failure to provide required information when requested by the Purchasing Division may result in disqualification of the bid.

REQUEST FOR QUOTATION
DIGCOP17 – Digital copiers

- 7.6 **Subcontracts/Joint Ventures:** The Vendor is solely responsible for all work performed under the Contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this Contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this Contract; however, the Vendor is totally responsible for payment of the subcontractor.
- 7.7 **Rental Term:** Prices for all standard rental units are to be for a 24, 36, and 48 month term. In addition, rental orders may be extended on a month to month basis upon mutual written agreement of the parties. Month to month extension should only be used when an agency has a compelling reason such as anticipation of an office move or closing. After expiration of this Contract, month to month extensions are not permitted, but lease agreements entered into under this Contract prior to expiration shall remain in effect for the remainder of the lease term.
- 7.8 **Damages:** Agencies shall be responsible for damages or loss of rental equipment caused by misuse, abuse, vandalism, theft, fire, flood, or any other occurrence where necessary care was not taken by the agency to prevent loss to the vendor.



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 275520

Doc Description: Addendum 1-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-12-09	2016-12-21 13:30:00	CRFQ 0212 SWC1700000008	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette
 (304) 558-2566
 charles.d.barnette@wv.gov

Signature X

FEIN #

31-1149871

DATE

1/18/17

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum 1-

- To extend the bid opening date from December 14, 2016 to December 21, 2016 at 1:30 PM, EST.

Responses to vendor questions will be issued under a separate addendum.

No other changes.

The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for digital copiers per the attached documentation.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide Contract for Digital Copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Deadline for Technical Questions	2016-12-02

SWC1700000008	Document Phase Final	Document Description Addendum 1-Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 275520

Doc Description: Addendum 2-Statewide Contract for Digital Copiers

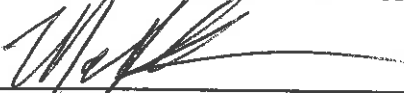
Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-12-19	2017-01-04 13:30:00	CRFQ 0212 SWC1700000008	3

BID RECEIVING LOCATION
 BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR
 Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER
 Charles D Barnette
 (304) 558-2566
 charles.d.barnette@wv.gov

Signature X  FEIN # 31-1149871 DATE 1/18/17

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum 2-

1 - To extend the bid opening date from December 21, 2016 to January 4, 2017 at 1:30 PM, EST.

Responses to vendor questions will be issued under a separate addendum.

No other changes.

The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for digital copiers per the attached documentation.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide Contract for Digital Copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Deadline for Technical Questions	2016-12-02

SWC1700000008	Document Phase Draft	Document Description Addendum 2-Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1 - To extend the bid opening date from December 21, 2016 to January 4, 2017 at 1:30 PM, EST.

Responses to vendor questions will be issued under a separate addendum.

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC17*08

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 275520

Doc Description: Addendum 3-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-12-23	2017-01-10 13:30:00	CRFQ 0212 SWC1700000008	4

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette
 (304) 558-2566
 charles.d.barnette@wv.gov

Signature X

FEIN #

31-1149871

DATE

1/18/17

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No. 3 - to extend the bid opening date from 01/04/2017 to 01/10/2017 and provide responses to vendor questions.

BILL TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide Contract for Digital Copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Deadline for Technical Questions	2016-12-02

SWC1700000008	Document Phase Draft	Document Description Addendum 3-Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008

Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum 3-

- 1 - To extend the bid opening date from January 4, 2017 to January 10, 2017 at 1:30 PM, EST.
- 2 - To respond to vendor questions.
- 3 - To attach Exhibit 1 WV Code 5A 3 37, Exhibit 2 Revised pricing pages, and Exhibit 3 FY15 and FY16 reports for DIGCOP12 copier.

No additional questions will be accepted on this CRFQ.

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Addendum No. 3
CRFQ SWC1700000008

Questions:

- Q1: Item 6: Response time - Is a phone call to the customer confirming details of issue and expectation for technician arrival within two hours considered as a two hour response?
- A1: Yes.
- Q2: Contract Award - what criteria is the State using to determine if a split award would occur? Would this be for all bands or individual bands?
- A2: It is the intent to award one contract to one vendor. However, if the State deems it necessary to split the award, the contracts will be awarded to the lowest vendor by band.
- Q3: Band Specs for Bands 2 & up – Would you please clarify that a staple finisher is required and that electronic sorting or an off-line electric stapler does not meet the requirements for the specs?
- A3: Yes, the sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and required for Band 3 and 4 on the color copiers.
- Q4: 3.1.13.17 – Removal of the HDD on leased systems. Would you consider allowing a format of the Dept of Defense standards? We can provide a security document to show the security of our HDD's. Otherwise this may cause an increase of cost to replace HDD's in returned equipment.
- A4: Specifications to remain as written.
- Q5: 6.1 – Delivery Time – Would you consider extending the delivery time to 30 to 60 days? Or since it looks like most of the systems are leased, could you require the agencies to process their orders at least 60 days before the equipment installation date required?
- A5: Specifications will remain as written.
- Q6: The specs require electronic sorter or finisher sorter. Almost all digital copiers will sort without a finisher. Please clarify if finishers and stapling are required.
- A6: The sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and required for Band 3 and 4 on the color copiers.

Q7: Band 2 Color shows no requirement at all for stapling. Please confirm stapling is not needed here.

A7: Not required for Band 2 – Color

Q8: Are stands required or optional for the machines?

A8: Optional

Q9: Do staples need to be included in the pricing?

A9: Section 3.1.13.2, subsection C. Monthly Copy Allowance, states Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that are necessary to maintain satisfactory performance of the copier. Once the copy limit is exceeded, Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).

Color Copiers do not include a copy limit and Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).

Q10: There is a preference for domestically sourced products listed in paragraphs 42 and 43. How will this be taken into consideration for award of the bid?

A10: Sections 42 and 43 are not applicable to this CRFQ.

Q11: Manuals-There is a requirement for manuals with each copier. Are electronic versions of the manuals permitted?

A11: Electronic manuals are permitted.

Q12: Will current placements stay through their current term or will they be removed upon award of this contract? If staying, will you provide a list of their expiration dates?

A12: Current placements will remain under the DIGCOP12 contract. Once the lease period expires, the state agency will be required to procure a new machine on the new statewide contract. See Section 7.7 in the specifications. The State does not have a listing of the current expiration dates.

Q13: Bid states (1) year initial term with (3) successive (1) renewals. Will final award include "Reasonable Time Extension" clause as found on page 4 of current contract?

A13: No. See Section 3 in the General Terms and Conditions.

Q14: Bid stipulates on P.34 that maintenance is optional on purchased copiers. If a copier is purchased with no maintenance agreement, a schedule for sustaining service is solely in the hands of the using agency. In this case, without a maintenance agreement---and preventive maintenance (PM's)---there is no provision for the vendor to provide proactive PM. A device could conceivably be in operation for an extended length of time without requiring service, and then a flurry of service calls to remedy what was certainly preventable had a maintenance agreement been in place. Does P.26 / paragraph H apply to those purchased copiers that elect not to enter into a recommended maintenance agreement?

A14: Section 3.1.13.2 (H) for machines with maintenance agreements – this section will apply to the machine for the life of the contract.

For machines without maintenance agreements, this section will apply for the first year of contract for any copier with the understanding that the machine adheres to the published copy volumes as provided by the vendor and/or manufacturer for that particular make/model copier.

Q15: With the short time frame between the questions and answers and the due date we respectfully ask the State to extend the due date for two weeks.

A15: The bid opening has been extended to January 10, 2017 at 1:30 pm.

Q16: Section 13 of the instructions to vendor's mentions a \$125.00 registration fee is this fee that is required to be paid prior to the bid submission is this required and can it be paid via credit card?

A16: The annual vendor registration fee is not required prior to bid submission. However, it is required prior to award of the contract. The annual vendor registration fee can be paid online through the Vendor Self Service portal available at wvoasis.gov.

Q17: General terms and conditions section 12 states that pricing is fixed for the term of the contract. The State is requesting price quotes for leasing. Does the awarded vendor have the ability to increase lease pricing (monthly payment) for new placements if the financial markets increase interest rates? Our purchase price for the equipment will remain fixed for the life of the contract.

A17: All pricing purchase price and leased price must remain the same for the life of the contract.

Q18: Specifications 3.1.13.2 C Monthly copy allowance. Can a vendor offer a plan that does not include monthly/quarterly allowance so that the State can benefit from only paying for copies that they actually use?

A18: No.

Q19: Specifications 3.1.13.17 Information security for leased machines. States that if the agency chooses not to keep the machine at the end of the term that the vendor is required to remove the hard drive and leave it with the agency. There is a cost associated to the awarded vendor to provide this service. Can this cost be added to our price list?

A19: The cost associated to remove the hard drive should be incorporated into the unit pricing.

Q20: Specifications 3.1.13.19. Leasing of machines. Will the State sign a lease agreement with a vendors wholly owned subsidiary and make payments to that wholly owned subsidiary?

A20: The State will only accept invoices from and make payments to the vendor awarded the contract. The State will not enter into a leasing agreement with a third party, or subsidiary.

Q21: Miscellaneous Reporting. Can the State provide a template and format for the annual and quarterly reporting described in section 7.3. Along with the required due dates of these reports. We generally provide these reports 45 days after the end of the quarter/fiscal year.

A21: The State does not have a template or format for reporting as described in the CRFQ. There is no set due date for the reports.

✓ Q22: Section 3.1.13.3 Training. We offer on line training to our customers. Is this an acceptable form of training as opposed to providing it on site?

✓ A22: The vendor may provide in-house at the agency location or online training to the customer.

Q23: Section 4.1 optional accessories. We are the manufacturer is it expected that we are to disclose our cost and profit for optional accessories?

ⓐ A23: Subsection 4.1 under Accessories, does not require the vendor to disclose cost or profit for accessories. It states, Vendor shall provide all accessories, other than those listed on the pricing pages, to Agency at manufacturer's invoice price.

However, it continues, Prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items.

Q24: Per our call, I'd like to get some clarity on what constitutes a resident vendor for the purposes of an RFP (i.e., is it an entity organized in West Virginia, qualified to do business in West Virginia, headquartered in West Virginia, etc.)? Further, if an entity is required to be organized in West Virginia for the purposes of an RFP, is there a certain time period that that entity must have been in existence in order to qualify as a resident vendor?

A24: See WV Code § 5A-3-37 – copy attached as Exhibit 1.

Q25: I was looking over the cost sheets for the DIGCOP17 bid. I not sure the calculations are correct on the purchase bands for the maintenance lines. For instance band 1 monochrome shows Monthly Maintenance Charge Per Copier (0-5000) = 3060 (estimated qty). Your formula for this cell is (=85*36) What is the 85? I'm assuming the 36 is # of months. And in each higher band this # is lower even though the copies included in each band increases.

A25: Pricing pages have been revised. See attachment labeled as Exhibit 2.

Q26: 10. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of for _____. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. What is the States intent for item 10, Liquidated Damages ?

A26: Not applicable to this CRFQ. If applicable, an amount would have been inserted in the section.

Q27: 18. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-6.1.e. Does the 30 days written notice cancellation clause apply to individual leases that have been delivered , installed and accepted?

A27: Yes, the agencies have the ability to cancel an order or lease by providing a 30-day cancellation notice to the vendor.

Q28: If it applies to individual leases, does it allow for a cure period or is it the intent of the State to use this as cancellation for convenience clause?

A28: See response A27 above.

Q29: If it is the intent of the State to use this as a cancellation for convenience clause, would the State consider cancellation fees? This would allow for much more favorable financing rates when leasing.

A29: See response A27 above.

Q30: **REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below: Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.regquisitions@wv.gov.

Could the State please provide examples of previous reports required from previous vendors so we can better understand format requirements?

A30: Reports provided by the vendor for FY15 and FY16 are attached – See Exhibit 3.

Q31: It indicates that the Reports are not limited to those reports listed. Would the State consider restricting reports required to information the vendor has available?

A31: If more information is needed from the vendor, the Purchasing Division buyer will contact the vendor to discuss. Normal information requested is listed in the General Terms and Conditions.

Q32: **BACKGROUND CHECK:**

Would this be required for Service Technicians who are servicing the copiers?

A32: If the technician will be on the Capitol Complex grounds, a background check is required by law.

Q33: **PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:**

Does this item apply to this contract / solicitation? If it does, could the Director of Purchasing provide exceptions as all copiers are built outside of the USA.

A33: See response A10 above.

Q34: **PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:**

Does this item apply to this contract / solicitation ?

A34: See response A10 above.

Q35: Specifications

3.1.13.2 Service and Maintenance

Full Service Requirement: Vendor must have the ability to provide on-site service and maintenance for all Contract Items. Vendor must enter into a full service and maintenance contract for all Contract Items that are leased or if the Contract Items are Purchased and Agency elects to include maintenance in the purchase price. Vendor must provide a copy of any maintenance agreement for approval prior to award of this Contract. Vendors must provide an 800 telephone number for service support prior to Contract award.

This item references a copy of the maintenance agreement be provided for approval prior to award. Will this also apply for Purchase Agreements, Lease Agreements, and other types of agreements, where if we are the intended awardee, we supply all the agreements for approval?

A35: Yes, the agreements should be provided with bid submission, however, copies will be required prior to contract award.

Q36: Supplies - In many cases, the Staples are considered to be a consumable and are chargeable. Does the State require that Staples be included in the maintenance pricing at no charge?

A36: Section 3.1.13.2, subsection C. Monthly Copy Allowance, states Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that are necessary to maintain satisfactory performance of the copier. Once the copy limit is exceeded, Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).

Color Copiers do not include a copy limit and Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).

Q37: 3.1.13.10 Published Specifications: All copiers quoted must have published copy volumes per month and copies per minute. Vendors must provide published descriptive literature to illustrate compliance with the minimum, mandatory band specifications, which include copy volumes per month, copies/minute data, available memory, paper sources and paper capacity prior to award. Vendor shall highlight all standard features on within the literature provided for each copier bid.

We wish to validate that these specifications are not required with bid submission and are only required if the Vendor is the intended awardee.

A37: Published specifications as noted in Section 3.1.13.10 are not required with bid submission but are preferred to be included, however, this information is required prior to contract award.

Q38: 3.1.13.11 Parts Availability: Vendors must guarantee that all parts and service on all purchased units shall be available for a period of seven years from the date of purchase and for the term of the rental on all rental units. All parts SHALL be new.

"New" means manufactured in the current year and has not been used.

Parts are typically available for 7 years after last date of manufacture. However, while the parts are new, they are not normally manufactured in the current year. Can the State please remove the definition of New?

A38: Only pertaining to section 3.1.13.11, New will be redefined as not been used.

Q39: 3.1.13.17 Information Security: All stored information must be secured and rendered unreadable by Vendor whenever a copier is removed from service. Removal and rendering information unusable must be conducted in accordance with the policies and procedures of the Office of Technology or other entity that has authority over technology related matters for the Agency, specifically pursuant to NIST standards and provide a certificate of validation with all pertinent hard drive identification information such as the serial number. For purchased machines, the agency must dispose of the machine and hard drive per the policies of the WV State Agency for Surplus Property and the Office of Technology. For leased machines: At the end of the lease, if the agency does not choose to keep the machine, the vendor shall remove the machine's hard drive and leave it with the agency for disposition in accordance with procedures prescribed by the Office of Technology.

With new technology, the need to replace all hard drives is no longer necessary. The systems have sophisticated Data Overwrite Security System (DOSS) methods. Most State agencies who are not dealing with extremely sensitive documents, can utilize this function and render the hard drive unreadable which conforms with recommended methods for managing classified information. If the State was to change the requirement from removing the drive to wiping the drive prior to removal of the copier from the Agency, a considerable amount of money could be saved on each unit. The vendors could provide an option to remove the hard drive at a set cost if the Agency so desired. Would the State please change the requirement of all leased machines requiring hard drive removal.

A39: The specifications will remain as written.

Q40: G. Response Requirement: Vendors must respond to all requests for service within two (2) working hours of an Agency's request and be on site to complete the repair within eight (8) working hours of the request throughout

Does this completion of repair within 8 working hours apply to remote parts of the State.?

A40: Yes.

Q41: 3.1.13.15 Network Connection: All network connected units must include all cable, cards, etc. for connection to the Agency's network at no additional cost to the Agency. Vendor's equipment must be capable of connecting to an Ethernet/Fast-Ethernet network that has either Microsoft or Novell as the network operating system.

Could the State please provide a maximum distance that the vendor is required to provide cabling from the device?

A41: The distances will vary per agency location.

✓ Q42: 3.1.13.19 Leasing of machines: If a third party leasing company is used, they will be held to the specifications of the contract. The State cannot permit payment to the leasing agency directly, the State can only pay the vendor who is awarded the contract. The State cannot sign lease documents if leased through another company meaning any other entity other than the awarded vendor.

When and where should the vendor present lease documentation for this bid that the Awarded Vendor would be requesting to be signed when a unit is leased?

J A42: Copies of lease agreements, etc. should be submitted with the vendor's bid, however, this information will be required prior to contract award.

Q43: 5.1 Authorizing Documentation: Vendor is prohibited from filling orders without the proper documentation attached to the WV-39, Contract Release Order. The State Auditor will not authorize payment for any applicable purchase orders/invoices that do not have the proper authorization documentation. Any copier to be networked requires prior approval by the Office of Technology.

Can the State please identify what proper authorization documentation is required to be attached to the WV-39? Is the only authorization documentation network connection approval from Office of Technology?

A43: To delete Section 5. 1 in its entirety and replace with the following language –

5.1 Authorizing Documentation: Vendor is prohibited from filling orders without a fully executed WV39 or Agency Delivery Order (ADO). For agency purposes only, any copier to be networked requires prior approval by the Office of Technology. This documentation is for internal purposes only.

Q44: 6.5 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

What would make product unacceptable and how long does the right to return last?

A44: Patent Defect – the right to return 10 business days after installation and testing; and

Latent Defect – the right to return 10 business days after discovery and confirmation that there is a defect.

Q45: 7.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

Are the quarterly reports and annual summaries the same reports identified in Item 40 Reports or these additional reports?

A45: Yes, they are the same report.

Q46: If these are additional reports, is it the expectation that reports will be provided to all Agencies that have acquired equipment from the vendor and continue until the equipment is removed from service? Or is the term Agency referring to State Purchasing?

A46: Agency is the WV Purchasing Division.

Q47: Will the State please provide last years quarterly reports and annual summaries received from the current vendor?

A47: Reports provided by the vendor for FY15 and FY16 are attached – See Exhibit 3.

Q48: Pricing Sheet - The current formula in purchasing Bands 1 thru 7 B&W, indicate to provide a monthly maintenance price to include up to 5,000 copies.. The estimated monthly quantities that the price is to be multiplied by appear to be excessive. Example. In Purchasing B&W Band 1, the estimated Monthly quantity is 3.060. If the unit of measure is months, 3060 would equate to 255 years of maintenance. This heavily burdens the Total Cost of Ownership towards maintenance pricing that is unrealistic.. Could you please define the calculation of how you arrived at the estimated quantities? We would request that these Monthly quantity numbers be more representative of actual usage to the estimated quantity of copier units identified.

A48: See revised pricing pages – Exhibit 2.

Q49: The Purchase Color Bands 1 thru 4 and Leasing Bands 1 thru 7 all call for Cost per copy, which provides the cheapest method for the State to pay since you only are charged for usage.

The copier base machine does not require stapling included it is an options for agencies to choose. So do you want to have staple cost as a line item separate?
It can be included in the maintenance cost but then agencies that do not need stapling will paying for The feature they are not using. Please clarify for us.

A49: See response A36 above.

Q50: Can you provide a complete listing of all copiers (with model #'s) placed throughout the State?

A50: Reports provided by the vendor for FY15 and FY16 are attached- See Exhibit 3.

Q51: Can you provide the average monthly volume of each unit currently in place?

A51: Reports provided by the vendor for FY15 and FY16 are attached – See Exhibit 3.

Q52: Will all questions and answers be published to all? When will you publish the answers?

A52: Responses to all vendor questions will be published by addendum and available on the WV Purchasing Bulletin on the wvOASIS system.

Q53: Can you provide an extension of a minimum of 1 week for the due date? There was a Holiday since the solicitation was published and there were many people on vacation Thanksgiving week.

A53: The bid opening has been moved to January 10, 2017.

- Q54: 3.1.13.2 H States there may be instances where the failure rate of a particular unit is deemed to be replaced or cancelled. Can you further explain the criteria for replacement/cancellation?
- A54: The criteria is provided in the first sentence of the specification.
- Q55: 3.1.13.2 C States that Service is to include everything except paper. Are staples to be included?
- A55: See response A36 above.
- Q56: Does band 2 Color require a finisher? 3.1.9.1 does not state it.
- A56: No.
- Q57: Section 3.1.13.17 – for leased machines, if the agency does not choose to keep the equipment; will the agency be responsible for the removal and replacement of the hard drive.
- A57: As stated in the specification “the vendor shall remove the machine’s hard drive and leave it with the agency for disposition in accordance with procedures prescribed by the Office of Technology.”
- Q58: Leasing vs Rental: Sections 3.1.13.19, 4.2.15 and 4.2.16 use the term “Lease” Section 7.7 refers to both “Rentals” and “Leases”. Are you using these terms to mean the same thing? Are there any specific terms and conditions for these Lease/Rentals?
- A58: Yes, lease and rental mean the same thing. All relevant terms and conditions are contained in the CRFQ.
- Q59: Pricing pages Band 1 Monochrome Purchase: The evaluation for the Band 1 mono assumes that 10 units are purchased with 10 of each related accessory. The monthly maintenance calculation is “85*36”=3060 which appears to be maintenance for 85 units over 3 years. This seems unusual to evaluate on maintenance for 85 units and the purchase of only 10 units. This is repeated on other bands.
- A59: See revised pricing page – Exhibit 2.
- Q60: Pricing pages Band 1 Monochrome Purchase: The evaluation for band 1 mono assumes 500 excess copies each month for 36 months. However the # of machines being acquired is 10. Is this accurate? Other categories have different # of machines being purchased but the same excess copy calculation.
- A60: Estimations for bid evaluation purposes only.

- Q61: Pricing pages Band 1 Color Purchase: The evaluation for band 1 color assumes 5 purchased units. The service evaluation assumes 2000 copies x 36 months (Color) and 4000 copies x 36 months (Mono). It appears that this represents the copy charges for only 1 unit over 36 months. Do you intend to evaluate on the purchase of 5 units but only the service of 1 units? Other bands have the same issue.
- A61: Estimations for bid evaluation purposes only.
- Q62: Pricing pages Leasing: The evaluation for all Mono Leases uses 500 copies even though there are different # of units being acquired in each band. This seems odd. Is this intentional?
- A62: Estimations for bid evaluation purposes only.
- Q63: Pricing Pages Leasing: The evaluation for all Color Leases use 2000 color and 4000 mono for all bands. This appears to evaluate for only 1 month of copies for 1 machine when the # units being evaluated is significantly different (example: band 3 36 month evaluates 40 units) Is this intentional?
- A63: Estimations for bid evaluation purposes only.
- Q64: In Section 3.1.13.17, you state that the removal and rendering of information unusable must be in accordance with the Office of Technology or other entities policies and procedures, what are some of the other acceptable entities?
- A64: The disposition must be in accordance with the Office of Technology.
- Q65: If our machines have standard security that will erase all images, address book entries, documents, files and faxes on demand at the end of term, would that be acceptable under section 3.1.13.17?
- A65: Methods must comply with the policies of the Office of Technology as stated in Section 3.1.13.17.
- Q66: Per section 3.1.13.17 stating "specifically pursuant to NIST standards", could the specific NIST standard be provided to ensure compliance? In addition, if an MFP product meets the specified NIST standard, but is not/has not yet been validated, is a manufacturers statement an acceptable alternative?
- A66: The National Institute of Standards and Technology, NIST, standards for media sanitization:

<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>

A manufacturer's statement is acceptable as long as the media sanitization method and statement meets all standards defined by the Office of Technology, or Agency authority, as-well-as NIST standards.

- Q67: Industry data show that less than 3% of all output is A3 and requires 11 x 17 capabilities. This is validated by both worldwide analysts and manufacturers. Cost differentials can be as much as half simply by changing this requirement. By allowing the right sizing of equipment to give the end user the same functionality and speed with added capabilities in a smaller footprint, can dramatically reduce your overall cost. Would the State consider removing the 11 x 17 requirement on Band 3? Band 4? Band 5? Band 6? And/or Band 7?
- A67: No, the 11 x 17 paper size requirement will remain in the specifications for the copier bands noted in the specifications.
- Q68: The document states the term contract is for 1 year which may be renewed for up to 3 (1) year periods. Do you intend to use the 24 month pricing if an agency chooses to lease for 1 year only?
- A68: The lease terms are 24, 36 or 48 months.
- Q69: We'd like to verify Lexmark's registration status. Whom do we need to work in West Virginia Purchasing Division? We like to confirm if our \$125 fee has been paid and that we are in fact properly registered.
- A69: You may check your registration status in VSS (Vendor Self Service) Portal in wvOASIS or contact our Vendor Registration office by contacting our Vendor Registration office at 304-558-2311.
- Q70: Is submitting a hard copy response mandatory? Or is submitting an electronic proposal through the online portal enough?
- A70: No, a hard copy bid is not mandatory. Please see Section 6 of the Instructions to Vendors Submitting Bids.

Other Information:

1. The bid opening has been moved from 01/04/2017 to 01/10/2017 at 1:30 pm.

2. Exhibits attached –

Exhibit 1 – WV Code §5A-3-37

Exhibit 2 - Revised pricing pages

Exhibit 3 – FY15 and FY16 reports for DIGCOP12 copier

3. No additional questions will be accepted on this CRFQ.

EXHIBIT

1

§5A-3-37. Preference for resident vendors; preference for vendors employing state residents; preference for veteran residents; exceptions.

(a) Effective beginning July 1, 1992, in any instance that a purchase of commodities or printing by the director or by a state department is required under the provisions of this article to be made upon competitive bids, the successful bid shall be determined as provided in this section. The Secretary of the Department of Revenue shall promulgate any rules necessary to: (i) Determine that vendors have met the residence requirements described in this section; (ii) establish the procedure for vendors to certify the residency requirements at the time of submitting their bids; (iii) establish a procedure to audit bids which make a claim for preference permitted by this section and to reject noncomplying bids; and (iv) otherwise accomplish the objectives of this section. In prescribing the rules, the secretary shall use a strict construction of the residence requirements set forth in this section. For purposes of this section, a successful bid shall be determined and accepted as follows:

(1) From an individual resident vendor who has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted or from a partnership, association, corporation resident vendor, or from 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 four years immediately preceding the date on which the bid is submitted, if the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than two and one-half percent of the latter bid, and if the vendor has made written claim for the preference at the time the bid was submitted: *Provided*, That for purposes of this subdivision, any partnership, association or corporation resident vendor of this state, which does not meet the requirements of this subdivision solely because of the continuous four-year residence requirement, shall be considered to meet the requirement if at least eighty percent of the ownership interest of the resident vendor is held by another individual, partnership, association or corporation resident vendor who otherwise meets the requirements of this subdivision, including the continuous four-year residency requirement: *Provided, however*, That the Secretary of the Department of Revenue shall promulgate rules relating to attribution of ownership among several resident vendors for purposes of determining the eighty percent ownership requirement; or

(2) From a resident vendor, 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, and the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than two and one-half percent of the latter bid, and if the vendor has certified the residency requirements of this subdivision and made written claim for the preference, at the time the bid was submitted; or

(3) From a nonresident vendor, which employs a minimum of one hundred state residents or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and which employs a minimum of one hundred state residents, 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 or the vendor's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than two and one-half percent of the latter bid, and if the vendor has certified the residency requirements of this subdivision and made written claim for the preference, at the time the bid was submitted; or

(4) From a vendor who meets either the requirements of both subdivisions (1) and (2) of this subsection or subdivisions (1) and (3) of this subsection, if the bid does not exceed the lowest qualified bid from a nonresident vendor by more than five percent of the latter bid, and if the vendor has certified the residency requirements above and made written claim for the preference at the time the bid was submitted; or

(5) From 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, if the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than three and one-half percent of the latter bid, and if the vendor has made written claim for the preference at the time the bid was submitted; or

(6) From 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 and the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than three and one-half percent of the latter bid, and if the vendor has certified the residency requirements of this subdivision and made written claim for the

preference, at the time the bid was submitted; or

(7) Notwithstanding any provisions of subdivisions (1), (2), (3), (4), (5) or (6) of this subsection to the contrary, if any nonresident vendor that is bidding on the purchase of commodities or printing by the director or by a state department is also certified as a small, women or minority-owned business pursuant to section fifty-nine of this article, the nonresident vendor shall be provided the same preference made available to any resident vendor under the provisions of this subsection.

(b) If the Secretary of the Department of Revenue determines under any audit procedure that a vendor who received a preference under this section fails to continue to meet the requirements for the preference at any time during the term of the project for which the preference was received the secretary may: (1) Reject the vendor's bid; or (2) assess a penalty against the vendor of not more than five percent of the vendor's bid on the project.

(c) Political subdivisions of the state including county boards of education may grant the same preferences to any vendor of this state who has made a written claim for the preference at the time a bid is submitted, but for the purposes of this subsection, in determining the lowest bid, any political subdivision shall exclude from the bid the amount of business occupation taxes which must be paid by a resident vendor to any municipality within the county comprising or located within the political subdivision as a result of being awarded the contract which is the object of the bid; in the case of a bid received by a municipality, the municipality shall exclude only the business and occupation taxes as will be paid to the municipality: *Provided*, That prior to soliciting any competitive bids, any political subdivision may, by majority vote of all its members in a public meeting where all the votes are recorded, elect not to exclude from the bid the amount of business and occupation taxes as provided in this subsection.

(d) If any of the requirements or provisions set forth in this section jeopardize the receipt of federal funds, then the requirement or provisions are void and of no force and effect for that specific project.

(e) If any provision or clause of this section or application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this section which can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.

(f) This section may be cited as the "Jobs for West Virginians Act of 1990."

*Note: WV Code updated with legislation passed through the 2016 Regular Session
The West Virginia Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.*

EXHIBIT

2

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Unit Price	Total Price
1	Purchase	Monochrome					
		Band 1					
		Copier					
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Monthly Maintenance Charge Per Copier (0-5,000 copies)			10	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			3,060	\$	-
		Total for Band 1			18,000	\$	-
		Band 2					
		Copier					
		Scanning			15	\$	-
		Network Printing			15	\$	-
		Fax			15	\$	-
		Staple			15	\$	-
		Monthly Maintenance Charge Per Copier (0-15,000 copies)			15	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			2,880	\$	-
		Total for Band 2			18,000	\$	-
		Band 3					
		Copier					
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Monthly Maintenance Charge Per Copier (0-30,000 copies)			5	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			1,800	\$	-
		Total for Band 3			18,000	\$	-
		Band 4					
		Copier					
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Monthly Maintenance Charge Per Copier (0-45,000 copies)			5	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			1,080	\$	-
		Total for Band 4			18,000	\$	-

Monochrome

Band 5

Copier			5	\$ -
Scanning			5	\$ -
Network Printing			5	\$ -
Fax			5	\$ -
Staple			5	\$ -
Monthly Maintenance Charge Per Copier (0-65,000 copies)			5	\$ -
Per Copy Maintenance Overage Charge (65,001 and up)			700	\$ -
Total for Band 5			18,000	\$ -

Band 6

Copier			5	\$ -
Scanning			5	\$ -
Network Printing			5	\$ -
Fax			5	\$ -
Staple			5	\$ -
Monthly Maintenance Charge Per Copier (0-80,000 copies)			5	\$ -
Per Copy Maintenance Overage Charge (80,001 and up)			150	\$ -
Total for Band 6			18,000	\$ -

Band 7

Copier			5	\$ -
Scanning			5	\$ -
Network Printing			5	\$ -
Fax			5	\$ -
Staple			5	\$ -
Monthly Maintenance Charge Per Copier (0-150,000 copies)			5	\$ -
Per Copy Maintenance Overage Charge (150,001 and up)			360	\$ -
Total for Band 7			18,000	\$ -

Total Purchase Price of Monochrome Bands 1 through 7 \$ -

Monochrome

Band 4

Copier (including maintenance for 0 - 45,000 copies)					
Scanning			5	\$	-
Network Printing			5	\$	-
Fax			5	\$	-
Staple			5	\$	-
Per Copy Maintenance Overage Charge (45,001 and up)			5	\$	-
Total for Band 4			500	\$	-

Band 5

Copier (including maintenance for 0 - 65,000 copies)					
Scanning			5	\$	-
Network Printing			5	\$	-
Fax			5	\$	-
Staple			5	\$	-
Per Copy Maintenance Overage Charge (65,001 and up)			5	\$	-
Total for Band 5			500	\$	-

Band 6

Copier (including maintenance for 0 - 80,000 copies)					
Scanning			5	\$	-
Network Printing			5	\$	-
Fax			5	\$	-
Staple			5	\$	-
Per Copy Maintenance Overage Charge (80,001 and up)			5	\$	-
Total for Band 6			500	\$	-

Band 7

Copier (including maintenance for 0 - 150,000 copies)					
Scanning			5	\$	-
Network Printing			5	\$	-
Fax			5	\$	-
Staple			5	\$	-
Per Copy Maintenance Overage Charge (150,001 and up)			5	\$	-
Total for Band 7			500	\$	-

Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease \$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
4	24 Month Lease	Color						
		Band 1						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 1				\$	-	
		Band 2						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 2				\$	-	
		Band 3						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 3				\$	-	
		Band 4						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 4				\$	-	
Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease							\$	-

Item No.	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (including Maintenance)
5	36 Month Lease	Monochrome				
	Band 1					
	Copier (including maintenance for 0 - 5,000 copies)			30	\$ -	
	Scanning			30	\$ -	
	Network Printing			30	\$ -	
	Fax			30	\$ -	
	Per Copy Maintenance Overage Charge (5,001 and up)			500	\$ -	
	Total for Band 1				\$ -	
	Band 2					
	Copier (including maintenance for 0 - 15,000 copies)			5	\$ -	
	Scanning			5	\$ -	
	Network Printing			5	\$ -	
	Fax			5	\$ -	
	Staple			5	\$ -	
	Per Copy Maintenance Overage Charge (15,001 and up)			500	\$ -	
	Total for Band 2				\$ -	
	Band 3					
	Copier (including maintenance for 0 - 30,000 copies)			40	\$ -	
	Scanning			40	\$ -	
	Network Printing			40	\$ -	
	Fax			40	\$ -	
	Staple			40	\$ -	
	Per Copy Maintenance Overage Charge (30,001 and up)			500	\$ -	
	Total for Band 3				\$ -	
	Band 4					
	Copier (including maintenance for 0 - 45,000 copies)			40	\$ -	
	Scanning			40	\$ -	
	Network Printing			40	\$ -	
	Fax			40	\$ -	
	Staple			40	\$ -	
	Per Copy Maintenance Overage Charge (45,001 and up)			500	\$ -	
	Total for Band 4				\$ -	

Band 5

Copier (Including maintenance for 0 - 65,000 copies)			40	\$	-
Scanning			40	\$	-
Network Printing			40	\$	-
Fax			40	\$	-
Staple			40	\$	-
Per Copy Maintenance Overage Charge (65,001 and up)			500	\$	-
Total for Band 5				\$	-

Band 6

Copier (Including maintenance for 0 - 80,000 copies)			20	\$	-
Scanning			20	\$	-
Network Printing			20	\$	-
Fax			20	\$	-
Staple			20	\$	-
Per Copy Maintenance Overage Charge (80,001 and up)			500	\$	-
Total for Band 6				\$	-

Band 7

Copier (Including maintenance for 0 - 150,000 copies)			10	\$	-
Scanning			10	\$	-
Network Printing			10	\$	-
Fax			10	\$	-
Staple			10	\$	-
Per Copy Maintenance Overage Charge (150,001 and up)			500	\$	-
Total for Band 7				\$	-

Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease \$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
6	36 Month Lease	Color						
		Band 1						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 1			4,000	\$	-	
		Band 2						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 2			4,000	\$	-	
		Band 3						
		Copier						
		Scanning			40	\$	-	
		Network Printing			40	\$	-	
		Fax			40	\$	-	
		Staple			40	\$	-	
		Per Copy Maintenance Charge (Color)			40	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 3			4,000	\$	-	
		Band 4						
		Copier						
		Scanning			40	\$	-	
		Network Printing			40	\$	-	
		Fax			40	\$	-	
		Staple			40	\$	-	
		Per Copy Maintenance Charge (Color)			40	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 4			4,000	\$	-	
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease					\$	-

Item No.	Option	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
7	48 Month Lease	Monochrome				
		Band 1				
		Copier (including maintenance for 0 - 5,000 copies)				
		Scanning		30	\$	-
		Network Printing		30	\$	-
		Fax		30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)		30	\$	-
		Total for Band 1		500	\$	-
					\$	-
		Band 2				
		Copier (including maintenance for 0 - 15,000 copies)				
		Scanning		30	\$	-
		Network Printing		30	\$	-
		Fax		30	\$	-
		Staple		30	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)		30	\$	-
		Total for Band 2		500	\$	-
					\$	-
		Band 3				
		Copier (including maintenance for 0 - 30,000 copies)				
		Scanning		80	\$	-
		Network Printing		80	\$	-
		Fax		80	\$	-
		Staple		80	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)		80	\$	-
		Total for Band 3		500	\$	-
					\$	-
		Band 4				
		Copier (including maintenance for 0 - 45,000 copies)				
		Scanning		40	\$	-
		Network Printing		40	\$	-
		Fax		40	\$	-
		Staple		40	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)		40	\$	-
		Total for Band 4		500	\$	-
					\$	-

Monochrome

Band 5							
	Copier (including maintenance for 0 - 60,000 copies)						
	Scanning		30		\$	-	
	Network Printing		30		\$	-	
	Fax		30		\$	-	
	Staple		30		\$	-	
	Per Copy Maintenance Overage Charge (60,001 and up)		30		\$	-	
	Total for Band 5		500		\$	-	
					\$	-	
Band 6							
	Copier (including maintenance for 0 - 80,000 copies)						
	Scanning		35		\$	-	
	Network Printing		35		\$	-	
	Fax		35		\$	-	
	Staple		35		\$	-	
	Per Copy Maintenance Overage Charge (80,001 and up)		35		\$	-	
	Total for Band 6		500		\$	-	
					\$	-	
Band 7							
	Copier (including maintenance for 0 - 150,000 copies)						
	Scanning		25		\$	-	
	Network Printing		25		\$	-	
	Fax		25		\$	-	
	Staple		25		\$	-	
	Per Copy Maintenance Overage Charge (150,001 and up)		25		\$	-	
	Total for Band 7		500		\$	-	
					\$	-	
Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease						\$	-

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
8	48 Month Lease	Color						
		Band 1						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 1			4,000	\$	-	
						\$	-	
		Band 2						
		Copier						
		Scanning			10	\$	-	
		Network Printing			10	\$	-	
		Fax			10	\$	-	
		Staple			10	\$	-	
		Per Copy Maintenance Charge (Color)			10	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 2			4,000	\$	-	
						\$	-	
		Band 3						
		Copier						
		Scanning			20	\$	-	
		Network Printing			20	\$	-	
		Fax			20	\$	-	
		Staple			20	\$	-	
		Per Copy Maintenance Charge (Color)			20	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 3			4,000	\$	-	
						\$	-	
		Band 4						
		Copier						
		Scanning			50	\$	-	
		Network Printing			50	\$	-	
		Fax			50	\$	-	
		Staple			50	\$	-	
		Per Copy Maintenance Charge (Color)			50	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 4			4,000	\$	-	
						\$	-	
Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease							\$	-

Total Price for All Items

Item 1	Total Purchasing Price of Monochrome Bands 1 through 7	\$ -
Item 2	Total Purchas Price of Color Bands 1-4	\$ -
Item 3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$ -
Item 4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$ -
Item 5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$ -
Item 6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$ -
Item 7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$ -
Item 8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$ -
Total Overall Bld Price for All Items		\$ -

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

EXHIBIT

3

Number of Systems Placed
Under DIGCOP12 in FY-2015

Q1 - FY-2015 July, Aug, and Sept 2014

Mono Bands	Purchase	24 months	36 months	48 months
1	2	0	1	2
2	0	0	3	6
3	1	0	2	26
4	0	0	3	7
5	0	0	0	4
6	0	0	1	4
7	0	0	0	1
Mono Totals	3	0	10	50

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	0	1
3	0	1	1	2
4	1	1	2	7
Color Totals	1	2	3	10

<u>Sale Date</u>	<u>Customer Name</u>	<u>Dollar Amount</u>	<u>Term</u>	<u>Payment</u>	<u>Band</u>	<u>Number</u>
08/07	Veterans Nursing	\$ 20,419.68	48	425.41	4 Color - 48	2
08/07	Veterans Nursing	\$ -	48		2 Mono - 48	2
08/07	Insurance Commissioner	\$ 11,578.56	48	241.22	6 Mono - 48	1
08/07	Insurance Commissioner	\$ 11,578.56	48	241.22	6 Mono - 48	1
08/07	Insurance Commissioner	\$ 5,543.04	48	115.48	3 Mono - 48	1
08/13	DMV	\$ 65,775.36	48	1,370.32	3 Mono - 48	8
08/22	Juvenile Services	\$ 9,408.48	48	196.01	4 Color - 48	1
08/22	Juvenile Services	\$ -	48		2 Mono - 48	2
08/25	Forestry	\$ 5,952.00	24	248.00	3 Color - 24	1
08/25	Tax Dept	\$ 7,315.92	36	203.22	4 Mono - 36	1
		\$ -				
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Total of Aug Sales		\$ 137,571.60				20
continued on next sheet						

Number of Systems Placed
Under DIGCOP12 in FY-2015

Q2 - FY-2015 Oct, Nov, and Dec 2014

Mono Bands	Purchase	24 months	36 months	48 months
1	0	0	3	6
2	0	0	2	3
3	3	0	6	5
4	0	0	4	7
5	0	0	2	14
6	0	0	3	7
7	0	0	2	6
Mono Totals	3	0	22	48

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	1	0
2	0	0	2	2
3	0	1	0	1
4	0	3	4	3
Color Totals	0	4	7	6

Number of Systems Placed
Under DIGCOP12 in FY-2015

Q3 - FY-2015 Jan. Feb. March 2015

Mono Bands	Purchase	24 months	36 months	48 months
1	0	0	10	9
2	0	0	5	9
3	2	0	2	10
4	0	0	4	3
5	0	0	0	3
6	1	0	0	1
7	0	0	0	0
Mono Totals	3	0	21	35

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	1	4
3	1	0	7	14
4	1	0	12	7
Color Totals	2	0	20	25

Number of Systems Placed
Under DIGCOP12 in FY-2015

Q4 - FY-2015 April, May, June 2015

Mono Bands	Purchase	24 months	36 months	48 months
1	4	0	2	2
2	5	0	1	7
3	1	0	0	11
4	1	0	10	2
5	2	0	5	8
6	1	0	1	3
7	0	0	0	3
Mono Totals	14	0	19	36

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	1	0	0	0
3	0	0	1	3
4	4	0	0	9
Color Totals	5	0	1	12

Number of Systems Placed
Under DIGCOP12 in FY-2016

Q1 - FY-2016 July, Aug, Sept 2015

Mono Bands	Purchase	24 months	36 months	48 months
1	0	0	0	1
2	0	0	0	1
3	1	0	1	7
4	0	0	1	0
5	0	0	3	4
6	0	0	2	2
7	0	0	0	5
Mono Totals	1	0	7	20

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	0	3
3	0	0	3	0
4	1	0	2	5
Color Totals	1	0	5	8

Number of Systems Placed
Under DIGCOP12 in FY-2016

Q2 - FY-2016 Oct, Nov, Dec 2015

Mono Bands	Purchase	24 months	36 months	48 months	
1	1	0	0	13	
2	0	0	0	1	
3	0	0	5	26	
4	0	0	0	14	
5	0	0	2	3	
6	0	0	1	2	
7	0	0	1	7	
Mono Totals	1	0	9	66	

Color Bands	Purchase	24 months	36 months	48 months	
1	0	0	0	0	
2	0	0	1	1	
3	0	0	0	0	
4	2	1	2	4	
Color Totals	2	1	3	5	

Number of Systems Placed
Under DIGCOP12 in FY-2016

Q3 - FY-2016 Jan, Feb, Mar 2016

Mono Bands	Purchase	24 months	36 months	48 months
1	0	1	0	0
2	0	0	1	5
3	0	3	10	3
4	0	0	4	0
5	0	0	15	1
6	0	0	1	2
7	0	0	1	2
Mono Totals	0	4	32	13

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	0	0
3	0	0	10	2
4	1	0	3	7
Color Totals	1	0	13	9

Number of Systems Placed
Under DIGCOP12 in FY-2016

Q4 - FY-2016 Apr, May, June 2016

Mono Bands	Purchase	24 months	36 months	48 months
1	0	0	15	1
2	1	3	0	1
3	0	1	2	7
4	0	0	3	4
5	0	0	4	2
6	0	0	2	15
7	0	0	0	1
Mono Totals	1	4	26	31

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	2	0	1	2
3	0	0	5	1
4	1	3	6	8
Color Totals	3	3	12	11

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC17*08

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 275520

Doc Description: Addendum 4-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-01-06	2017-01-12 13:30:00	CRFQ 0212 SWC1700000008	5

END RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Charles D. Barnette
 (304) 558-2566
 charles.d.barnette@wv.gov

Signature X

FEIN #

31-1149871

DATE

1/18/17

All offers subject to all terms and conditions contained in this solicitation.

ADDITIONAL INFORMATION:

Addendum No. 4 - See clarification to response to vendor questions issued on Addendum No. 3 dated 12/23/2016 and extended the bid opening date from January 10, 2017 to January 12, 2017 at 1:30 PM, eastern standard time.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide Contract for Digital Copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Deadline for Technical Questions	2016-12-02

SWC1700000008	Document Phase Draft	Document Description Addendum 4-Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008

Addendum Number: 4

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. See clarification to response to vendor questions issued on Addendum No. 3 dated 12/23/2016.
2. The bid opening has been extended from January 10, 2017 to January 12, 2017 at 1:30 PM, eastern standard time.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ATTACHMENT A
ADDENDUM NO. 4
CRFQ SWC1700000008**

Clarification:

- C1: To correct the response given on Questions 3 on Addendum No. 3 issued on 12/23/16 from:**
- Q3: Band Specs for Bands 2 & up – Would you please clarify that a staple finisher is required and that electronic sorting or an off-line electric stapler does not meet the requirements for the specs?**
- A3: Yes, the sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and required for Band 3 and 4 on the color copiers.**
- To:**
- Q3: Band Specs for Bands 2 & up – Would you please clarify that a staple finisher is required and that electronic sorting or an off-line electric stapler does not meet the requirements for the specs?**
- A3: Yes, the sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and optional for Band 2 on the color copiers and required for Bands 3 and 4 on the color copiers.**
- C2: To correct the response given on Questions 6 on Addendum No. 3 issued on 12/23/16 from:**
- Q6: The specs require electronic sorter or finisher sorter. Almost all digital copiers will sort without a finisher. Please clarify if finishers and stapling are required.**
- A6: The sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and required for Band 3 and 4 on the color copiers.**
- To:**
- Q6: The specs require electronic sorter or finisher sorter. Almost all digital copiers will sort without a finisher. Please clarify if finishers and stapling are required.**
- A6: Yes, the sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and optional for Band 2 on the color copiers and required for Bands 3 and 4 on the color copiers.**

C3: To correct the response given on Questions 7 on Addendum No. 3 issued on 12/23/16 from:

Q7: Band 2 Color shows no requirement at all for stapling. Please confirm stapling is not needed here.

A7: Not required for Band 2 – Color

To:

Q7: Band 2 Color shows no requirement at all for stapling. Please confirm stapling is not needed here.

A7: Stapling is optional for Band 2 Color.

Other Information:

1. The bid opening has moved from 01/10/2017 to 01/12/2017 at 1:30 PM.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SWC1700000008

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 275520

Doc Description: Addendum 5-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-01-10	2017-01-17 13:30:00	CRFQ 0212 SWC1700000008	6

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette
 (304) 558-2566
 charles.d.barnette@wv.gov

Signature X

FEIN #

31-1149871

DATE

1/18/17

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 5 - To extend the bid opening date from January 12, 2017 to January 17, 2017 at 1:30 PM, eastern standard time.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide Contract for Digital Copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Deadline for Technical Questions	2016-12-02

SWC1700000008	Document Phase Draft	Document Description Addendum 5-Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008

Addendum Number: 5

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

To extend the bid opening date from January 12, 2017 to January 17, 2017 at 1:30 PM, eastern standard time.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SWC1700000008

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 28 — Office Equip.

Proc Folder: 275520

Doc Description: Addendum 6-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-01-12	2017-01-19 13:30:00	CRFQ 0212 SWC1700000008	7

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette
 (304) 558-2566
 charles.d.barnette@wv.gov

Signature X

FEIN #

31-1149871

DATE

1/18/17

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No. 6 -

Revised pricing prices attached to reflect the following changes:

- a. To revise the estimated quantity in the "Monthly Maintenance Charge Per Copier" column on Item No. 1 - Purchase - Monochrome for Bands 1 through 7. See attached pricing pages.
 - b. To revise the estimated quantity for the Purchase - Monochrome Band 2 from 15 to 20.
 - c. To revise the estimated quantity for the Purchase - Monochrome Band 3 from 5 to 10.
 - d. To revise the estimated quantity for the Purchase - Monochrome Band 4 from 5 to 10.
 - e. To revise the estimated quantity for the Purchase - Monochrome Band 5 from 5 to 10.
 - f. To revise the estimated quantity for the Purchase - Monochrome Band 7 from 5 to 10.
 - g. To revise the estimated quantity for the 24 Month Lease - Monochrome Band 1 from 1 to 5.
 - h. To revise the estimated quantity for the 36 Month Lease - Monochrome Band 2 from 5 to 10.
2. The bid opening has been extended from 01/17/2017 to 01/19/2017.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide Contract for Digital Copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
101501			

Extended Description :
Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Deadline for Technical Questions	2016-12-02

SWC1700000008	Document Phase Final	Document Description Addendum 6-Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000008
Addendum Number: 6

The purpose of this addendum is to modify the solicitation identified as CRFQ SWC1700000008 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- [X] Modify bid opening date and time
- [] Modify specifications of product or service being sought
- [] Attachment of vendor questions and responses
- [] Attachment of pre-bid sign-in sheet
- [] Correction of error
- [X] Other

Description of Modification to Solicitation:

1. Revised pricing pages attached to reflect the following changes:
 - a. To revise the estimated quantity in the “Monthly Maintenance Charge Per Copier” column on Item No. 1 – Purchase – Monochrome for Bands 1 through 7.
 - b. To revise the estimated quantity for the Purchase – Monochrome Band 2 from 15 to 20.
 - c. To revise the estimated quantity for the Purchase – Monochrome Band 3 from 5 to 10.
 - d. To revise the estimated quantity for the Purchase – Monochrome Band 4 from 5 to 10.
 - e. To revise the estimated quantity for the Purchase – Monochrome Band 5 from 5 to 10.
 - f. To revise the estimated quantity for the Purchase – Monochrome Band 7 from 5 to 10.
 - g. To revise the estimated quantity for the 24 Month Lease – Monochrome Band 1 from 1 to 5.
 - h. To revise the estimated quantity for the 36 Month Lease - Monochrome Band 2 from 5 to 10.
2. The bid opening has been extended from 01/17/2017 to 01/19/2017.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SWC1700000008

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

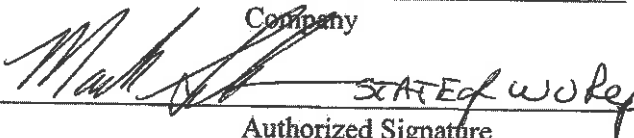
Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input checked="" type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input checked="" type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Aaron's Business Solutions

Company


Authorized Signature
1/18/17

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-20-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Aaron's Business Solutions

Authorized Signature: [Signature] Date: 1/4/17

State of Ohio

County of Warren, to-wit:

Taken, subscribed, and sworn to before me this 4th day of January, 2017

My Commission expires 9-22, 2021.



VICTORIA L. GIORDULLO
Notary Public, State of Ohio
My Commission Expires 09-22-2021

NOTARY PUBLIC [Signature]

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 Vendor Preference, if applicable.

1. Application is made for 2.5% 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;
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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% 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% vendor preference for the reason checked:
Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4. Application is made for 5% 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% 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% 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.
7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code §5A-3-59* and *West Virginia Code of State Rules*.
Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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) rescind the contract or purchase order; 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.

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: Aaron's Business Solutions

Signature: 

Date: 1/4/17

Title: CFO

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/7/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Emory P. Zimmer Insurance Agency, Inc. 2148 Gilbert Avenue Cincinnati OH 45206		CONTACT NAME: Deborah McCarty PHONE (A/C No. Ext): (513) 381-1919 FAX (A/C No.): (513) 381-1928 E-MAIL ADDRESS: dmccarty@zimmerinsurance.com	
INSURED Cincinnati Copiers Inc. etal 4720 Glendale Milford Road Cincinnati OH 45242		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: Cincinnati Indemnity Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10677	

COVERAGES **CERTIFICATE NUMBER:** CL165203720 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			EPP0324569	5/1/2015	5/1/2018	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Host Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Broadened Liab GA210						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			EPP0324569	5/1/2015	5/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
	Hired Car Physical Damage						\$
	Limit - \$80,000						\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		EPP0324569	5/1/2015	5/1/2018	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC1879157-02	5/1/2016	5/1/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below		KY, IN, WV				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Ohio Employers Liability Defense Expenses			EPP0324569	5/1/2015	5/1/2018	Bodily Injury-Ea Employee 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

State of West Virginia
 Dept of Administration, Purchasing
 Division
 2019 Washington St E.
 Charleston, WV 25305

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

B D. Bahlman/DMCCAR *[Signature]*

Additional Named Insureds

Other Named Insureds

DBA ProSource Inc.

DBA ProSource Leasing

DBA ProSource Technologies, Inc.

Infitech LLC

DBA ACT

DBA Hi-Tech Computer Solutions

DBA Aaron's Business Solutions

MANUFACTURER'S CERTIFICATE

Customer/Potential Customer: State of West Virginia
Bid/Proposal #: Bid No: SWC1700000008-Statewide Contract for Digital Copiers
Service Provider/Proposer Cincinnati Copiers, Inc., d.b.a. Prosource, d.b.a Aarons Business Solutions

Toshiba America Business Solutions, Inc. (Toshiba) will provide all required Toshiba equipment, accessories, parts, supplies and other needed support materials to the above-named Service Provider/Proposer for the duration of any contract resulting from the bid/proposal referenced above; and

Cincinnati Copiers, Inc., d.b.a. Prosource, d.b.a Aarons Business Solutions, is authorized to sell, service, and warrant the Toshiba devices sold to the State of West Virginia in support of a resulting contract. Cincinnati Copiers, Inc., d.b.a. Prosource, d.b.a Aarons Business Solutions, is authorized to provide services in the following counties in the State of West Virginia; Boone, Boyd, Cabell, Carter, Fayette, Floyd, Gallia, Greenup, Jackson, Johnson, Kanawha, Lawrence, Lewis, Lincoln, Logan, Martin, Mason, Mingo, Pike, Putnam, Raleigh, Scioto, and Wayne.

In the unlikely event that Cincinnati Copiers, Inc., d.b.a. Prosource, d.b.a Aarons Business Solutions, fails to fulfill the conditions of any contract resulting from this award, Toshiba will use its commercially reasonable efforts to provide a new Authorized Toshiba Service Provider to assume the responsibilities for Cincinnati Copiers, Inc., d.b.a. Prosource, d.b.a Aarons Business Solutions; and

The Toshiba equipment offered is only newly manufactured and not refurbished or reconditioned; and

Toshiba guarantees the availability of parts and service for its product for seven (7) years after the last date of manufacture. Additionally, the Service Provider/Proposer, as part of its contractual agreement with Toshiba, is required to maintain an adequate supply of parts and supplies to support its customers in its territories.

TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.



Authorized Signature

Michael Torcaso
Executive CFO and CIO

Name & Title

12/16/2016

Date



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 275520

Doc Description: Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-11-18	2016-12-14 13:30:00	CRFQ 0212 SWC1700000008	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette
 (304) 558-2566
 charles.d.barnette@wv.gov

Signature X

FEIN #

31-1149871

DATE

1/18/17

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for digital copiers per the attached documentation.

BUYER		SELLER	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide Contract for Digital Copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Deadline for Technical Questions	2016-12-02

SWC1700000008	Document Phase Final	Document Description Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: December 2, 2016 by 4:00 pm

Submit Questions to: Charles Barnette, Buyer
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Charles.D.Barnette@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:
BUYER:
SOLICITATION NO.:
BID OPENING DATE:
BID OPENING TIME:
FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus n/a convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical
 Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: December 14, 2016 at 1:30 pm

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATES: Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on
upon award _____ and extends for a period of one (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 36 months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award. In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance: In the amount of _____ or more.

Builders Risk Insurance: In an amount equal to 100% of the amount of the Contract.

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

8. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

9. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

10. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

for _____

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

11. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

12. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

13. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

14. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

15. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

16. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

17. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

18. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-6.1.e.

19. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

20. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

21. COMPLIANCE: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

22. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

23. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

24. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

25. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

26. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

27. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

28. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

29. BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor 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 agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.


The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Mark Salmons, Major Account Manager
(Name, Title)
Mark Salmons, Major Account Manager
(Printed Name and Title)
1041 8th Ave., Huntington, WV 25701
(Address)
304-522-7022/304-525-3069
(Phone Number) / (Fax Number)
mark.salmons@aaronproducts.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Aaron's Business Solutions
(Company)

(Authorized Signature) (Representative Name, Title)
Peter M. Findley CFO
(Printed Name and Title of Authorized Representative)
1/4/17
(Date)
304-522-7022/304-525-3069
(Phone Number) (Fax Number)

**REQUEST FOR QUOTATION
DIGCOP17 – Digital copiers**

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids for a open-end statewide contract for digital copiers. The Contract may be utilized by West Virginia State agencies and all political subdivisions of the State in all 55 counties.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
 - 2.3 **“RFQ”** means the official RFQ published by the Purchasing Division and identified as DIGCOP17.

3. **GENERAL REQUIREMENTS:**
 - 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements shown below.
 - 3.1.1 **BAND 1 – MONOCHROME COPIER**
 - 3.1.1.1 Band 1 must be have the following minimum specifications:
 - a. Manufacturer copy volume 5,000 month
 - b. Copy speed 18 cpm
 - c. 250 sheet paper capacity
 - d. Bypass tray
 - e. Auto document feeder
 - f. Minimum 8 1/2” x 11” capacity paper tray
 - g. Stapling capability not required

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3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must be have the following minimum specifications:

- a. Manufacturer copy volume 15,000 month
- b. Copy speed 25 cpm
- c. 500 sheet paper capacity
- d. 2 paper sources
- e. Auto document feeder
- f. Electronic sorting or finisher/sorter

3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must be have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed 30 cpm
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must be have the following minimum specifications:

- a. Manufacturer copy volume 45,000 month
- b. Copy speed 40 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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DIGCOP17 – Digital copiers**

3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must be have the following minimum specifications:

- a. Manufacturer copy volume 65,000 month
- b. Copy speed 50 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must be have the following minimum specifications:

- a. Manufacturer copy volume 80,000 month
- b. Copy speed 60 cpm
- c. 1,500 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must be have the following minimum specifications:

- a. Manufacturer copy volume 150,000 month
- b. Copy speed 70 cpm
- c. 1,500 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must be have the following minimum specifications:

- a. Manufacturer copy volume 10,000 month
- b. Copy speed 18 cpm
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Stapling capability not required

3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must be have the following minimum specifications:

- a. Manufacturer copy volume 20,000 month
- b. Copy speed 25 cpm
- c. 500 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must be have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed 30 cpm
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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3.1.11 BAND 4 – COLOR COPIER

3.1.11.1 Band 4 must be have the following minimum specifications:

- a. Manufacturer copy volume 40,000 month
- b. Copy speed 40 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.12 PROHIBITION OF 90 COPIES PER MINUTE: Vendor shall not include in its bid any copier that produces copies at a rate of 90 copies per minute or more. If Vendor does bid a copier that produces copies at 90 copies per minute or more, that copier will be rejected and Vendor's bid will be evaluated as if Vendor failed to bid a copier for that band.

3.1.13 ADDITIONAL CONTRACT ITEM REQUIREMENTS:

3.1.13.1 Copier Requirements: All copiers provided under this contract must:

- A. be digital equipment. Analog models will not be accepted.
- B. be capable of reproducing general office correspondence, reports, and bound documents.
- C. be able to reproduce quality copies from any of the following types of original documents while operating in an automated exposure mode: laser printed originals, multi-generation copies of copies, faxed documents, standard black graphite #2 pencils, red pen & pencil, blue ball point pen, NCR forms (blue or black print on white or colored paper stocks), photographs (color or B&W), solid lines and grids, solids, and graduated gray-scale tones.
- D. be capable of automatically selecting the proper paper size in respect to the original being copied.

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DIGCOPI7 – Digital copiers

- E. have the ability to be set for reduction and enlargement in 1% increments.
- F. be in production and available for sale at time of submitted quote.
- G. be Energy Star Compliant and be installed with energy saving features enabled.
- H. be capable of copying on plain bond paper in both 8 ½" x 11", 8 ½" x 14" and 11" x 17". The 11" x 17" size is required for Bands 2 and above.

3.1.13.2 Service and Maintenance

- A. **Full Service Requirement:** Vendor must have the ability to provide on-site service and maintenance for all Contract Items. Vendor must enter into a full service and maintenance contract for all Contract Items that are leased or if the Contract Items are Purchased and Agency elects to include maintenance in the purchase price. Vendor must provide a copy of any maintenance agreement for approval prior to award of this Contract. Vendors must provide an 800 telephone number for service support prior to Contract award.
- B. **Maintenance** A preventative maintenance schedule shall be provided as needed on all Contract Items as specified by the manufacturer. This includes, but is not limited to: routine cleaning, lubrications, replacement of unserviceable parts and all necessary adjustments to ensure successful performance of the equipment.
- C. **Monthly Copy Allowance:** Vendor shall include all service and maintenance costs up to the copy limit specified for each band in the base price of the copier bid. Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that

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are necessary to maintain satisfactory performance of the copier. Once the copy limit is exceeded, Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).

Color Copiers do not include a copy limit and Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).

- D. Connectivity Service Support:** Vendor must provide service support to coordinate installation of Contract Items with agency personnel.
- E. Certification Requirement:** Service representatives must be full time employees of the Vendor or of a subcontracted party designated by Vendor in writing. All service representatives must be factory trained technicians. The State reserves the right to request proof of certification at any time.
- F. Replacement Units:** Vendor shall provide a temporary replacement copier for any copier being rented, at no charge, if the Agency's copier is estimated to be down for 16 consecutive working hours or longer for repair. Temporary replacement copiers shall be of comparable size and functionality as the copier it is replacing. The Agency will not pay any charges associated with the temporary replacement unit, but shall pay the charges that it would have incurred if its copier had not been temporarily replaced.
- G. Response Requirement:** Vendors must respond to all requests for service within two (2) working hours of an Agency's request and be on site to complete the repair within eight (8) working hours of the request throughout

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the term of this Contract. Repetitive complaints concerning the failure to meet this requirement may be cause for cancellation of the contract. Service must be provided during normal working hours (8:00 am to 5:00 pm EST), Monday through Friday, with the exception of State holidays.

H. Failure Rate: Any copier averaging more than two malfunctions per month for a three (3) month period shall be reviewed by the Agency with the Vendor present to determine a course of corrective action, which may include but not be limited to, replacement of the machine or cancellation of the order and removal of the machine at no additional cost to the State. All service complaints shall be documented in writing by the Agency. The Purchasing Division shall determine the corrective action necessary in the event that an impasse cannot be resolved to the Agency's satisfaction.

- 3.1.13.3 Training:** Vendor shall provide Agency with in-house training within five working days of installation of the equipment or as otherwise agreed to by Agency.
- 3.1.13.4 Manuals:** Vendors shall provide at least one (1) copy of the operator's instruction manual for each Copier leased or purchased to the Agency that has leased or purchased it. Each manual shall include the vendor's name, telephone number(s), contact person(s), and complete instructions for inspecting, adjusting, clearing jams and operating the machine and any installed accessories.
- 3.1.13.5 Paper Requirement:** A stack feed bypass (allows insertion of 20 to 150 sheets at a time and provides multi-copy capability) may be counted as meeting the minimum paper source specification. However, a sheet bypass (single, hand-fed sheets) shall not meet the minimum paper source specifications.

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Paper capacity is the listing for all on-line paper trays combined.

- 3.1.13.6 Fees and Costs:** Monthly rental fees, copy allowances, other supply costs and maintenance costs shall remain firm for the life of the Contract. Pricing shall also be inclusive of shipping, delivery, installation, and training.

If the item bid is discontinued, the vendor may propose an equivalent product meeting or exceeding the specifications at the same bid price. If the replacement item is accepted or approved, the item will be added by change order.

- 3.1.13.7 Manufacturer Accessory Listing Requirements:** Vendors shall provide a listing of all possible accessories available for each copier that Vendor includes on the Pricing Pages. It is preferred that the Accessory Listing be provided with the bid.

- 3.1.13.8 New/Re-manufactured Requirement:** All Contract Items must be new. Re-manufactured equipment is not acceptable. Equipment designated as factory new or newly manufactured shall be accepted with a new machine warranty. Newly manufactured means manufactured in the current year and has not been used.

- 3.1.13.9 Retrofits:** Any convenience, performance or safety-related retrofits that may be mandated by the vendor or manufacturer must be installed at no additional cost on copiers placed in service resulting from a contract. Features must be installed within 90 days after it becomes available to the public.

- 3.1.13.10 Published Specifications:** All copiers quoted must have published copy volumes per month and copies per minute. Vendors must provide published descriptive literature to illustrate compliance with the minimum, mandatory band specifications, which include copy volumes per month, copies/minute data, available memory, paper sources and paper capacity prior to award. Vendor shall highlight all standard features on within the literature provided for each copier bid.

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- 3.1.13.11 Parts Availability:** Vendors must guarantee that all parts and service on all purchased units shall be available for a period of seven years from the date of purchase and for the term of the rental on all rental units. All parts SHALL be new. "New" means manufactured in the current year and has not been used.
- 3.1.13.12 Scan Charges:** Scanning charges, in addition to, or as a part of the per copy charge, shall not be allowed. Scanning can only be billed as an accessory that may increase the monthly cost per unit as shown on the Pricing Pages.
- 3.1.13.13 Power Protection:** Vendors should include, as part of their available accessories for digital copiers, surge and ground noise protection units. Units shall be ESP QC Power protection, or equal, for Bands 4 through 7, and ESP Majac Power protection, or equal, for Bands 1 through 3. Vendors must provide manufacturer literature for any "or equal" power protection unit bid prior to award.
- 3.1.13.14 Power Requirements:** If a copier requires a dedicated power line, it is the joint responsibility of the vendor and Agency to determine if this requirement can be met. Vendor is not responsible for providing power if the necessary power outlets or junctions are not available.
- 3.1.13.15 Network Connection:** All network connected units must include all cable, cards, etc. for connection to the Agency's network at no additional cost to the Agency. Vendor's equipment must be capable of connecting to an Ethernet/Fast-Ethernet network that has either Microsoft or Novell as the network operating system.
- 3.1.13.16 Firmware/Software:** Vendors shall ensure that it provides all necessary firmware/software with each copier to allow Agency to obtain full use of the copier being installed. The cost of any firmware/software shall be included in the base price of the copier being bid. Vendor and agency must obtain approval

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from the appropriate entity prior to connecting any firmware/software to a State network. Vendor must provide a copy of any firmware/software agreement for approval prior to award of this Contract.

- 3.1.13.17 Information Security:** All stored information must be secured and rendered unreadable by Vendor whenever a copier is removed from service. Removal and rendering information unusable must be conducted in accordance with the policies and procedures of the Office of Technology or other entity that has authority over technology related matters for the Agency, specifically pursuant to NIST standards and provide a certificate of validation with all pertinent hard drive identification information such as the serial number.

For purchased machines, the agency must dispose of the machine and hard drive per the policies of the WV State Agency for Surplus Property and the Office of Technology.

For leased machines: At the end of the lease, if the agency does not choose to keep the machine, the vendor shall remove the machine's hard drive and leave it with the agency for disposition in accordance with procedures prescribed by the Office of Technology.

- 3.1.13.18 Vendor Certification:** Vendor, if other than the manufacturer, should provide the following authorization/certification prior to award of the Contract: Verification from the manufacturer that vendor or vendor's subcontractor is an authorized distributor and/or service representative that is authorized to sell and service manufacturer's products.

- 3.1.13.19 Leasing of machines:** If a third party leasing company is used, they will be held to the specifications of the contract. The State cannot permit payment to the leasing agency directly, the State can only pay the vendor who is awarded the contract. The State cannot sign lease documents if leased through another company meaning any other entity other than the awarded vendor.

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4. CONTRACT AWARD:

- 4.1 Contract Award:** The Purchasing Division intends to award this Contract to a single vendor that will provide all of the Contract Items. This Contract shall be limited to only those Contract Items that Vendor includes in its bid and any accessories that can be affixed to the Contract Item that Vendor bid. This Contract will be awarded to the Vendor that provides all Contract Items for the lowest Total Price for All Items on the Pricing Pages. Failure to bid all Contract Items may result in rejection of a vendor's bid. Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

Accessories: Vendor shall provide all accessories, other than those listed on the pricing pages, to Agency at manufacturer's invoice price. Prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. The copier bid for each band and the accessories requested on the Pricing Pages shall be provided to Agency at the Price listed on the Pricing Pages. A copy of the invoice must be provided.

- 4.2 Pricing Pages:** The Pricing Pages consist of the eight item numbers each listing an order type and containing 1 through 7 monochrome copier bands or 1 through 4 color copier bands. Vendor should bid only one copier per band. In the event that a single Vendor submits multiple copiers for any given band, only the lowest cost copier will be considered for evaluation purposes. The bands are defined in Section 3 above. Additionally, the Pricing Pages contain totals for each band, totals for each item number and a Total Price for All Items. Each item number contains some or all of the following:

Purchased Machines (Item No. 1 and 2)

- 4.2.1 Copier –** Vendor should list the brand name and Model No. of the single copier that it is bidding for the item no. and band number in question. Vendor should also list the Total price for the Estimated Quantity if not completing the Pricing Pages electronically.
- 4.2.2 Accessories –** Scanning, Network Printing, Fax, and Staple are listed as common accessories on the Pricing Pages. Vendor should include the brand name of the accessory (if applicable), the model number of the accessory (if applicable), and the Unit Price for each accessory. Vendor should also list the total price for the accessory based on the estimated quantity if not completing the pricing pages electronically. In the event that Vendor's copier already includes

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one or more of the listed accessories, Vendor should write "included" in the space for the brand name of the accessory and list the Unit Price as \$0 for the accessory in question. The cost of an accessory already included in the copier being bid should be reflected in the Unit Price of the copier.

- 4.2.3 Monthly Maintenance Charge Per Copier** - Vendor should list in the Unit Price section, the monthly price for maintenance on one copier for the stated number of copies per month. Agencies are not required to purchase this maintenance and Vendor shall not charge for maintenance on a purchased machine unless the Agency requests it. The monthly cost of maintenance for one machine should be multiplied by the Estimated Quantity to arrive at a Total Price.
- 4.2.4 Per Copy Maintenance Overage Charge** – Vendor should list the per copy charge that it will add to the monthly maintenance charge if the Agencies copies exceed the stated number of copies per month. That per copy charge will only be charged if the Agency requests monthly maintenance.
- 4.2.5 Total for Band 1** – This is the line below each band to allow the Vendor to add up all of the Total Costs for each band. The total for each band will then be added together to arrive at either the Total Purchase Price of Monochrome Bands 1 – 7 or the Total Purchase Price of Color Bands 1 – 4.
- 4.2.6 Per Copy Maintenance Charge (Color)** – Vendor should list its per copy maintenance charge for color copies in the Unit Price line. This charge will only apply if Agency elects to purchase maintenance on the purchased copier. The per copy maintenance charge should then be multiplied by the Estimated Quantity to arrive at a Total Cost.
- 4.2.7 Per Copy Maintenance Charge (Monochrome)** – Vendor should list its per copy maintenance charge for monochrome copies in the Unit Price line. This charge will only apply if Agency elects to purchase maintenance on the purchased copier. The per copy maintenance charge should then be multiplied by the Estimated Quantity to arrive at a Total Cost.

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Leased Machines (Item Nos. 3 through 8)

- 4.2.8 Copier (including maintenance for ___ copies)** – Vendor should list the brand name and Model No. of the copier that it is bidding for the item no. and band number in question. As indicated, the Unit Price on all leased copiers must include any service and maintenance costs for the number of copies per month listed. The space above has been left blank because each band has a different number of copies included. Vendor should multiply the Unit Price by the quantity specified to calculate the Total Price Per Month (Including Maintenance).
- 4.2.9 Copier** – Same as above.
- 4.2.10 Accessories** – Same as above.
- 4.2.11 Per Copy Maintenance Overage Charge (_____ and up)** – Vendor should list the per copy charge in the Unit Price section for each copy in excess the number of copies per month listed and then multiply that by the Estimated Quantity to arrive at the Total Price Per Month (Including Maintenance). The space above has been left blank because each band has a different number of overage charges included.
- 4.2.12 Total for Band 1** – Same as above.
- 4.2.13 Per Copy Maintenance Charge (Color)** – Vendor should list the per copy charge for color copies service and maintenance.
- 4.2.14 Per Copy Maintenance Charge (Monochrome)** – Vendor should list the per copy charge for monochrome copies on color machines as the Unit Price for this line item. This should then be multiplied by the Estimated Quantity to arrive at the Total Price Per Month (Including Maintenance).
- 4.2.15 Total Monthly Lease Price of Monochrome Bands 1 through 7 for _____ Month Lease** – This line item represents a combined total of all monochrome bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.
- 4.2.16 Total Monthly Lease Price of Color Bands 1 through 4 for _____ Month Lease** – This line item represents a combined total of all color bands in the specified monthly lease period. Vendor

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should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

Final Pricing Page

- 4.2.17 Total Price for All Items** – The last page of the Pricing Pages contains a chart of each items (Item Nos. 1 through 8) total Price and a combined total of all items identified as the Total Price for All Items. Vendor should ensure that each of these line items has been properly added and completed.
- 4.3** Vendor should complete the Pricing Pages by filling in any blank spaces with the information requested. The information requested on the Pricing Pages for each Eligible Item includes the Brand Name of the Item Bid, the Model No. of Item Bid, and the Unit Price of the item bid, totals for each band, totals for each combined set of bands (For example: Total Purchase Price of Monochrome Bands 1 through 7), and the Total Price for all Items. **Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor's bid being disqualified.** Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion.

The Pricing Pages also contain a list of estimated quantities that will be purchased. The estimated quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. The Pricing Pages will automatically perform the necessary calculations once the Unit Price has been entered for each item. Vendor is required, however, to ensure that the calculation is correct. The Pricing Pages were created as a Microsoft Excel document and Vendor can request an electronic copy for bid purposes by sending an email request to Tara Lyle at Charles.D.Barnette@wv.gov or Tara.L.Lyle@wv.gov.

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5. ORDERING AND PAYMENT:

5.1 Ordering Procedure: At the time of need, agencies shall review the minimum specification requirements for copier bands to determine the appropriate band required. The agency should use the WV-39 for release orders to obtain the Contract Items under this Contract. Agency may either lease or purchase the Contract Items from the vendor awarded this Contract. Agency may order any accessory that Vendor has for the copier that Vendor bid. Upon request, Vendor must provide a list of all available accessories for the copiers that Vendor bid to Agencies for ordering purposes.

Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

- 5.1 Authorizing Documentation:** Vendor is prohibited from filling orders without the proper documentation attached to the WV-39, Contract Release Order. The State Auditor will not authorize payment for any applicable purchase orders/invoices that do not have the proper authorization documentation. Any copier to be networked requires prior approval by the Office of Technology.
- 5.2 Maintenance Option:** Agencies have the option of not entering into a maintenance/service contract on purchased copiers. If maintenance is not obtained through this Contract, Agency may obtain it through a separate procurement on a per call, time and materials basis.
- 5.3 Short Term Rental:** Any Agency requiring a copier for less than a 24-month term shall bid the procurement on the open market in accordance with State of West Virginia, Department of Administration, Purchasing Division rules and regulations.
- 5.4 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.
- 5.5 Invoicing/Meter Read:** Normal invoicing shall be monthly in arrears. However, upon mutual agreement of the Vendor and Agency, invoicing may be done on a quarterly basis in arrears. If quarterly billing is done, the monthly copy volume shall be aggregated for the quarter to determine per copy overage charges. For example, if the monthly copy volume included in the base charge is 30,000 copies per month, 90,000 copies for a three month period will be allowed before an

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overage charge is billed, regardless of how many copies were completed in each of the three months of the three month period.

This option is being made available to diminish the administrative burden of obtaining a monthly meter read. Agencies may provide meter readings monthly or quarterly as agreed. Vendors may accept meter readings via their web site, fax, telephone, or any means agreeable to the Vendor and Agency.

6 DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall deliver standard orders within 30 working days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

The Vendor must assume all shipping and installation charges and all insurance charges associated with the delivery of the equipment. Any delivery or installation charge, including connection to the end user's network, if desired, shall be incorporated into the base price of the equipment. Prices must include initial training and start-up supplies. Start-up supplies shall be the normal quantity to begin operation of the equipment.

6.4 Installation and Removal Charges: All Contract Items sold or leased to an Agency under this Contract shall be installed and removed free of charge. This applies to all situations or de-installations.

6.5 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses.

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If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 6.6 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7 MISCELLANIOUS:

- 7.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the RFQ. Vendor shall not supply substitute items without Purchasing Division approval.
- 7.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 7.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 7.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract.
- 7.5 Minimum Qualification Experience:** Vendors must have a minimum of five (5) years of relevant experience in copier sales and service and must be an authorized manufacturer representative. Vendors must provide a written manufacturers' certification evidencing authorization to sell and service the copiers that will be offered in each band. Failure to provide required information when requested by the Purchasing Division may result in disqualification of the bid.

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- 7.6 Subcontracts/Joint Ventures:** The Vendor is solely responsible for all work performed under the Contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this Contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this Contract; however, the Vendor is totally responsible for payment of the subcontractor.
- 7.7 Rental Term:** Prices for all standard rental units are to be for a 24, 36, and 48 month term. In addition, rental orders may be extended on a month to month basis upon mutual written agreement of the parties. Month to month extension should only be used when an agency has a compelling reason such as anticipation of an office move or closing. After expiration of this Contract, month to month extensions are not permitted, but lease agreements entered into under this Contract prior to expiration shall remain in effect for the remainder of the lease term.
- 7.8 Damages:** Agencies shall be responsible for damages or loss of rental equipment caused by misuse, abuse, vandalism, theft, fire, flood, or any other occurrence where necessary care was not taken by the agency to prevent loss to the vendor.

Item No.	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
3	24 Month Lease	Monochrome				
	Band 1					
	Copier (including maintenance for 0 - 5000 copies)					
	Scanning			1	\$ -	
	Network Printing			1	\$ -	
	Fax			1	\$ -	
	Per Copy Maintenance Overage Charge (5001 and up)			1	\$ -	
	Total for Band 1			500	\$ -	
					\$ -	
	Band 2					
	Copier (including maintenance for 0 - 15,000 copies)					
	Scanning			5	\$ -	
	Network Printing			5	\$ -	
	Fax			5	\$ -	
	Staple			5	\$ -	
	Per Copy Maintenance Overage Charge (15,001 and up)			5	\$ -	
	Total for Band 2			500	\$ -	
					\$ -	
	Band 3					
	Copier (including maintenance for 0 - 30,000 copies)					
	Scanning			5	\$ -	
	Network Printing			5	\$ -	
	Fax			5	\$ -	
	Staple			5	\$ -	
	Per Copy Maintenance Overage Charge (30,001 and up)			5	\$ -	
	Total for Band 3			500	\$ -	
					\$ -	

Band 4					
Copier (including maintenance for 0 - 45,000 copies)					
Scanning			5		\$ -
Network Printing			5		\$ -
Fax			5		\$ -
Staple			5		\$ -
Per Copy Maintenance Overage Charge (45,001 and up)			5		\$ -
Total for Band 4			500		\$ -
Band 5					
Copier (including maintenance for 0 - 65,000 copies)					
Scanning			5		\$ -
Network Printing			5		\$ -
Fax			5		\$ -
Staple			5		\$ -
Per Copy Maintenance Overage Charge (65,001 and up)			5		\$ -
Total for Band 5			500		\$ -
Band 6					
Copier (including maintenance for 0 - 80,000 copies)					
Scanning			5		\$ -
Network Printing			5		\$ -
Fax			5		\$ -
Staple			5		\$ -
Per Copy Maintenance Overage Charge (80,001 and up)			5		\$ -
Total for Band 6			500		\$ -
Band 7					
Copier (including maintenance for 0 - 150,000 copies)					
Scanning			5		\$ -
Network Printing			5		\$ -
Fax			5		\$ -
Staple			5		\$ -
Per Copy Maintenance Overage Charge (150,001 and up)			5		\$ -
Total for Band 7			500		\$ -
Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease					\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
4	24 Month Lease	Color						
		Band 1						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 1			4,000	\$	-	
						\$	-	
		Band 2						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 2			4,000	\$	-	
						\$	-	
		Band 3						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 3			4,000	\$	-	
						\$	-	
		Band 4						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 4			4,000	\$	-	
						\$	-	
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease					\$	-

Item No.	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
5	36 Month Lease					
	Monochrome					
	Band 1					
	Copier (including maintenance for 0 - 5,000 copies)					
	Scanning			30	\$	-
	Network Printing			30	\$	-
	Fax			30	\$	-
	Per Copy Maintenance Overage Charge (5,001 and up)			30	\$	-
	Total for Band 1			500	\$	-
					\$	-
	Band 2					
	Copier (including maintenance for 0 - 15,000 copies)					
	Scanning			5	\$	-
	Network Printing			5	\$	-
	Fax			5	\$	-
	Staple			5	\$	-
	Per Copy Maintenance Overage Charge (15,001 and up)			5	\$	-
	Total for Band 2			500	\$	-
					\$	-
	Band 3					
	Copier (including maintenance for 0 - 30,000 copies)					
	Scanning			40	\$	-
	Network Printing			40	\$	-
	Fax			40	\$	-
	Staple			40	\$	-
	Per Copy Maintenance Overage Charge (30,001 and up)			40	\$	-
	Total for Band 3			500	\$	-
					\$	-
	Band 4					
	Copier (including maintenance for 0 - 45,000 copies)					
	Scanning			40	\$	-
	Network Printing			40	\$	-
	Fax			40	\$	-
	Staple			40	\$	-
	Per Copy Maintenance Overage Charge (45,001 and up)			40	\$	-
	Total for Band 4			500	\$	-
					\$	-

5	36 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)					
		Scanning		40	\$	-	
		Network Printing		40	\$	-	
		Fax		40	\$	-	
		Staple		40	\$	-	
		Per Copy Maintenance Overage Charge (65,001 and up)		40	\$	-	
		Total for Band 5		500	\$	-	
					\$	-	
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)					
		Scanning		20	\$	-	
		Network Printing		20	\$	-	
		Fax		20	\$	-	
		Staple		20	\$	-	
		Per Copy Maintenance Overage Charge (80,001 and up)		20	\$	-	
		Total for Band 6		500	\$	-	
					\$	-	
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)					
		Scanning		10	\$	-	
		Network Printing		10	\$	-	
		Fax		10	\$	-	
		Staple		10	\$	-	
		Per Copy Maintenance Overage Charge (150,001 and up)		10	\$	-	
		Total for Band 7		500	\$	-	
					\$	-	
					\$	-	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease				\$	-

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
6	36 Month Lease	Color						
		Band 1						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 1			4,000	\$	-	
						\$	-	
		Band 2						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 2			4,000	\$	-	
						\$	-	
		Band 3						
		Copier						
		Scanning			40	\$	-	
		Network Printing			40	\$	-	
		Fax			40	\$	-	
		Staple			40	\$	-	
		Per Copy Maintenance Charge (Color)			40	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 3			4,000	\$	-	
						\$	-	
		Band 4						
		Copier						
		Scanning			40	\$	-	
		Network Printing			40	\$	-	
		Fax			40	\$	-	
		Staple			40	\$	-	
		Per Copy Maintenance Charge (Color)			40	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 4			4,000	\$	-	
						\$	-	
Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease							\$	-

Item No.	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (including Maintenance)
7	48 Month Lease	Monochrome				
	Band 1					
	Copier (including maintenance for 0 - 5,000 copies)					
	Scanning			30		\$ -
	Network Printing			30		\$ -
	Fax			30		\$ -
	Per Copy Maintenance Overage Charge (5,001 and up)			30		\$ -
	Total for Band 1			500		\$ -
						\$ -
	Band 2					
	Copier (including maintenance for 0 - 15,000 copies)					
	Scanning			30		\$ -
	Network Printing			30		\$ -
	Fax			30		\$ -
	Staple			30		\$ -
	Per Copy Maintenance Overage Charge (15,001 and up)			30		\$ -
	Total for Band 2			500		\$ -
						\$ -
	Band 3					
	Copier (including maintenance for 0 - 30,000 copies)					
	Scanning			80		\$ -
	Network Printing			80		\$ -
	Fax			80		\$ -
	Staple			80		\$ -
	Per Copy Maintenance Overage Charge (30,001 and up)			80		\$ -
	Total for Band 3			500		\$ -
						\$ -
	Band 4					
	Copier (including maintenance for 0 - 45,000 copies)					
	Scanning			40		\$ -
	Network Printing			40		\$ -
	Fax			40		\$ -
	Staple			40		\$ -
	Per Copy Maintenance Overage Charge (45,001 and up)			40		\$ -
	Total for Band 4			500		\$ -
						\$ -

Band 5					
Copier (including maintenance for 0 - 60,000 copies)					
Scanning			30	\$	-
Network Printing			30	\$	-
Fax			30	\$	-
Staple			30	\$	-
Per Copy Maintenance Overage Charge (60,001 and up)			30	\$	-
Total for Band 5			500	\$	-
				\$	-
Band 6					
Copier (including maintenance for 0 - 80,000 copies)					
Scanning			35	\$	-
Network Printing			35	\$	-
Fax			35	\$	-
Staple			35	\$	-
Per Copy Maintenance Overage Charge (80,001 and up)			25	\$	-
Total for Band 6			500	\$	-
				\$	-
Band 7					
Copier (including maintenance for 0 - 150,000 copies)					
Scanning			25	\$	-
Network Printing			25	\$	-
Fax			25	\$	-
Staple			25	\$	-
Per Copy Maintenance Overage Charge (150,001 and up)			25	\$	-
Total for Band 7			500	\$	-
				\$	-
Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease				\$	-

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
8	48 Month Lease	Color						
		Band 1						
		Copier						
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Per Copy Maintenance Charge (Color)			5	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 1			4,000	\$	-	
						\$	-	
		Band 2						
		Copier						
		Scanning			10	\$	-	
		Network Printing			10	\$	-	
		Fax			10	\$	-	
		Staple			10	\$	-	
		Per Copy Maintenance Charge (Color)			10	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 2			4,000	\$	-	
						\$	-	
		Band 3						
		Copier						
		Scanning			20	\$	-	
		Network Printing			20	\$	-	
		Fax			20	\$	-	
		Staple			20	\$	-	
		Per Copy Maintenance Charge (Color)			20	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 3			4,000	\$	-	
						\$	-	
		Band 4						
		Copier						
		Scanning			50	\$	-	
		Network Printing			50	\$	-	
		Fax			50	\$	-	
		Staple			50	\$	-	
		Per Copy Maintenance Charge (Color)			50	\$	-	
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-	
		Total for Band 4			4,000	\$	-	
						\$	-	
Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease							\$	-

Total Price for All Items

Item 1	Total Purchasing Price of Monochrome Bands 1 through 7	\$ -
Item 2	Total Purchas Price of Color Bands 1-4	\$ -
Item 3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$ -
Item 4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$ -
Item 5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$ -
Item 6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$ -
Item 7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$ -
Item 8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$ -
Total Price for All Items		\$ -

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____