

**COST QUOTE FORM  
MONOCHROME COPIERS  
BAND 1**

VENDOR NAME: \_\_\_\_\_

BRAND NAME: \_\_\_\_\_

MODEL #: \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 5,000 month

Copy speed 10 cpm

Features:

250 sheet paper capacity

Bypass tray

Auto document feeder

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

Monthly rental and monthly maintenance for purchased amachines is inclusive of all supplies excepting paper for 2,500 copies/month.

Per copy overage charge for copies in excess of 2,500 copies/month \$ \_\_\_\_\_ /ea.

**COST QUOTE FORM  
MONOCHROME COPIERS  
BAND 2**

**VENDOR NAME:** \_\_\_\_\_

**BRAND NAME:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 15,000 month  
Copy speed 20 cpm  
Features:  
500 sheet paper capacity  
2 paper sources  
Auto document feeder  
Electronic sorting or finisher/sorter

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

Monthly rental and monthly maintenance for purchased amachines is inclusive of all supplies excepting paper for 7,500 copies/month.

Per copy overage charge for copies in excess of 7,500 copies/month \$ \_\_\_\_\_ /ea.

**COST QUOTE FORM  
MONOCHROME COPIERS  
BAND 3**

**VENDOR NAME:** \_\_\_\_\_

**BRAND NAME:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 30,000 month  
Copy speed 30 cpm  
Features:  
1,000 sheet paper capacity  
2 paper sources  
Auto duplexing  
Auto document feeder  
Electronic sorting or finisher/sorter

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 15,000 copies/month.

Per copy overage charge for copies in excess of 15,000 copies/month \$ \_\_\_\_\_ /ea.

**COST QUOTE FORM  
MONOCHROME COPIERS  
BAND 4**

**VENDOR NAME:** \_\_\_\_\_

**BRAND NAME:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 45,000 month  
Copy speed 40 cpm  
Features:  
1,500 sheet paper capacity  
3 paper sources  
Auto duplexing  
Auto document feeder  
Electronic sorting or finisher/sorter (indicate sheets)

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

Monthly rental and monthly maintenance for purchased amachines is inclusive of all supplies excepting paper for 22,500 copies/month.

Per copy overage charge for copies in excess of 22,500 copies/month \$ \_\_\_\_\_ /ea.

**COST QUOTE FORM  
MONOCHROME COPIERS  
BAND 5**

**ENDOR NAME:** \_\_\_\_\_

**BRAND NAME:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 65,000 month

Copy speed 50 cpm

Features:

1,500 sheet paper capacity

3 paper sources

Auto duplexing

Auto document feeder

Electronic sorting or finisher/sorter (indicate sheets)

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_

(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month

(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month

(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month

(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 32,500 copies/month.

Per copy overage charge for copies in excess of 32,500 copies/month \$ \_\_\_\_\_ /ea.

**COST COPY FORM**  
**MONOCHROME COPIERS**  
**BAND 6**

NDOR NAME: \_\_\_\_\_

BRAND NAME: \_\_\_\_\_

MODEL #: \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 80,000 month  
Copy speed 60 cpm  
Features:  
1,500 sheet paper capacity  
4 paper sources  
Auto duplexing  
Auto document feeder  
Electronic sorting or finisher/sorter (indicate sheets)

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 40,000 copies/month.

Per copy overage charge for copies in excess of 40,000 copies/month \$ \_\_\_\_\_ /ea.

**COST QUOTE FORM  
MONOCHROME COPIERS  
BAND 7**

**VENDOR NAME:** \_\_\_\_\_

**BRAND NAME:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 150,000 month  
Copy speed 70 cpm  
Features:  
1,500 sheet paper capacity  
4 paper sources  
Auto duplexing  
Auto document feeder  
Electronic sorting or finisher/sorter (indicate sheets)

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 75,000 copies/month.

Per copy overage charge for copies in excess of 75,000 copies/month \$ \_\_\_\_\_ /ea.

**COST QUOTE FORM  
COLOR COPIERS  
BAND 1**

**ENDOR NAME:** \_\_\_\_\_

**BRAND NAME:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 10,000 month  
Copy speed 3 cpm  
Features:  
250 sheet paper capacity  
Bypass tray  
Auto document feeder

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copier

Color Copies \$ \_\_\_\_\_ /ea      Monochrome Copies \$ \_\_\_\_\_ / ea



**COST QUOTE FORM  
COLOR COPIERS  
BAND 2**

**VEENDOR NAME:** \_\_\_\_\_

**BRAND NAME:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 20,000 month  
Copy speed 11 cpm  
Features:  
500 sheet paper capacity  
Bypass tray  
Auto document feeder

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copier

Color Copies \$ \_\_\_\_\_ /ea

Monochrome Copies \$ \_\_\_\_\_ / ea

**COST QUOTE FORM  
COLOR COPIERS  
BAND 3**

VENDOR NAME: \_\_\_\_\_

BRAND NAME: \_\_\_\_\_

MODEL #: \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 45,000 month  
Copy speed 21 cpm  
Features:  
1,000 sheet paper capacity  
2 paper sources  
Auto duplexing  
Auto document feeder  
Electronic sorting or finisher/sorter  
(indicate sheets)

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copier

Color Copies \$ \_\_\_\_\_ /ea

Monochrome Copies \$ \_\_\_\_\_ / ea

**COST QUOTE FORM  
COLOR COPIERS  
BAND 4**

**NDOR NAME:** \_\_\_\_\_

**BRAND NAME:** \_\_\_\_\_

**MODEL #:** \_\_\_\_\_

**MINIMUM SPECIFICATIONS:**

Mfg copy volume 40,000 month  
Copy speed 31 cpm  
Features:  
1,000 sheet paper capacity  
3 paper sources  
Auto duplexing  
Auto document feeder  
Electronic sorting or finisher/sorter (indicate sheets)

**SPECIFICATIONS OF MACHINE BID**

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(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$ \_\_\_\_\_  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Maintenance/month for purchased machine \$ \_\_\_\_\_.

24 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

36 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

48 month Rental \$ \_\_\_\_\_ / month  
(Amount to be deducted if ordering as a non-connected machine \$ \_\_\_\_\_)

Warranty \_\_\_\_\_ (duration) Reduction to monthly retail price during warranty:

24 month \$ \_\_\_\_\_ /mn    36 month \$ \_\_\_\_\_ / mn    48 month \$ \_\_\_\_\_ / mn

Maintenance for purchased machines \$ \_\_\_\_\_ /mn.

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copier

Color Copies \$ \_\_\_\_\_ /ea                      Monochrome Copies \$ \_\_\_\_\_ / ea