



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

# Purchase Order

PURCHASE ORDER NO.  
 DIGCOP12

PAGE  
 1

BLANKET RELEASE  
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CORRECT PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS PUR-  
 CHASE ORDER SHOULD BE DIRECTED  
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

INVOICE TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

**13**  
 FILE LOCATION 24962

VENDOR

\*817143205      304-744-7440  
 KOMAX BUSINESS SYSTEMS LLC  
 500 D STREET  
 SOUTH CHARLESTON WV 25303

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
02/27/2013		NET 30		550767809	
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	MUL-MUL
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
BLANKET OPEN-END STATEWIDE CONTRACT BLANKET OPEN-END STATEWIDE CONTRACT TO PROVIDE DIGITAL COPIERS TO ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS, PER THE SPECIFICATIONS, TERMS AND CONDITIONS, BID REQUIREMENTS, ADDENDUM NO. 1 DATED 6/18/12, ADDENDUM NO. 2 DATED 7/3/12, ADDENDUM NO. 3 DATED 7/18/12, ADDENDUM NO. 4 DATED 8/3/12, ADDENDUM NO. 5 DATED 8/27/12, ADDENDUM NO. 6 DATED 9/6/12, ADDENDUM NO. 7 DATED 9/20/12, ADDENDUM NO. 8 DATED 10/2/12, ADDENDUM NO. 9 DATED 10/22/12, ADDENDUM NO. 10 DATED 10/29/12, ADDENDUM NO. 11 DATED 11/4/12, ADDENDUM NO. 12 DATED 11/8/12, ADDENDUM NO. 13 DATED 11/20/12, ADDENDUM NO. 14 DATED 11/27/12, ADDENDUM NO. 15 DATED 11/30/12 AND THE VENDOR'S PROPOSAL DATED 12/03/2012 INCORPORATED HEREIN BY REFERENCE AND MADE A PART OF HEREOF.					
Purchasing Division's File Copy <b>SCANNED</b> PURCHASING DIVISION CERTIFIED ENCUMBERED MAR 4 2013 <i>Beverly Toler</i>					

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  *7/2/27/2013*

OPEN END  
 TOTAL

*Dub*  
 APPROVED AS TO FORM BY  
 CRISTIANE ATTORNEY GENERAL

*2-28-13 BAN*

BY *TARA LYLE*  
 PURCHASING DIVISION AUTHORIZED SIGNATURE  
 304-558-2544



State of West Virginia  
 Department of Administration  
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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
CONTACT INFORMATION:							
DAVID HUMPHREY KOMAX BUSINESS SYSTEMS 500 D STREET SOUTH CHARLESTON, WV 25303							
OFFICE:		304-744-7440					
TOLL-FREE:		888-483-7440					
EMAIL:		DHUMPHREY@KOMAXWV.COM					
0001	08/01/2012	LS	985-64	.00000			
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IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

GENERAL TERMS AND CONDITIONS:

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1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order 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 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.

2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

2.5 **"Purchase Order"** 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 successful bidder and Contract holder.

2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.

2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.8 **"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 for Open End, Service, and Similar Contracts**

**Initial Contract Term:** This Contract becomes effective on March 1, 2013 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 must be submitted to the Purchasing Division Director 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 two (2) successive one (1) year periods. 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.

**Reasonable Time Extension:** At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

- One Time Purchase:** The term of this Contract shall run for one year from the date the Purchase Order is issued or from the date the Purchase Order is issued until all of the goods contracted for have been delivered, whichever is shorter.

4. **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.
5. **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.
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:** All Vendors shall furnish a 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 [ n/a ]. The performance bond must be issued and 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 issued and 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.
- WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.
- INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

- Commercial General Liability Insurance:** minimum of \$500,000.00.

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:** In addition to anything required under Section 39, entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses 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. **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.
9. **ALTERNATES:** Any model, brand, or specification listed herein 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.

- 10. 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.
- 11. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of \$ n/a. 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.
- 12. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
- 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. 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.
- 15. 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.
- 16. 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, to the Agency at the address on the face of the purchase order labeled "Invoice To."
- 17. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 18. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
- 19. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
- 20. 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 Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

- 21. SMALL, WOMAN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, 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 submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, woman-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 22. 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.
- 23. 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 cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 24. 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.
- 25. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 26. 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.
- 27. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 28. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.
- 29. 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.

- 30. 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). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.** Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 31. 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 remain in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 32. 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.
- 33. 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.
- 34. 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.
- 35. 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.
- 36. 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.
- 37. HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <http://www.state.wv.us/admin/purchase/vrc/hipaa.html> and is hereby made part of the agreement provided that the Agency meets the definition of a Covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor.
- 38. 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>.

- 39. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the the various public records laws should be addressed to your own legal counsel prior to bid submission.

- 40. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, 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.

- 41. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order 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.

- 42. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid 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 RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid 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 on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid 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.

- 43. 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.
- 44. 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.
- 45. 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.
- 46. 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.

- 47. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to 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"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. 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.
- 48. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any 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.
- 49. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services may 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.

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.

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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**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 **“Desired Item”** or **“Desired Items”** means the list of items identified in Section 3.1 below and includes the copier that Vendor bids for each band, the requested accessories included on the Pricing Pages, and any other accessories not listed on the pricing pages that Vendor will provide for each copier bid.
  - 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 DIGCOP12.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1 **Desired Items and Mandatory Requirements:** Vendor shall provide Agency with the Desired Items on an open-end and continuing basis. Desired 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

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

---

**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

REQUEST FOR QUOTATION  
DIGCOP12 – 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

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

---

**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

**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

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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 DESIRED 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.

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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".

**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 Desired Items. Vendor must enter into a full service and maintenance contract for all Desired Items that are leased or if the Desired 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 Desired 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 are necessary to maintain satisfactory performance of the

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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 Desired 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 the term of this Contract. Repetitive complaints concerning

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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.

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.
- 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 Desired 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.
- 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 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

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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. 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.

#### 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 Desired Items. This Contract shall be limited to only those Desired Items that Vendor includes in its bid and any accessories that can be affixed to the Desired Item that Vendor bid. This Contract will be awarded to the Vendor that provides all Desired Items for the lowest Total Price for All Items on the Pricing Pages. Failure to bid all Desired 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. 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.

**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

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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 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

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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.

**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.

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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**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 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.

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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 [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov).

## 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 Desired Items under this Contract. Agency may either lease or purchase the Desired 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 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.

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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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 Desired 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 Desired Items to be unacceptable, the Desired 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.
- 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 Desired 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 Desired Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Desired Items contained in its bid response.

REQUEST FOR QUOTATION  
DIGCOP12 – Digital copiers

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- 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.
- 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.

DIGCOP12 - Pricing Pages - Amended And Restated

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					
		<b>Band 1</b>					
		Copier	Konica Minolta	Bizhub 20		\$ 700.00	\$
		Scanning		Included		\$ -	\$ -
		Network Printing		Included		\$ -	\$ -
		Fax		Included		\$ -	\$ -
		Monthly Maintenance Charge Per Copier (0-5,000 copies)				\$ 21.50	\$
		Per Copy Maintenance Overage Charge (5,001 and up)				\$ 0.01500	\$
		<b>Total for Band 1</b>					\$
		<b>Band 2</b>					
		Copier	Konica Minolta	Bizhub 283		\$ 2,800.00	\$
		Scanning		Included		\$ -	\$ -
		Network Printing		Included		\$ -	\$ -
		Fax		Included		\$ -	\$ -
		Staple		Included		\$ -	\$ -
		Monthly Maintenance Charge Per Copier (0-15,000 copies)				\$ 25.00	\$
		Per Copy Maintenance Overage Charge (15,001 and up)				\$ 0.00900	\$
		<b>Total for Band 2</b>					\$
		<b>Band 3</b>					
		Copier	Konica Minolta	Bizhub 363		\$ 3,200.00	\$
		Scanning		Included		\$ -	\$ -
		Network Printing		Included		\$ -	\$ -
		Fax		Included		\$ -	\$ -
		Staple		Included		\$ -	\$ -
		Monthly Maintenance Charge Per Copier (0-30,000 copies)				\$ 35.50	\$
		Per Copy Maintenance Overage Charge (30,001 and up)				\$ 0.00900	\$
		<b>Total for Band 3</b>					\$
		<b>Band 4</b>					
		Copier	Konica Minolta	Bizhub 423		\$ 4,544.40	\$
		Scanning		Included		\$ -	\$ -
		Network Printing		Included		\$ -	\$ -
		Fax		Included		\$ -	\$ -
		Staple		Included		\$ -	\$ -
		Monthly Maintenance Charge Per Copier (0-45,000 copies)				\$ 41.25	\$
		Per Copy Maintenance Overage Charge (45,001 and up)				\$ 0.00900	\$
		<b>Total for Band 4</b>					\$

000031

1	Purchase (cont.)	iochrome					
		Band 5					
		Copier	Konica Minolta	Bizhub 501	\$ 5,831.74	\$	
		Scanning		Included	\$ -	\$ -	
		Network Printing		Included	\$ -	\$ -	
		Fax		Included	\$ -	\$ -	
		Staple		Included	\$ -	\$ -	
		Monthly Maintenance Charge Per Copier (0-65,000 copies)			\$ 73.00	\$	
		Per Copy Maintenance Overage Charge (65,001 and up)			\$ 0.00900	\$	
		Total for Band 5				\$	
		Band 6					
		Copier	Konica Minolta	Bizhub 652	\$ 6,742.35	\$	
		Scanning		Included	\$ -	\$ -	
		Network Printing		Included	\$ -	\$ -	
		Fax		Included	\$ -	\$ -	
		Staple		Included	\$ -	\$ -	
		Monthly Maintenance Charge Per Copier (0-80,000 copies)			\$ 100.00	\$	
		Per Copy Maintenance Overage Charge (80,001 and up)			\$ 0.00700	\$	
		Total for Band 6				\$	
		Band 7					
		Copier	Konica Minolta	Bizhub 751	\$ 8,808.28	\$	
		Scanning		Included	\$ -	\$ -	
		Network Printing		Included	\$ -	\$ -	
		Fax		Included	\$ -	\$ -	
		Staple		Included	\$ -	\$ -	
		Monthly Maintenance Charge Per Copier (0-150,000 copies)			\$ 135.25	\$	
		Per Copy Maintenance Overage Charge (150,001 and up)			\$ 0.00700	\$	
		Total for Band 7				\$	
		Total Purchase Price of Monochrome Bands 1 through 7					\$

000032

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price	Total Price	
2	Purchase	Color						
		Band 1						
		Copier	Konica Minolta	Bizhub C-35		\$ 1,902.75	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.06000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.01500	\$	
		Total for Band 1					\$	
		Band 2						
		Copier	Konica Minolta	Bizhub C-284		\$ 3,800.00	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		Total for Band 2					\$	
		Band 3						
		Copier	Konica Minolta	Bizhub C-364		\$ 4,939.76	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		Total for Band 3					\$	
		Band 4						
		Copier	Konica Minolta	Bizhub C-454		\$ 5,944.86	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		Total for Band 4					\$	
		Total Purchase Price of Color Bands 1-4					\$	\$

000033

Item No.	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
3	24 Month Lease					
	<b>Band 1</b>					
	Copier (including maintenance for 0 - 5000 copies)	Konica Minolta	Bizhub 20		\$ 50.67	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (5001 and up)				\$ 0.01500	\$
	<b>Total for Band 1</b>					\$
	<b>Band 2</b>					
	Copier (including maintenance for 0 - 15,000 copies)	Konica Minolta	Bizhub 283		\$ 169.12	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Staple		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (15,001 and up)				\$ 0.01000	\$
	<b>Total for Band 2</b>					\$
	<b>Band 3</b>					
	Copier (including maintenance for 0 - 30,000 copies)	Konica Minolta	Bizhub 363		\$ 195.45	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Staple		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (30,001 and up)				\$ 0.01000	\$
	<b>Total for Band 3</b>					\$

000034

3	24 Month Lease (cont.)	Monochrome					
<b>Band 4</b>							
	Copier (including maintenance for 0 - 45,000 copies)	Konica Minolta	Bizhub 423		\$ 230.60	\$	
	Scanning		Included		\$ -	\$ -	
	Network Printing		Included		\$ -	\$ -	
	Fax		Included		\$ -	\$ -	
	Staple		Included		\$ -	\$ -	
	Per Copy Maintenance Overage Charge (45,001 and up)				\$ 0.01000	\$	
	<b>Total for Band 4</b>					\$	
<b>Band 5</b>							
	Copier (including maintenance for 0 - 65,000 copies)	Konica Minolta	Bizhub 501		\$ 315.99	\$	
	Scanning		Included		\$ -	\$ -	
	Network Printing		Included		\$ -	\$ -	
	Fax		Included		\$ -	\$ -	
	Staple		Included		\$ -	\$ -	
	Per Copy Maintenance Overage Charge (65,001 and up)				\$ 0.01000	\$	
	<b>Total for Band 5</b>					\$	
<b>Band 6</b>							
	Copier (including maintenance for 0 - 80,000 copies)	Konica Minolta	Bizhub 652		\$ 381.68	\$	
	Scanning		Included		\$ -	\$ -	
	Network Printing		Included		\$ -	\$ -	
	Fax		Included		\$ -	\$ -	
	Staple		Included		\$ -	\$ -	
	Per Copy Maintenance Overage Charge (80,001 and up)				\$ 0.01000	\$	
	<b>Total for Band 6</b>					\$	
<b>Band 7</b>							
	Copier (including maintenance for 0 - 150,000 copies)	Konica Minolta	Bizhub 751		\$ 502.28	\$	
	Scanning		Included		\$ -	\$ -	
	Network Printing		Included		\$ -	\$ -	
	Fax		Included		\$ -	\$ -	
	Staple		Included		\$ -	\$ -	
	Per Copy Maintenance Overage Charge (150,001 and up)				\$ 0.01000	\$	
	<b>Total for Band 7</b>					\$	
						<b>Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease</b>	
						\$	

000035

Order 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						
		<b>Band 1</b>						
		Copier	Konica Minolta	Bizhub C-35		\$ 79.28	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.06000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.01500	\$	
		<b>Total for Band 1</b>					\$	
		<b>Band 2</b>						
		Copier	Konica Minolta	Bizhub C-284		\$ 182.61	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 2</b>					\$	
		<b>Band 3</b>						
		Copier	Konica Minolta	Bizhub C-364		\$ 205.82	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 3</b>					\$	
		<b>Band 4</b>						
		Copier	Konica Minolta	Bizhub C-454		\$ 247.70	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 4</b>					\$	
		<b>Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease</b>						\$

000036

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)	Konica Minolta	Bizhub 20		\$ 40.94	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (5,001 and up)				\$ 0.01500	\$
	Total for Band 1					\$
	Band 2					
	Copier (including maintenance for 0 - 15,000 copies)	Konica Minolta	Bizhub 283		\$ 121.08	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Staple		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (15,001 and up)				\$ 0.01000	\$
	Total for Band 2					\$
	Band 3					
	Copier (including maintenance for 0 - 30,000 copies)	Konica Minolta	Bizhub 363		\$ 142.14	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Staple		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (30,001 and up)				\$ 0.01000	\$
	Total for Band 3					\$
	Band 4					
	Copier (including maintenance for 0 - 45,000 copies)	Konica Minolta	Bizhub 423		\$ 167.48	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Staple		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (45,001 and up)				\$ 0.01000	\$
	Total for Band 4					\$

000037

5	36 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)	Konica Minolta	Bizhub 501	\$ 234.99	\$	
		Scanning		Included	\$ -	\$ -	
		Network Printing		Included	\$ -	\$ -	
		Fax		Included	\$ -	\$ -	
		Staple		Included	\$ -	\$ -	
		Per Copy Maintenance Overage Charge (65,001 and up)			\$ 0.01000	\$	
		Total for Band 5				\$	
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)	Konica Minolta	Bizhub 652	\$ 288.04	\$	
		Scanning		Included	\$ -	\$ -	
		Network Printing		Included	\$ -	\$ -	
		Fax		Included	\$ -	\$ -	
		Staple		Included	\$ -	\$ -	
		Per Copy Maintenance Overage Charge (80,001 and up)			\$ 0.01000	\$	
		Total for Band 6				\$	
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)	Konica Minolta	Bizhub 751	\$ 379.94	\$	
		Scanning		Included	\$ -	\$ -	
		Network Printing		Included	\$ -	\$ -	
		Fax		Included	\$ -	\$ -	
		Staple		Included	\$ -	\$ -	
		Per Copy Maintenance Overage Charge (150,001 and up)			\$ 0.01000	\$	
		Total for Band 7				\$	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease				\$	

000038

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						
		<b>Band 1</b>						
		Copier	Konica Minolta	Bizhub C-35		\$ 52.85	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)		Included		\$ 0.06000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.01500	\$	
		<b>Total for Band 1</b>					\$	
		<b>Band 2</b>						
		Copier	Konica Minolta	Bizhub C-284		\$ 121.74	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 2</b>					\$	
		<b>Band 3</b>						
		Copier	Konica Minolta	Bizhub C-364		\$ 137.22	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 3</b>					\$	
		<b>Band 4</b>						
		Copier	Konica Minolta	Bizhub C-454		\$ 165.13	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 4</b>					\$	
		<b>Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease</b>						\$

000039

Item No.	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (including Maintenance)
7	48 Month Lease					
	<b>Band 1</b>					
	Copier (including maintenance for 0 - 5,000 copies)	Konica Minolta	Bizhub 20		\$ 36.08	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (5,001 and up)				\$ 0.01500	\$
	<b>Total for Band 1</b>					\$
	<b>Band 2</b>					
	Copier (including maintenance for 0 - 15,000 copies)	Konica Minolta	Bizhub 283		\$ 97.06	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Staple		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (15,001 and up)				\$ 0.01000	\$
	<b>Total for Band 2</b>					\$
	<b>Band 3</b>					
	Copier (including maintenance for 0 - 30,000 copies)	Konica Minolta	Bizhub 363		\$ 115.48	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Staple		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (30,001 and up)				\$ 0.01000	\$
	<b>Total for Band 3</b>					\$
	<b>Band 4</b>					
	Copier (including maintenance for 0 - 45,000 copies)	Konica Minolta	Bizhub 423		\$ 135.93	\$
	Scanning		Included		\$ -	\$ -
	Network Printing		Included		\$ -	\$ -
	Fax		Included		\$ -	\$ -
	Staple		Included		\$ -	\$ -
	Per Copy Maintenance Overage Charge (45,001 and up)				\$ 0.01000	\$
	<b>Total for Band 4</b>					\$

000040

7	48 Month Lease (cont.)	Monochrome					
		<b>Band 5</b>					
		Copier (including maintenance for 0 - 60,000 copies)	Konica Minolta	Bizhub 501		\$ 194.49	\$
		Scanning		Included		\$ -	\$
		Network Printing		Included		\$ -	\$
		Fax		Included		\$ -	\$
		Staple		Included		\$ -	\$
		Per Copy Maintenance Overage Charge (60,001 and up)				\$ 0.01000	\$
		<b>Total for Band 5</b>					\$
		<b>Band 6</b>					
		Copier (including maintenance for 0 - 80,000 copies)	Konica Minolta	Bizhub 652		\$ 241.22	\$
		Scanning		Included		\$ -	\$
		Network Printing		Included		\$ -	\$
		Fax		Included		\$ -	\$
		Staple		Included		\$ -	\$
		Per Copy Maintenance Overage Charge (80,001 and up)				\$ 0.01000	\$
		<b>Total for Band 6</b>					\$
		<b>Band 7</b>					
		Copier (including maintenance for 0 - 150,000 copies)	Konica Minolta	Bizhub 751		\$ 318.78	\$
		Scanning		Included		\$ -	\$
		Network Printing		Included		\$ -	\$
		Fax		Included		\$ -	\$
		Staple		Included		\$ -	\$
		Per Copy Maintenance Overage Charge (150,001 and up)				\$ 0.01000	\$
		<b>Total for Band 7</b>					\$
						<b>Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease</b>	
							\$

0000-11

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						
		<b>Band 1</b>						
		Copier	Konica Minolta	Bizhub C35		\$ 39.64	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.06000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.01500	\$	
		<b>Total for Band 1</b>					\$	
		<b>Band 2</b>						
		Copier	Konica Minolta	Bizhub C-284		\$ 91.31	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 2</b>					\$	
		<b>Band 3</b>						
		Copier	Konica Minolta	Bizhub C-364		\$ 102.91	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 3</b>					\$	
		<b>Band 4</b>						
		Copier	Konica Minolta	Bizhub C-454		\$ 123.85	\$	
		Scanning		Included		\$ -	\$ -	
		Network Printing		Included		\$ -	\$ -	
		Fax		Included		\$ -	\$ -	
		Staple		Included		\$ -	\$ -	
		Per Copy Maintenance Charge (Color)				\$ 0.04000	\$	
		Per Copy Maintenance Charge (Monochrome)				\$ 0.00700	\$	
		<b>Total for Band 4</b>					\$	
		<b>Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease</b>						\$

000042

Total Price for All Items		
1	Total Purchasing Price of Monochrome Bands 1 through 7	\$
2	Total Purchas Price of Color Bands 1-4	\$
3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$
4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$
5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$
6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$
7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$
8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$
Total Price for All Items		\$

Vendor Information:


Vendor Name: Komax Business Systems

Contact Name: David Humphrey

Address: 500 D St  
So Charlestown, WV 25203

Phone No.: 304-744-7448

Fax No.: 304-744-7450

Authorized Signature: 

Revised 11/30/2012

000043

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Paper Supply Options (Select Only One)</b>							
PF-P10 Paper Feed Unit	Lower feeder unit adds 250-sheets of paper capacity up to 8.5" x 14"	A32VWY1 <sup>1</sup>	\$135.00	\$ 6.74	\$ 4.73	\$ 4.04	
<b>Additional Memory</b>							
128 MB SDRAM	128 MB SDRAM bizhub 20/20P	7640013775	\$90.00	\$4.49	\$3.15	\$2.69	
256 MB SDRAM	256 MB SDRAM bizhub 20/20P	7640013776	\$137.50	\$6.86	\$4.81	\$4.11	
512 MB SDRAM	512 MB SDRAM bizhub 20/20P	7640013777	\$197.50	\$9.86	\$6.91	\$5.91	
<b>Supplies</b>							
TNP24 Toner Cartridge	TNP24 Toner Cartridge (8K Yield) bizhub 20/20P	A32W011	Included w/MA	Included	Included	Included	

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-527	Floor Finisher	A0HRWY2	\$ 1,020.78	\$ 50.94	\$ 35.73	\$ 30.52	
SD-509	Saddle Stitcher Kit (for FS-527)	A10DWY1	\$ 802.31	\$ 40.04	\$ 28.08	\$ 23.99	
PK-517	Punch Kit (2/3-Holes)(for FS-527)	A10EW11	\$ 350.65	\$ 17.50	\$ 12.27	\$ 10.48	
JS-603	Job Separator Tray (3rd Output Tray) (for FS-527)	A10FWY1	\$ 146.92	\$ 7.33	\$ 5.14	\$ 4.39	

<b>Paper Supply Options (Select Only One)</b>							
PC-409	Paper Feed Cassette (2,500)	A1V4W13	\$781.22	\$38.98	\$27.34	\$23.36	
PC-109	Paper Feed Cassette (500 x 1)	A1V4WY1	\$507.74	\$25.34	\$17.77	\$15.18	
PC-208	Paper Feed Cassette (500 x 2)	A1V4WY2	\$712.32	\$35.54	\$24.93	\$21.30	

<b>Miscellaneous Options</b>							
External Keyboard	External Keyboard	7640006869 <sup>2</sup>	\$127.20	\$6.35	\$4.45	\$3.80	
KH-101	Keyboard Holder (for External Keyboard)	A165WY1 <sup>9</sup>	\$72.40	\$3.61	\$2.53	\$2.16	
HD-516	250 GB Hard Disk Drive	7640016304 <sup>3</sup>	\$223.00	\$11.13	\$7.81	\$6.67	
LK-102	i-Option License Kit (Enhanced PDF Encryption)	A0PD012 <sup>4</sup>	\$518.23	\$25.86	\$18.14	\$15.50	
LK-105	i-Option License Kit (Searchable PDF)	A0PD015 <sup>5</sup>	\$400.68	\$19.99	\$14.02	\$11.98	
LK-101 v2	i-Option License Kit (Web Browser, Image Panel, Scan-to-SharePoint)	A0PD01A <sup>6</sup>	\$34.98	\$1.75	\$1.22	\$1.05	
WT-506	Working Table	A0W4WY2	\$56.00	\$2.79	\$1.96	\$1.67	
AU-102	Biometric Authentication Unit	A0X9WY1	\$534.24	\$26.66	\$18.70	\$15.97	
SC-507	Copy Guard Kit	A0Y9WY1	\$658.90	\$32.88	\$23.06	\$19.70	
EK-605	USB Host Board (Local Interface Kit) with Bluetooth Printing Support	A0YCWY3 <sup>7</sup>	\$160.27	\$8.00	\$5.61	\$4.79	
EK-604	USB Host Board (Local Interface Kit)	A0YCWY4 <sup>8</sup>	\$111.30	\$5.55	\$3.90	\$3.33	
UK-203	Memory Upgrade Kit (for i-Option)	A0YDWY1	\$79.50	\$3.97	\$2.78	\$2.38	
CS-1	Convenience Stapler	7640013463 <sup>13</sup>	\$210.94	\$10.53	\$7.38	\$6.31	
Innovolt Power Manager 15Amp	Innovolt Power Manager 15Amp	7640014723	\$133.50	\$6.66	\$4.67	\$3.99	
ScanPath Server Software	ScanPath w/1 MFP	7640015717	\$1,119.23	\$55.85	\$39.17	\$33.46	
eCopy PDF Pro Office	PDF Editor - Single User w/MA	7640015653	\$317.00	\$15.82	\$11.10	\$9.48	

<b>Card Readers</b>							
AU-201H	HID Proximity Card Authentication Unit	7640005064 <sup>10</sup>	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394 <sup>11</sup>	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

<b>Fax Options</b>							
SP-501	Fax Stamp Unit	4614506 <sup>12</sup>	\$24.38	\$1.22	\$0.85	\$0.73	
Spare Tx Marker Stamp 2	Spare Tx Marker Stamp 2	4614511	\$14.52	\$0.72	\$0.51	\$0.43	

000015

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Supplies</b>							
SK-602	Staples for FS-504, FS-514, FS-517, FS-519, FS-520, FS-524, FS-527, FS-529, FS-532, FS-534, SD-510, SD-511, SD-512 (5,000 x 3)	14YK	Included with MA	Included	Included	Included	
TN-217	Toner for bizhub 283/223 (17.5k yield)	A202031	Included with MA	Included	Included	Included	

000046

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-527	Floor Finisher	A0HRWY2	\$ 1,020.78	\$ 50.94	\$ 35.73	\$ 30.52	
SD-509	Saddle Stitcher Kit (for FS-527)	A10DWY1	\$ 802.31	\$ 40.04	\$ 28.08	\$ 23.99	
PK-517	Punch Kit (2/3-Holes)(for FS-527)	A10EW11	\$ 350.65	\$ 17.50	\$ 12.27	\$ 10.48	
JS-603	Job Separator Tray (3rd Output Tray) (for FS-527)	A10FWY1	\$ 146.92	\$ 7.33	\$ 5.14	\$ 4.39	

<b>Paper Supply Options (Select Only One)</b>							
PC-409	Paper Feed Cassette (2,500)	A1V4W13	\$781.22	\$38.98	\$27.34	\$23.36	
PC-109	Paper Feed Cassette (500 x 1)	A1V4WY1	\$507.74	\$25.34	\$17.77	\$15.18	
PC-208	Paper Feed Cassette (500 x 2)	A1V4WY2	\$712.32	\$35.54	\$24.93	\$21.30	

<b>Miscellaneous Options</b>							
External Keyboard	External Keyboard	7640006869 <sup>2</sup>	\$127.20	\$6.35	\$4.45	\$3.80	
KH-101	Keyboard Holder (for External Keyboard)	A165WY1 <sup>9</sup>	\$72.40	\$3.61	\$2.53	\$2.16	
HD-516	250 GB Hard Disk Drive	7640016304 <sup>3</sup>	\$223.00	\$11.13	\$7.81	\$6.67	
LK-102	i-Option License Kit (Enhanced PDF Encryption)	A0PD012 <sup>4</sup>	\$518.23	\$25.86	\$18.14	\$15.50	
LK-105	i-Option License Kit (Searchable PDF)	A0PD015 <sup>5</sup>	\$400.68	\$19.99	\$14.02	\$11.98	
LK-101 v2	i-Option License Kit (Web Browser, Image Panel, Scan-to-SharePoint)	A0PD01A <sup>6</sup>	\$34.98	\$1.75	\$1.22	\$1.05	
WT-506	Working Table	A0W4WY2	\$56.00	\$2.79	\$1.96	\$1.67	
AU-102	Biometric Authentication Unit	A0X9WY1	\$534.24	\$26.66	\$18.70	\$15.97	
SC-507	Copy Guard Kit	A0Y9WY1	\$658.90	\$32.88	\$23.06	\$19.70	
EK-605	USB Host Board (Local Interface Kit) with Bluetooth Printing Support	A0YCWY3 <sup>7</sup>	\$160.27	\$8.00	\$5.61	\$4.79	
EK-604	USB Host Board (Local Interface Kit)	A0YCWY4 <sup>8</sup>	\$111.30	\$5.55	\$3.90	\$3.33	
UK-203	Memory Upgrade Kit (for i-Option)	A0YDWY1	\$79.50	\$3.97	\$2.78	\$2.38	
CS-1	Convenience Stapler	7640013463 <sup>13</sup>	\$210.94	\$10.53	\$7.38	\$6.31	
Innovolt Power Manager 15Amp	Innovolt Power Manager 15Amp	7640014723	\$133.50	\$6.66	\$4.67	\$3.99	
ScanPath Server Software	ScanPath w/1 MFP	7640015717	\$1,119.23	\$55.85	\$39.17	\$33.46	
eCopy PDF Pro Office	PDF Editor - Single User w/MA	7640015653	\$317.00	\$15.82	\$11.10	\$9.48	

<b>Card Readers</b>							
AU-201H	HID Proximity Card Authentication Unit	7640005064 <sup>10</sup>	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394 <sup>11</sup>	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

<b>Fax Options</b>							
SP-501	Fax Stamp Unit	4614506 <sup>12</sup>	\$24.38	\$1.22	\$0.85	\$0.73	
Spare Tx Marker Stamp 2	Spare Tx Marker Stamp 2	4614511	\$14.52	\$0.72	\$0.51	\$0.43	

000047

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Supplies</b>							
SK-602	Staples for FS-504, FS-514, FS-517, FS-519, FS-520, FS-524, FS-527, FS-529, FS-532, FS-534, SD-510, SD-511, SD-512 (5,000 x 3)	14YK	Included with MA	Included	Included	Included	
TN-217	Toner for bizhub 283/223 (17.5k yield)	A202031	Included with MA	Included	Included	Included	

0000048

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-527	Floor Finisher	A0HRWY2	\$ 1,020.78	\$ 50.94	\$ 35.73	\$ 30.52	
SD-509	Saddle Stitcher Kit (for FS-527)	A10DWY1	\$ 802.31	\$ 40.04	\$ 28.08	\$ 23.99	
PK-517	Punch Kit (2/3-Holes)(for FS-527)	A10EW11	\$ 350.65	\$ 17.50	\$ 12.27	\$ 10.48	
JS-603	Job Separator Tray (3rd Output Tray) (for FS-527)	A10FWY1	\$ 146.92	\$ 7.33	\$ 5.14	\$ 4.39	

<b>Paper Supply Options (Select Only One)</b>							
PC-409	Paper Feed Cassette (2,500)	A1V4W13	\$781.22	\$38.98	\$27.34	\$23.36	
PC-109	Paper Feed Cassette (500 x 1)	A1V4WY1	\$507.74	\$25.34	\$17.77	\$15.18	
PC-208	Paper Feed Cassette (500 x 2)	A1V4WY2	\$712.32	\$35.54	\$24.93	\$21.30	

<b>Miscellaneous Options</b>							
External Keyboard	External Keyboard	7640006869 <sup>2</sup>	\$127.20	\$6.35	\$4.45	\$3.80	
KH-101	Keyboard Holder (for External Keyboard)	A165WY1 <sup>9</sup>	\$72.40	\$3.61	\$2.53	\$2.16	
HD-516	250 GB Hard Disk Drive	7640016304 <sup>3</sup>	\$223.00	\$11.13	\$7.81	\$6.67	
LK-102	i-Option License Kit (Enhanced PDF Encryption)	A0PD012 <sup>4</sup>	\$518.23	\$25.86	\$18.14	\$15.50	
LK-105	i-Option License Kit (Searchable PDF)	A0PD015 <sup>5</sup>	\$400.68	\$19.99	\$14.02	\$11.98	
LK-101 v2	i-Option License Kit (Web Browser, Image Panel, Scan-to-SharePoint)	A0PD01A <sup>6</sup>	\$34.98	\$1.75	\$1.22	\$1.05	
WT-506	Working Table	A0W4WY2	\$56.00	\$2.79	\$1.96	\$1.67	
AU-102	Biometric Authentication Unit	A0X9WY1	\$534.24	\$26.66	\$18.70	\$15.97	
SC-507	Copy Guard Kit	A0Y9WY1	\$658.90	\$32.88	\$23.06	\$19.70	
EK-605	USB Host Board (Local Interface Kit) with Bluetooth Printing Support	A0YCWY3 <sup>7</sup>	\$160.27	\$8.00	\$5.61	\$4.79	
EK-604	USB Host Board (Local Interface Kit)	A0YCWY4 <sup>8</sup>	\$111.30	\$5.55	\$3.90	\$3.33	
UK-203	Memory Upgrade Kit (for i-Option)	A0YDWY1	\$79.50	\$3.97	\$2.78	\$2.38	
CS-1	Convenience Stapler	7640013463 <sup>13</sup>	\$210.94	\$10.53	\$7.38	\$6.31	
Innovolt Power Manager 15Amp	Innovolt Power Manager 15Amp	7640014723	\$133.50	\$6.66	\$4.67	\$3.99	
ScanPath Server Software	ScanPath w/1 MFP	7640015717	\$1,119.23	\$55.85	\$39.17	\$33.46	
eCopy PDF Pro Office	PDF Editor - Single User w/MA	7640015653	\$317.00	\$15.82	\$11.10	\$9.48	

<b>Card Readers</b>							
AU-201H	HID Proximity Card Authentication Unit	7640005064 <sup>10</sup>	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394 <sup>11</sup>	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

<b>Fax Options</b>							
SP-501	Fax Stamp Unit	4614506 <sup>12</sup>	\$24.38	\$1.22	\$0.85	\$0.73	
Spare Tx Marker Stamp 2	Spare Tx Marker Stamp 2	4614511	\$14.52	\$0.72	\$0.51	\$0.43	

000049

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Supplies</b>							
SK-602	Staples for FS-504, FS-514, FS-517, FS-519, FS-520, FS-524, FS-527, FS-529, FS-532, FS-534, SD-510, SD-511, SD-512 (5,000 x 3)	14YK	Included with MA	Included	Included	Included	
TN-217	Toner for bizhub 283/223 (17.5k yield)	A202031	Included with MA	Included	Included	Included	

000050

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-523	Console Finisher, 50-Sheet Staple Capability (Floor Model)	A0PHX001	\$1,756.42	\$ 87.65	\$ 61.47	\$ 52.52	
MT-502	Mailbin Kit for FS-522	4510761 <sup>13</sup>	\$621.05	\$ 30.99	\$ 21.74	\$ 18.57	
PU-501	Punch Kit for FS-522	4512812 <sup>14</sup>	\$310.58	\$ 15.50	\$ 10.87	\$ 9.29	
OT-602	Additional Output Tray for FS-522	4625246 <sup>15</sup>	\$31.06	\$ 1.55	\$ 1.09	\$ 0.93	
SD-507	Saddle Stitch Kit for FS-522	A0PGW21 <sup>16</sup>	\$802.31	\$ 40.04	\$ 28.08	\$ 23.99	

<b>Paper Supply Options</b>							
PC-407	Large Capacity Cabinet (2,500 sheets, Letter Size)	A0RC011	\$781.64	\$39.00	\$27.36	\$23.37	
LU-203	Large Capacity Tray (2,000 sheets)	A0R90Y1	\$767.02	\$ 38.27	\$ 26.85	\$ 22.93	

<b>Miscellaneous Options</b>							
HD-509	120GB Hard Disk Drive	7640008435 <sup>2</sup>	\$323.30	\$ 16.13	\$ 11.32	\$ 9.67	
WT-502	Working Table	A07EWW0 <sup>4</sup>	\$55.65	\$ 2.78	\$ 1.95	\$ 1.66	
EK-703	Local Interface Kit	A0P4WY1 <sup>6</sup>	\$158.68	\$ 7.92	\$ 5.55	\$ 4.74	
SC-505	Security Kit	A0PAWY1	\$290.86	\$ 14.51	\$ 10.18	\$ 8.70	
LK-101	i-Option License Kit (Web Browser/Image Panel)	A0PD011 <sup>7</sup>	\$34.98	\$ 1.75	\$ 1.22	\$ 1.05	
LK-102	i-Option License Kit (Enhanced PDF Encryption)	A0PD012 <sup>8</sup>	\$518.23	\$ 25.86	\$ 18.14	\$ 15.50	
OT-504	Output Tray	A0RA0Y1 <sup>9</sup>	\$93.17	\$ 4.65	\$ 3.26	\$ 2.79	
UK-202	UK-202 Upgrade Kit (for i-Option)	A120WY1	\$166.95	\$ 8.33	\$ 5.84	\$ 4.99	

<b>Card Readers</b>							
AU-201H	HID Proximity Card Authentication Unit	7640005064 <sup>10</sup>	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394 <sup>11</sup>	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

<b>Fax Options</b>							
SP-501	Fax Stamp Unit	4614506 <sup>12</sup>	\$24.38	\$1.22	\$0.85	\$0.73	
Spare Tx Marker Stamp 2	Spare Tx Marker Stamp 2	4614511	\$14.52	\$0.72	\$0.51	\$0.43	
ML-503 Kit	Multi-Line Plus Fax Board	7640X024 <sup>3</sup>	\$738.50	\$ 36.85	\$ 25.85	\$ 22.08	

<b>Supplies</b>							
Toner (TN-511)	Yield: 501/500/421/420/360: 32,200	024E	Included with MA	Included	Included	Included	
MS-5D	Staples (5,000 Staples x 3) for FS-522 and FS-523	4623361	Included with MA	Included	Included	Included	
MS-2C	Staples (2,000 staples x 4) for SD-507	4599161	Included with MA	Included	Included	Included	

000051

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-526	Finisher (100 sheet)	A11PWY1	\$1,669.50	\$ 83.31	\$ 58.43	\$ 49.92	
PI-505	Post Inserter (for FS-526)	A10AWY1	\$602.72	\$ 30.08	\$ 21.10	\$ 18.02	
JS-602	Job Separator Tray (3rd Output Tray)(for FS-526)	A10CWY1	\$261.29	\$ 13.04	\$ 9.15	\$ 7.81	
ZU-606	Z-Folding Unit (for FS-526)	A109W11	\$3,561.60	\$ 177.72	\$ 124.66	\$ 106.49	
SD-508	Saddle Kit (for FS-526)	A11RWY1	\$946.05	\$ 47.21	\$ 33.11	\$ 28.29	
PK-516	Punch Kit (2/3 Holes) for FS-526	A11TW11	\$450.50	\$ 22.48	\$ 15.77	\$ 13.47	
SD-509	Saddle Stitcher Kit (for FS-527)	A10DWY1	\$802.31	\$ 40.04	\$ 28.08	\$ 23.99	
PK-517	Punch Kit (2/3-Holes)(for FS-527)	A10EW11	\$350.65	\$ 17.50	\$ 12.27	\$ 10.48	
JS-603	Job Separator Tray (3rd Output Tray) (for FS-527)	A10FWY1	\$146.92	\$ 7.33	\$ 5.14	\$ 4.39	

<b>Paper Supply Options</b>							
LU-301	Large Capacity Unit (Letter Only - 2500 sheets)	A03N0Y1	\$951.67	\$ 47.49	\$ 33.31	\$ 28.45	
LU-204	Large Capacity Unit (2,500 sheets/Letter, Legal, Ledger and 12"x18")	A0TJWY2	\$1,744.65	\$ 87.06	\$ 61.06	\$ 52.17	

<b>Miscellaneous Options</b>							
External Keyboard	External Keyboard	7640006869	\$127.20	\$ 6.35	\$ 4.45	\$ 3.80	
KH-101	Keyboard Holder (for External Keyboard)	A165WY1	\$72.40	\$ 3.61	\$ 2.53	\$ 2.16	
LK-102	i-Option License Kit (Enhanced PDF Encryption)	A0PD012	\$518.23	\$ 25.86	\$ 18.14	\$ 15.50	
LK-105	i-Option License Kit (Searchable PDF)	A0PD015	\$400.68	\$ 19.99	\$ 14.02	\$ 11.98	
LK-101 v2	i-Option License Kit (Web Browser, Image Panel, Scan-to-SharePoint)	A0PD01A	\$34.98	\$ 1.75	\$ 1.22	\$ 1.05	
Stylus Pen	Stylus Pen	A0PD160200	\$21.09	\$ 1.05	\$ 0.74	\$ 0.63	
WT-506	Working Table	A0W4WY2	\$56.00	\$ 2.79	\$ 1.96	\$ 1.67	
SC-507	Copy Guard Kit	A0Y9WY1	\$658.90	\$ 32.88	\$ 23.06	\$ 19.70	
MK-720	Mount Kit	A0YAWY1	\$128.05	\$ 6.39	\$ 4.48	\$ 3.83	
EK-605	USB Host Board (Local Interface Kit) with Bluetooth Printing Support	A0YCWY3	\$160.27	\$ 8.00	\$ 5.61	\$ 4.79	
EK-604	USB Host Board (Local Interface Kit)	A0YCWY4	\$111.30	\$ 5.55	\$ 3.90	\$ 3.33	
UK-203	Memory Upgrade Kit (for i-Option)	A0YDWY1	\$79.50	\$ 3.97	\$ 2.78	\$ 2.38	
SA-502	Scan Accelerator Kit	A1MUWY1	\$267.12	\$ 13.33	\$ 9.35	\$ 7.99	
CS-1	Convenience Stapler	7640013463 <sup>13</sup>	\$210.94	\$ 10.53	\$ 7.38	\$ 6.31	
Innovolt Power Manager 20Amp	Innovolt Power Manager 20Amp	7640014724	\$138.85	\$ 6.93	\$ 4.86	\$ 4.15	

<b>Card Readers</b>							
AU-201H	HID Proximity Card Authentication Unit	7640005064	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
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Fax Options							
FK-502	FK-502 Fax Board (Second Line)	15LB	\$640.03	\$31.94	\$22.40	\$19.14	
SP-501	Fax Stamp Unit	4614506	\$24.38	\$1.22	\$0.85	\$0.73	
Spare Tx Marker Stamp 2	Spare Tx Marker Stamp 2	4614511	\$14.52	\$ 0.72	\$ 0.51	\$ 0.43	

Supplies							
SK-602	Staples for FS-504, FS-514, FS-517, FS-519, FS-520, FS-524, FS-527, FS-529, FS-532, FS-534, SD-510, SD-511, SD-512 (5,000 x 3)	14YK	Included with MA	Included	Included	Included	
Staples MS-5C	5000 x 3 (for FN-100/102/104/500/502/503/504/112/6/7/9/120/10/121, FS-602/604/607/608/610/611/612, SD-508)	4448121	Included with MA	Included	Included	Included	
Staples MS-10A	5,000 pcs x 3 (for FN-115, FS-505, FS-525, FS-509, FS-518, FS-526, FS-535)	4599141	Included with MA	Included	Included	Included	

000053

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-525	Finisher (100 Staple)	A0R20Y1	\$2,512.31	\$ 125.36	\$ 87.93	\$ 75.12	
FS-610	Booklet Finisher	A0R30Y1	\$2,569.44	\$ 128.22	\$ 89.93	\$ 76.83	
ZU-605	Z-Fold/Punch Unit (2/3 Hole)	A0R00Y1	\$3,383.52	\$ 168.84	\$ 118.42	\$ 101.17	
PK-505	2/3 Hole Punch Kit	15US	\$449.44	\$ 22.43	\$ 15.73	\$ 13.44	
OT-505	Output Tray	A0PUWY1	\$93.17	\$ 4.65	\$ 3.26	\$ 2.79	
OT-505	Output Tray	A0PUWY1	\$93.17	\$ 4.65	\$ 3.26	\$ 2.79	
PI-504	Post Inserter	A0PV0Y1	\$602.72	\$ 30.08	\$ 21.10	\$ 18.02	

<b>Paper Supply Options</b>							
LU-405	Large Capacity Tray (Letter - Portrait)	A0PR0Y2	\$1,205.43	\$ 60.15	\$ 42.19	\$ 36.04	
LU-406	Large Capacity Tray (Up to 12"x18")	A0PT0Y2	\$1,744.65	\$ 87.06	\$ 61.06	\$ 52.17	

<b>Miscellaneous Options</b>							
AU-101	Biometric Authentication Unit	A09MWY0 <sup>2</sup>	\$534.24	\$ 26.66	\$ 18.70	\$ 15.97	
EK-703	Local Interface Kit	A0P4WY1 <sup>3</sup>	\$158.68	\$ 7.92	\$ 5.55	\$ 4.74	
HD-510	60GB HDD Kit	A0P7WY1 <sup>4</sup>	\$348.74	\$ 17.40	\$ 12.21	\$ 10.43	
LK-101	i-Option License Kit (Web Browser/Image Panel)	A0PD011 <sup>5</sup>	\$34.98	\$ 1.75	\$ 1.22	\$ 1.05	
LK-102	i-Option License Kit (Enhanced PDF Encryption)	A0PD012 <sup>6</sup>	\$518.23	\$ 25.86	\$ 18.14	\$ 15.50	
WT-504	Work Table	A0PWWY1	\$55.65	\$ 2.78	\$ 1.95	\$ 1.66	
UK-202	UK-202 Upgrade Kit (for i-Option)	A120WY1	\$166.95	\$ 8.33	\$ 5.84	\$ 4.99	
CS-1	Convenience Stapler	7640013463 <sup>13</sup>	\$210.94	\$ 10.53	\$ 7.38	\$ 6.31	
Innovolt Power Manager 20Amp	Innovolt Power Manager 20Amp	7640014724	\$138.85	\$ 6.93	\$ 4.86	\$ 4.15	

<b>Card Readers</b>							
AU-201H	HID Proximity Card Authentication Unit	7640005064	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

<b>Fax Options</b>							
FK-502	FK-502 Fax Board (Second Line)	15LB	\$640.03	\$31.94	\$22.40	\$19.14	

<b>Supplies</b>							
SK-602	5000 x 3 (for FN-524)	14YK	Included with MA	Included	Included	Included	
Staples MS-5C	5000 x 3 (for FN-610)	4448121	Included with MA	Included	Included	Included	
Staples MS-10A	5,000x 3 (for FS-525)	4599141	Included with MA	Included	Included	Included	

000054

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Paper Supply Options (Select Only One)</b>							
PF-P08	Lower Feeder Unit (500 Sheet Cassette)	A0WJWY3 <sup>2</sup>	\$169.60	\$ 8.46	\$ 5.94	\$ 5.07	
<b>Miscellaneous Options</b>							
CS-1	Convenience Stapler	7640013463	\$210.94	\$ 10.53	\$ 7.38	\$ 6.31	
Innovolt Power Manager 20Amp	Innovolt Power Manager 20Amp	7640014724	\$138.85	\$ 6.93	\$ 4.86	\$ 4.15	
WT-P01	Working Table	A3E3WY1	\$59.36	\$ 2.96	\$ 2.08	\$ 1.77	
<b>Card Readers</b>							
AU-201H	HID Proximity Card Authentication Unit	7640005064	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394	\$265.00	\$13.22	\$9.28	\$7.92	
<b>Supplies</b>							
Toner Cartridge Black 120V	Toner Cartridge Black 120V bizhub C35, bizhub C35P (approx 5,200 prints with 5% coverage)	A0X5132	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
Toner Cartridge Yellow 120V	Toner Cartridge Yellow 120V bizhub C35, bizhub C35P (approx 4,600 prints with 5% coverage)	A0X5232	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
Toner Cartridge Magenta 120V	Toner Cartridge Magenta 120V bizhub C35, bizhub C35P (approx 4,600 prints with 5% coverage)	A0X5332	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
Toner Cartridge Cyan 120V	Toner Cartridge Cyan 120V bizhub C35, bizhub C35P (approx 4,600 prints with 5% coverage)	A0X5432	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	

000055

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-534	50-Sheet Stapling Finisher	A3EPWY1	\$1,021.00	\$ 50.95	\$ 35.74	\$ 30.53	
SD-511	Saddle Kit (for FS-534)	A3ERWY1	\$820.00	\$ 40.92	\$ 28.70	\$ 24.52	
PK-520	Punch Kit (2/3 Holes) for FS-534	A3ETW11	\$351.00	\$ 17.51	\$ 12.29	\$ 10.49	
PK-519	2/3 Hole Punch Unit (FS-533)	A3EUW11	\$351.00	\$ 17.51	\$ 12.29	\$ 10.49	
<b>Document Feeder Options</b>							
DF-701	Single Pass Dual Scan Document Feeder	A3CEWY1	\$1,060.00	\$ 52.89	\$ 37.10	\$ 31.69	
<b>Paper Supply Options (Select Only One)</b>							
PC-410	Large Capacity Cassette (2500 sheet Ltr)	A2XM013	\$840.00	\$ 41.92	\$ 29.40	\$ 25.12	
PC-110	Paper Feed Cabinet (One 500 sheet drawer)	A2XMWY1	\$545.00	\$ 27.20	\$ 19.08	\$ 16.30	
PC-210	2-way Paper Feed Cabinet (Two 500 sheet drawers)	A2XMWY2	\$712.00	\$ 35.53	\$ 24.92	\$ 21.29	
<b>Miscellaneous Options</b>							
External Keyboard	External Keyboard (req's KH-102)	7640006869	\$127.20	\$ 6.35	\$ 4.45	\$ 3.80	
KH-102	Keyboard Holder (for External Keyboard)	A4NRWY1	\$72.50	\$ 3.62	\$ 2.54	\$ 2.17	
LK-102 v3	i-Option License Kit (Enhanced PDF Encryption, PDF/A, Linearized PDF)	A0PD016	\$550.00	\$ 27.45	\$ 19.25	\$ 16.45	
LK-104 v3	i-Option License Kit (Voice Guidance)	A0PD017	\$460.00	\$ 22.95	\$ 16.10	\$ 13.75	
LK-105 v3	i-Option License Kit (Searchable PDF)	A0PD018	\$401.00	\$ 20.01	\$ 14.04	\$ 11.99	
LK-106 v3	i-Option License Kit (Bar Code Font)	A0PD019	\$497.00	\$ 24.80	\$ 17.40	\$ 14.86	
LK-107	i-Option License Kit (Unicode)	A0PD01F	\$415.00	\$ 20.71	\$ 14.53	\$ 12.41	
LK-108	i-Option License Kit (OCR Font)	A0PD01G	\$114.00	\$ 5.69	\$ 3.99	\$ 3.41	
LK-101 v3	i-Option License Kit (Web Browser)	A0PD01H	\$34.98	\$ 1.75	\$ 1.22	\$ 1.05	
WT-506	Working Table	A0W4WY2	\$56.00	\$ 2.79	\$ 1.96	\$ 1.67	
UK-204	2 GB Memory Upgrade Kit (for i-Option)	A4MHWY1	\$150.00	\$ 7.49	\$ 5.25	\$ 4.49	
EK-606	USB Host Board (Local Interface Kit)	A4MJWY1	\$111.00	\$ 5.54	\$ 3.89	\$ 3.32	
EK-607	USB Host Board (Local Interface Kit) with Bluetooth Printing Support	A4MKWY1	\$160.00	\$ 7.98	\$ 5.60	\$ 4.78	
MK-735	Mount Kit (Internally mounts AU-201H or AU-202H Card Authentication Unit)	A4NMWY1	\$30.00	\$ 1.50	\$ 1.05	\$ 0.90	
CS-1	Convenience Stapler	7640013463	\$210.94	\$ 10.53	\$ 7.38	\$ 6.31	
Innovolt Power Manager 20Amp	Innovolt Power Manager 20Amp	7640014724	\$138.85	\$ 6.93	\$ 4.86	\$ 4.15	
<b>Fiery Print Controller Options</b>							
IC-414	Fiery Image Controller	A4FRWY2	\$2,572.50	\$ 128.37	\$ 90.04	\$ 76.92	
VI-506	Video Interface Card	A4MGWY1	\$184.00	\$ 9.18	\$ 6.44	\$ 5.50	
Hot Folders	Hot Folders	7640004312	\$567.10	\$ 28.30	\$ 19.85	\$ 16.96	
Auto Trap	Auto Trap	7640004313	\$567.10	\$ 28.30	\$ 19.85	\$ 16.96	
ES-1000	Spectrophometer V2.0	7640004314	\$890.00	\$ 44.41	\$ 31.15	\$ 26.61	

000056

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
EFI Fiery SeeQuence Impose	EFI Fiery SeeQuence Impose	7640009476	\$1,722.50	\$ 85.95	\$ 60.29	\$ 51.50	
EFI Fiery SeeQuence Compose	EFI Fiery SeeQuence Compose	7640009477	\$795.00	\$ 39.67	\$ 27.83	\$ 23.77	
Fiery SeeQuence Impose Compose Suite	EFI Fiery SeeQuence Impose Compose Suite	7640009478	\$2,120.00	\$ 105.79	\$ 74.20	\$ 63.39	
	Fiery Color Profiler Suite 3.0 with ES-1000 Spectrophotometer	7640012657	\$3,490.00	\$ 174.15	\$ 122.15	\$ 104.35	
EFI IC-414	Productivity Package	7640017030	\$3,490.00	\$ 174.15	\$ 122.15	\$ 104.35	

Card Readers							
AU-201H	HID Proximity Card Authentication Unit	7640005064	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

Fax Options							
SP-501	Fax Stamp Unit	4614506	\$24.38	\$1.22	\$0.85	\$0.73	
Spare Tx Marker Stamp 2	Spare Tx Marker Stamp 2	4614511	\$14.52	\$0.72	\$0.51	\$0.43	

Supplies							
SK-602	Staples for FS-533 & FS-534 (5,000 x 3)	14YK	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321K	Toner Black (C364/C284/C224: 27K)	A33K130	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321Y	Toner Yellow (C364/C284/C224: 25K)	A33K230	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321M	Toner Magenta (C364/C284/C224: 25K)	A33K330	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321C	Toner Cyan (C364/C284/C224: 25K)	A33K430	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	

000057

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-534	50-Sheet Stapling Finisher	A3EPWY1	\$1,021.00	\$ 50.95	\$ 35.74	\$ 30.53	
SD-511	Saddle Kit (for FS-534)	A3ERWY1	\$820.00	\$ 40.92	\$ 28.70	\$ 24.52	
PK-520	Punch Kit (2/3 Holes) for FS-534	A3ETW11	\$351.00	\$ 17.51	\$ 12.29	\$ 10.49	
PK-519	2/3 Hole Punch Unit (FS-533)	A3EUW11	\$351.00	\$ 17.51	\$ 12.29	\$ 10.49	
<b>Document Feeder Options</b>							
DF-701	Single Pass Dual Scan Document Feeder	A3CEWY1	\$1,060.00	\$ 52.89	\$ 37.10	\$ 31.69	
<b>Paper Supply Options (Select Only One)</b>							
PC-410	Large Capacity Cassette (2500 sheet Ltr)	A2XM013	\$840.00	\$ 41.92	\$ 29.40	\$ 25.12	
PC-110	Paper Feed Cabinet (One 500 sheet drawer)	A2XMWY1	\$545.00	\$ 27.20	\$ 19.08	\$ 16.30	
PC-210	2-way Paper Feed Cabinet (Two 500 sheet drawers)	A2XMWY2	\$712.00	\$ 35.53	\$ 24.92	\$ 21.29	
<b>Miscellaneous Options</b>							
External Keyboard	External Keyboard (req's KH-102)	7640006869	\$127.20	\$ 6.35	\$ 4.45	\$ 3.80	
KH-102	Keyboard Holder (for External Keyboard)	A4NRWY1	\$72.50	\$ 3.62	\$ 2.54	\$ 2.17	
LK-102 v3	i-Option License Kit (Enhanced PDF Encryption, PDF/A, Linearized PDF)	A0PD016	\$550.00	\$ 27.45	\$ 19.25	\$ 16.45	
LK-104 v3	i-Option License Kit (Voice Guidance)	A0PD017	\$460.00	\$ 22.95	\$ 16.10	\$ 13.75	
LK-105 v3	i-Option License Kit (Searchable PDF)	A0PD018	\$401.00	\$ 20.01	\$ 14.04	\$ 11.99	
LK-106 v3	i-Option License Kit (Bar Code Font)	A0PD019	\$497.00	\$ 24.80	\$ 17.40	\$ 14.86	
LK-107	i-Option License Kit (Unicode)	A0PD01F	\$415.00	\$ 20.71	\$ 14.53	\$ 12.41	
LK-108	i-Option License Kit (OCR Font)	A0PD01G	\$114.00	\$ 5.69	\$ 3.99	\$ 3.41	
LK-101 v3	i-Option License Kit (Web Browser)	A0PD01H	\$34.98	\$ 1.75	\$ 1.22	\$ 1.05	
WT-506	Working Table	A0W4WY2	\$56.00	\$ 2.79	\$ 1.96	\$ 1.67	
UK-204	2 GB Memory Upgrade Kit (for i-Option)	A4MHWY1	\$150.00	\$ 7.49	\$ 5.25	\$ 4.49	
EK-606	USB Host Board (Local Interface Kit)	A4MJWY1	\$111.00	\$ 5.54	\$ 3.89	\$ 3.32	
EK-607	USB Host Board (Local Interface Kit) with Bluetooth Printing Support	A4MKWY1	\$160.00	\$ 7.98	\$ 5.60	\$ 4.78	
MK-735	Mount Kit (Internally mounts AU-201H or AU-202H Card Authentication Unit)	A4NMWY1	\$30.00	\$ 1.50	\$ 1.05	\$ 0.90	
CS-1	Convenience Stapler	7640013463	\$210.94	\$ 10.53	\$ 7.38	\$ 6.31	
Innovolt Power Manager 20Amp	Innovolt Power Manager 20Amp	7640014724	\$138.85	\$ 6.93	\$ 4.86	\$ 4.15	
<b>Fiery Print Controller Options</b>							
IC-414	Fiery Image Controller	A4FRWY2	\$2,572.50	\$ 128.37	\$ 90.04	\$ 76.92	
VI-506	Video Interface Card	A4MGWY1	\$184.00	\$ 9.18	\$ 6.44	\$ 5.50	
Hot Folders	Hot Folders	7640004312	\$567.10	\$ 28.30	\$ 19.85	\$ 16.96	
Auto Trap	Auto Trap	7640004313	\$567.10	\$ 28.30	\$ 19.85	\$ 16.96	
ES-1000	Spectrophometer V2.0	7640004314	\$890.00	\$ 44.41	\$ 31.15	\$ 26.61	

000058

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
EFI Fiery SeeQuence Impose	EFI Fiery SeeQuence Impose	7640009476	\$1,722.50	\$ 85.95	\$ 60.29	\$ 51.50	
EFI Fiery SeeQuence Compose	EFI Fiery SeeQuence Compose	7640009477	\$795.00	\$ 39.67	\$ 27.83	\$ 23.77	
EFI Fiery SeeQuence Impose Compose Suite	EFI Fiery SeeQuence Impose Compose Suite	7640009478	\$2,120.00	\$ 105.79	\$ 74.20	\$ 63.39	
Fiery Color Profiler Suite 3.0	Fiery Color Profiler Suite 3.0 with ES-1000 Spectrophotometer	7640012657	\$3,490.00	\$ 174.15	\$ 122.15	\$ 104.35	
EFI IC-414	Productivity Package	7640017030	\$3,490.00	\$ 174.15	\$ 122.15	\$ 104.35	

Card Readers							
Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
AU-201H	HID Proximity Card Authentication Unit	7640005064	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-202H	iClass Card Authentication Unit	7640008394	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

Fax Options							
Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
SP-501	Fax Stamp Unit	4614506	\$24.38	\$1.22	\$0.85	\$0.73	
Spare Tx Marker Stamp 2	Spare Tx Marker Stamp 2	4614511	\$14.52	\$0.72	\$0.51	\$0.43	

Supplies							
Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
SK-602	Staples for FS-533 & FS-534 (5,000 x 3)	14YK	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321K	Toner Black (C364/C284/C224: 27K)	A33K130	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321Y	Toner Yellow (C364/C284/C224: 25K)	A33K230	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321M	Toner Magenta (C364/C284/C224: 25K)	A33K330	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321C	Toner Cyan (C364/C284/C224: 25K)	A33K430	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	

000059

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Output Options</b>							
FS-534	50-Sheet Stapling Finisher	A3EPWY1	\$1,021.00	\$ 50.95	\$ 35.74	\$ 30.53	
SD-511	Saddle Kit (for FS-534)	A3ERWY1	\$820.00	\$ 40.92	\$ 28.70	\$ 24.52	
PK-520	Punch Kit (2/3 Holes) for FS-534	A3ETW11	\$351.00	\$ 17.51	\$ 12.29	\$ 10.49	
PK-519	2/3 Hole Punch Unit (FS-533)	A3EUW11	\$351.00	\$ 17.51	\$ 12.29	\$ 10.49	

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Paper Supply Options</b>							
LU-301	Large Capacity Unit (3,000 sheets/Letter)	A03NWX2	\$951.67	\$47.49	\$33.31	\$28.45	
LU-204	Large Capacity Unit (2,500 sheets/Letter, Legal, Ledger and 12"x18")	A0TJWY4	\$1,744.65	\$87.06	\$61.06	\$52.17	
PC-410	Large Capacity Cassette	A2XM013	\$840.00	\$41.92	\$29.40	\$25.12	
PC-210	2-way Paper Feed Cabinet	A2XWY2	\$712.00	\$35.53	\$24.92	\$21.29	

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Miscellaneous Options</b>							
External Keyboard	External Keyboard	7640006869	\$127.20	\$6.35	\$4.45	\$3.80	
KH-102	Keyboard Holder (for External Keyboard)	A4NRWY1	\$72.50	\$3.62	\$2.54	\$2.17	
LK-102 v3	i-Option License Kit (Enhanced PDF Encryption, PDF/A, Linearized PDF)	A0PD016	\$550.00	\$27.45	\$19.25	\$16.45	
LK-104 v3	i-Option License Kit (Voice Guidance)	A0PD017	\$460.00	\$22.95	\$16.10	\$13.75	
LK-105 v3	i-Option License Kit (Searchable PDF)	A0PD018	\$401.00	\$20.01	\$14.04	\$11.99	
LK-106 v3	i-Option License Kit (Bar Code Font)	A0PD019	\$497.00	\$24.80	\$17.40	\$14.86	
LK-107	i-Option License Kit (Unicode)	A0PD01F	\$415.00	\$20.71	\$14.53	\$12.41	
LK-108	i-Option License Kit (OCR Font)	A0PD01G	\$114.00	\$5.69	\$3.99	\$3.41	
LK-101 v3	i-Option License Kit (Web Browser)	A0PD01H	\$34.98	\$1.75	\$1.22	\$1.05	
WT-506	Working Table	A0W4WY2	\$56.00	\$2.79	\$1.96	\$1.67	
IC-414	Image Controller (EFI Fiery Controller)	A4FRWY2	\$2,572.50	\$128.37	\$90.04	\$76.92	
VI-506	Video Interface Kit	A4MGWY1	\$184.00	\$9.18	\$6.44	\$5.50	
UK-204	2 GB Memory Upgrade Kit (for i-Option)	A4MHWY1	\$150.00	\$7.49	\$5.25	\$4.49	
EK-606	USB Host Board (Local Interface Kit)	A4MJWY1	\$111.00	\$5.54	\$3.89	\$3.32	
EK-607	USB Host Board (Local Interface Kit) with Bluetooth Printing Support	A4MKWY1	\$160.00	\$7.98	\$5.60	\$4.78	
SC-508	Copy Guard Kit	A4MMWY1	\$659.00	\$32.88	\$23.07	\$19.70	
MK-735	Mount Kit (Internally mounts AU-201H or AU-202H Card Authentication Unit)	A4NMWY1	\$30.00	\$1.50	\$1.05	\$0.90	

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Fiery Print Controller Options</b>							
EFI FIERY CPS V4.0 ES-2000	Fiery Color Profiler Suite v4.0 with ES-2000 Spectrophotometer	3000005452	\$2,250.00	\$ 112.28	\$ 78.75	\$ 67.28	
ES-2000	ES-2000 Spectrophotometer	45109642	\$890.00	\$ 44.41	\$ 31.15	\$ 26.61	
Hot Folders	Graphic Arts Feature	7640004312	\$567.10	\$ 28.30	\$ 19.85	\$ 16.96	
Auto Trap	Graphic Arts Feature	7640004313	\$567.10	\$ 28.30	\$ 19.85	\$ 16.96	
EFI Fiery SeeQuence Impose	EFI Fiery SeeQuence Impose	7640009476	\$1,722.50	\$ 85.95	\$ 60.29	\$ 51.50	
EFI Fiery SeeQuence Compose	EFI Fiery SeeQuence Compose	7640009477	\$795.00	\$ 39.67	\$ 27.83	\$ 23.77	
EFI Fiery SeeQuence	EFI Fiery SeeQuence Impose + Compose Suite	7640009478	\$2,120.00	\$ 105.79	\$ 74.20	\$ 63.39	
EFI IC-414 Productivity Package	Includes Graphic Arts Package Components, Hot Folders, Virtual Printers	7640017030	\$3,490.00	\$ 174.15	\$ 122.15	\$ 104.35	

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Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
<b>Card Readers</b>							
AU-201H	HID Proximity Card Authentication Unit	7640005064	\$222.60	\$11.11	\$7.79	\$6.66	
HID Proximity Card 10 Pack	HID Proximity Card 10 Pack	7640005261	\$40.28	\$2.01	\$1.41	\$1.20	
AU-102	Biometric Authentication Unit	A0X9WY1	\$534.24	\$26.66	\$18.70	\$15.97	
AU-202H	iClass Card Authentication Unit	7640008394	\$265.00	\$13.22	\$9.28	\$7.92	
AU-204H Mag Stripe card reader	AU-204H Mag Stripe card reader	7640013468	\$222.60	\$11.11	\$7.79	\$6.66	

<b>Fax Options</b>							
SP-501	Fax Stamp Unit	4614506	\$24.38	\$1.22	\$0.85	\$0.73	
Spare Tx Marker Stamp 2	Spare Tx Marker Stamp 2	4614511	\$14.52	\$0.72	\$0.51	\$0.43	

<b>Supplies</b>							
SK-602	Staples for FS-533 , FS-534, SD-511, (5,000 x 3)	14YK	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-512K	TN-512K Toner Black (C554/C454: 27.5K)	A33K132	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-512Y	TN-512Y Toner Yellow (C554/C454: 26K)	A33K232	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-512M	TN-512M Toner Magenta (C554/C454: 26K)	A33K332	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-512C	TN-512C Toner Cyan (C554/C454: 26K)	A33K432	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	

000061

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental
<b>PRISM DocRecord</b>						
<b>Packages</b>						
5 DocRecord Desktop, Base System	5 Desktop (concurrent) users, 1 DocRecord Server	7640002891 <sup>1</sup>	\$3,370.00	\$ 168.16	\$ 117.95	\$ 100.76
DocRecord Web, Base System	1 Web (concurrent) user, 1 DocRecord Web Server, 2 Desktop (concurrent) users, 1 DocRecord Server	7640002892 <sup>2</sup>	\$4,994.00	\$ 249.20	\$ 174.79	\$ 149.32
DocRecord OCR & Barcode Engine	OCR data capture and imaging tools for DocRecord (each Imaging Client requires a	7640002893 <sup>3</sup>	\$500.00	\$ 24.95	\$ 17.50	\$ 14.95
DocRecord Automation Server - 10 or less Concurrent Users	Automatically index captured files into DocRecord Server (less than 10 desktop users)	7640002897 <sup>4</sup>	\$1,500.00	\$ 74.85	\$ 52.50	\$ 44.85
DocRecord Automation Server 10 or more Concurrent Users	Automatically index captured files into DocRecord Server (10 or more desktop users)	7640002898 <sup>5</sup>	\$3,500.00	\$ 174.65	\$ 122.50	\$ 104.65
DocRecord Automation Server	Users to 10 or more Concurrent Users (Part # 7640002897 to Part # 7640002898)	7640002899 <sup>6</sup>	\$2,300.00	\$ 114.77	\$ 80.50	\$ 68.77
DocRecord Web Server - 10 or Less Concurrent Users	Web Server - Less than 10 Concurrent Users	7640002900 <sup>7</sup>	\$2,750.00	\$ 137.23	\$ 96.25	\$ 82.23
DocRecord Web Server - 10 or more Concurrent Web Users	Search/Retrieve, and View DocRecord Document via Web (30+ Web users)	7640002901	\$5,000.00	\$ 249.50	\$ 175.00	\$ 149.50
DocRecord Web Server Upgrade	10 or less Concurrent Web Users to 10 or more Concurrent Web Users (part # 7640002900 to part # 7640002901)	7640002902 <sup>8</sup>	\$2,550.00	\$ 127.25	\$ 89.25	\$ 76.25
DocRecord Desktop User (1)	DocRecord Desktop User (1)	7640002903 <sup>9</sup>	\$470.00	\$ 23.45	\$ 16.45	\$ 14.05
DocRecord Desktop User (5)	DocRecord Desktop User (5)	7640002904 <sup>10</sup>	\$2,125.00	\$ 106.04	\$ 74.38	\$ 63.54
DocRecord Desktop User (10)	DocRecord Desktop User (10)	7640004334 <sup>19</sup>	\$4,230.00	\$ 211.08	\$ 148.05	\$ 126.48
DocRecord Desktop User (50)	DocRecord Desktop User (50)	7640002906 <sup>12</sup>	\$20,750.00	\$ 1,035.43	\$ 726.25	\$ 620.43
DocRecord Web User (1)	DocRecord Web User (1)	7640002908 <sup>14</sup>	\$300.00	\$ 14.97	\$ 10.50	\$ 8.97
DocRecord Web User (5)	DocRecord Web User (5)	7640004335 <sup>20</sup>	\$1,445.00	\$ 72.11	\$ 50.58	\$ 43.21
DocRecord Web User (10)	DocRecord Web User (10)	7640002909 <sup>15</sup>	\$2,750.00	\$ 137.23	\$ 96.25	\$ 82.23
DocRecord Web User (25)	DocRecord Web User (25)	7640002910 <sup>16</sup>	\$6,250.00	\$ 311.88	\$ 218.75	\$ 186.88
DocRecord Web User (50)	DocRecord Web User (50)	7640002911 <sup>17</sup>	\$11,250.00	\$ 561.38	\$ 393.75	\$ 336.38
Document Processing Server (DPS)	Document Processing Server (DPS)	7640006624	\$4,995.00	\$ 249.25	\$ 174.83	\$ 149.35
1 Desktop Client, 1 DocRecord Server	1 Desktop Client, 1 DocRecord Server	7640012595	\$1,495.00	\$ 74.60	\$ 52.33	\$ 44.70
<b>Add - On Modules</b>						
eCopy Connector for DocRecord	eCopy Connector for DocRecord per Bizhub	7640004606	\$695.00	\$ 34.68	\$ 24.33	\$ 20.78
eCopy Connector DocRecord-1 Month Maintenance	eCopy Connector DocRecord-1 Month Maintenance	7640004607	\$10.43	\$ 0.52	\$ 0.37	\$ 0.31
DocRecord Connector	DocRecord Integrated Connector per Bizhub	7640006870	\$495.00	\$ 24.70	\$ 17.33	\$ 14.80
DOC RECORD DESKTOP EXTENDER	DOC RECORD DESKTOP EXTENDER	7640007638	\$495.00	\$ 24.70	\$ 17.33	\$ 14.80
<b>Maintenance/Warranty</b>						
DocRecord Desktop-Base System 1 Month Maint	DocRecord Desktop-Base System 1 Month Maintenance	7640003004 <sup>21</sup>	\$51.00	\$ 2.54	\$ 1.79	\$ 1.52

000062

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental
DocRecord Web-Base System 1 Month Maint	DocRecord Web-Base System 1 Month Maintenance	7640003005 <sup>22</sup>	\$75.00	\$ 3.74	\$ 2.63	\$ 2.24
DocRecord OCR and Barcode Client 1 Month Maint	DocRecord OCR and Barcode Client 1-Month Maintenance	7640003006 <sup>23</sup>	\$8.00	\$ 0.40	\$ 0.28	\$ 0.24
DocRecord Auto Server 10 or Less - 1 Month Maint	DocRecord Auto Server 10 or Less - 1 Month Maintenance	7640003010 <sup>24</sup>	\$23.00	\$ 1.15	\$ 0.81	\$ 0.69
DocRecord Auto Server 10 or More - 1 Month Maint	DocRecord Auto Server - 10 or More 1 Month Maintenance	7640003011 <sup>25</sup>	\$53.00	\$ 2.64	\$ 1.86	\$ 1.58
DocRecord Auto Server Upgrade - 1 Month Maint	DocRecord Auto Server Upgrade - 1 Month Maintenance	7640003012 <sup>26</sup>	\$35.00	\$ 1.75	\$ 1.23	\$ 1.05
DocRecord Web Server 10 or Less - 1 Month Maint	DocRecord Web Server 10 or Less - 1 Month Maintenance	7640003013 <sup>27</sup>	\$41.00	\$ 2.05	\$ 1.44	\$ 1.23
DocRecord Web Server 10 or More - 1 Month Maint	DocRecord Web Server 10 or More - 1 Month Maintenance	7640003014 <sup>28</sup>	\$75.00	\$ 3.74	\$ 2.63	\$ 2.24
DocRecord Web Server Upgrade - 1 Month Maint	DocRecord Web Server Upgrade - 1 Month Maintenance	7640003015 <sup>29</sup>	\$38.00	\$ 1.90	\$ 1.33	\$ 1.14
DocRecord Desktop User (1) Month Maint	DocRecord Desktop User (1) - 1 Month Maintenance	7640003016 <sup>30</sup>	\$8.00	\$ 0.40	\$ 0.28	\$ 0.24
DocRecord Desktop User (5) - 1 Month Maint	DocRecord Desktop User (5) - 1 Month Maintenance	7640003017 <sup>31</sup>	\$32.00	\$ 1.60	\$ 1.12	\$ 0.96
DocRecord Desktop User (10) - 1 Month Maint	Doc Record Desktop user (10) - 1 Month Maintenance	7640004336 <sup>40</sup>	\$63.45	\$ 3.17	\$ 2.22	\$ 1.90
DocRecord Desktop User (25) - 1 Month Maint	DocRecord Desktop User (25) - Month Maintenance	7640003018 <sup>32</sup>	\$158.00	\$ 7.88	\$ 5.53	\$ 4.72
DocRecord Desktop User (50) - 1 Month Maint	DocRecord Desktop User (50) - 1 Month Maintenance	7640003019 <sup>33</sup>	\$311.00	\$ 15.52	\$ 10.89	\$ 9.30
DocRecord Web User (1) - 1 Month Maint	DocRecord Web User (1) - 1 Month Maintenance	7640003021 <sup>35</sup>	\$5.00	\$ 0.25	\$ 0.18	\$ 0.15
DocRecord Web User (5) - 1 Month Maint	DocRecord Web User (5) - 1 Month Maintenance	7640004337 <sup>41</sup>	\$21.68	\$ 1.08	\$ 0.76	\$ 0.65
DocRecord Web User (10) - 1 Month Maintenance	DocRecord Web User (10) - 1 Month Maintenance	7640003022 <sup>36</sup>	\$41.00	\$ 2.05	\$ 1.44	\$ 1.23
DocRecord Web User (25) - 1 Month Maintenance	DocRecord Web User (25) - 1 Month Maintenance	7640003023 <sup>37</sup>	\$94.00	\$ 4.69	\$ 3.29	\$ 2.81
DocRecord Web User (50) - 1 Month Maint	DocRecord Web User (50) - 1 Month Maintenance	7640003024 <sup>38</sup>	\$169.00	\$ 8.43	\$ 5.92	\$ 5.05
Document Processing Server (DPS)- 1 MO maint	Document Processing Server (DPS)-1 MO maint	7640006625	\$83.25	\$ 4.15	\$ 2.91	\$ 2.49
DOC RECORD DESKTOP EXTENDER 1MO MAINT	DOC RECORD DESKTOP EXTENDER 1MO MAINT	7640007639 <sup>42</sup>	\$8.00	\$ 0.40	\$ 0.28	\$ 0.24
Docrecord Base Sys 1 User 1month Maint	Docrecord Base Sys 1 User 1month Maint	7640012596 <sup>43</sup>	\$25.00	\$ 1.25	\$ 0.88	\$ 0.75
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
<b>Training and Installation Options</b>						
PROJECT SERVICES (PER HR)	PROJECT SERVICES (PER HR)	7640000794	\$175.00	\$ 8.73	\$ 6.13	\$ 5.23
ON-SITE INSTALLATION (NO T&E)	ON-SITE INSTALLATION (2 days)	7640000795	\$2,500.00	\$ 124.75	\$ 87.50	\$ 74.75

000063

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental
PRISM DocSystem						
<b>Packages</b>						
WorkFlow Agent	Allows Remote User to sign/approve/update, using Signature pad(sold separately)	7640002917	\$495.00	\$ 24.70	\$ 17.33	\$ 14.80
Administrator	Extra DocSystem Administrator	7640002918	\$695.00	\$ 34.68	\$ 24.33	\$ 20.78
DocSystem NFR Version	DocSystem NFR Version	7640004338	\$500.00	\$ 24.95	\$ 17.50	\$ 14.95
DocSystem	All features including OCR; Includes one (1) process for workflow/rules, and one (1) Administrator and unlimited Messaging Agents (Note: OCR allows for full page, zonal, and barcode recognition)	7640012591	\$1,495.00	\$ 74.60	\$ 52.33	\$ 44.70
Additional Process For DocSystem	Additional process for workflow/rules. (Requires DocSystem 7640012591)	7640012592	\$995.00	\$ 49.65	\$ 34.83	\$ 29.75
<b>Maintenance per month</b>						
Workflow Agent - 1 Month Maintenance	Workflow Agent - 1 Month Maintenance	76400030304	\$7.00	\$ 0.35	\$ 0.25	\$ 0.21
Administrator - 1 Month Maintenance	Administrator - 1 Month Maintenance	76400030315	\$10.00	\$ 0.50	\$ 0.35	\$ 0.30
DocSystem 1 Month Maintenance	DocSystem 1 Month Maintenance	7640012593	\$22.00	\$ 1.10	\$ 0.77	\$ 0.66
Add Process DocSystem) Month Maint	Add Process DocSystem) Month Maint	7640012594	\$15.00	\$ 0.75	\$ 0.53	\$ 0.45
<b>Add - On Modules</b>						
eCopy Connector for DocSystem	eCopy Connector for DocSystem		\$695.00	\$ 34.68	\$ 24.33	\$ 20.78
eCopy Connector for DocSystem - 1 Month Maintenance	eCopy Connector for DocSystem - 1 Month Maintenance		\$10.43	\$ 0.52	\$ 0.37	\$ 0.31
DocSystem Connector	DocSystem Integrated Connector		\$495.00	\$ 24.70	\$ 17.33	\$ 14.80
<b>Training and Installation Options</b>						
PROJECT Services	PROJECT SERVICES (PER HR)		\$175.00	\$ 8.73	\$ 6.13	\$ 5.23
ON-SITE INSTALLATION	ON-SITE INSTALLATION		\$2,500.00	\$ 124.75	\$ 87.50	\$ 74.75

000064

Model	Description	Item Number	Dealer Cost	24 Month Rental	36 Month Rental	48 Month Rental
<b>PRISM ScanPath</b>						
<b>Packages</b>						
ScanPath	ScanPath server software and 1 Bizhub connector	76400157171	\$941.64	\$ 46.99	\$ 32.96	\$ 28.16
ScanPath Additional MFP	ScanPath for Additional MFP's one per additional Bizhub	7640015718	\$325.68	\$ 16.25	\$ 11.40	\$ 9.74
<b>Training and Installation Options</b>						
Installation of ScanPath, First bizhub MFP only	*Installation of ScanPath for the first bizhub MFP only (each bizhub requires an installation charge) NOTE: Requires a KMBS service technician to be on-site to verify installation and machine	7640015353	\$550.00	\$ 27.45	\$ 19.25	\$ 16.45

000065

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2. **HOLD HARMLESS** - Any provision requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Fees for software licenses, subscriptions, or maintenance are payable annually in advance. Payment for services will be in arrears.
6. **INTEREST** - Any provision for interest or charges on late payments is deleted. The Agency has no statutory authority to pay interest or late fees.
7. **NO WAIVER** - Any language in the agreement requiring the Agency to waive any rights, claims or defenses is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **FEES OR COSTS** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision in the agreement limiting the Vendor's liability for direct damages is hereby deleted. Vendor's liability under the agreement shall not exceed three times the total value of the agreement. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination. In such event, Agency will not be entitled to a refund of any software license, subscription or maintenance fees paid.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to purchase insurance for Vendor's property is deleted. The State of West Virginia is insured through the Board of Risk and Insurance Management, and will provide a certificate of property insurance upon request.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY** - Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

**ACCEPTED BY:**

**STATE OF WEST VIRGINIA**

Spending Unit: State of West Virginia - Purchasing  
 Signed: [Signature]  
 Title: Director  
 Date: 2/28/2013

**VENDOR**

Company Name: Komar Business Systems  
 Signed: [Signature]  
 Title: State Contract Manager  
 Date: 2-27-13