



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

State of West Virginia
Master Agreement

Order Date: 2017-08-22

CORRECT ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS
 ORDER SHOULD BE DIRECTED TO
 THE DEPARTMENT CONTACT.

Order Number: CMA 0212 0212 SWC0000000019	Procurement Folder: 328007
Document Name: DIGCOP17A - Statewide contract for digital copiers	Reason for Modification:
Document Description: Statewide contract for digital copiers	
Procurement Type: Central Master Agreement	
Buyer Name: Crystal Rink	
Telephone: (304) 558-2402	
Email: crystal.g.rink@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2017-08-24
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2018-08-23

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000210166 KOMAX LLC 500 D ST SOUTH CHARLESTON WV 25303 US Vendor Contact Phone: (304) 744-7440 Extension: 110 Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Crystal Rink Requestor Phone: (304) 558-2402 Requestor Email: crystal.g.rink@wv.gov

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

AGENCY COPY

Total Order Amount	Open End
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28/22/17

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>[Signature]</i> DATE: <i>[Date]</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: 8/24/17 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> SIGNED BY: DATE: AUG 25 2017 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Open-End Statewide Contract for Digital Copiers

The vendor, Komax, LLC, agrees to enter into a Statewide Contract for providing digital copiers, per the terms, conditions and specifications, bid requirements, Addendum No. 1 dated 05/12/2017, Addendum No. 2 dated 05/04/2017, Addendum No. 3 dated 05/25/2017, Addendum No. 4 dated 06/05/2017, Addendum No. 5 dated 06/16/2017, Addendum No. 6 dated 06/28/2017, Addendum No. 7 dated 07/05/2017, Addendum No. 8 dated 07/06/2017, Addendum No. 9 dated 07/07/2017, Addendum No. 10 dated 07/14/2017 and the vendor's bid dated 07/21/2017 incorporated herein by reference and made a part of hereof.

Contract Representative:

Komax, LLC
David Humphrey
500 D Street
South Charleston, WV 25303

304-744-7440 (office)
888-483-7440 (toll free)

www.komaxwv.com

Agency Delivery Orders (ADO) should include the following information: 1) ADO number, 2) SWC number, band and model number, 3) additional accessories ordered (list separately), 4) quantity of items of being ordered, 5) purchase or rental price of items ordered, 6) contact name, phone number and delivery address, 7) meter reading contact information, if different from contact name, 8) if connected for scanning/printing, the Office of Technology approval letter must be attached.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	44101501			LS	\$0.000000
	Service From	Service To			

Commodity Line Description: Statewide contract for digital copiers

Extended Description:

Statewide contract for digital copiers - see attached pricing pages

SWC0000000019	Document Phase Draft	Document Description Statewide contract for digital copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SWC0000000019	Document Phase Draft	Document Description Statewide contract for digital copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

GENERAL TERMS AND CONDITIONS:

- 1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

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

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

Term Contract

Initial Contract Term: This Contract becomes effective on August 24, 2017 and extends for a period of one (1) year(s).

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

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

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

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

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

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

Other: See attached.

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

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

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

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

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

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

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

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

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

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

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

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.

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

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

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of:

Automobile Liability Insurance in at least an amount of: _____

Professional/Malpractice/Errors and Omission Insurance in at least an amount of:

Commercial Crime and Third Party Fidelity Insurance in an amount of:

Cyber Liability Insurance in an amount of: _____

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

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

10. 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.

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

_____ for _____.

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

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

13. 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.

14. 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.

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

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

16. 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.

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

18. 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.

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

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

21. 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.

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

23. 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.

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

Revised 04/07/2017

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

26. 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.

27. 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.

28. 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.

29. 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.

30. 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.

31. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

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

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

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

33. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

34. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

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

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

36. 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.

37. 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.

38. 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.

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

Proc Folder: 328007

Doc Description: Addendum No.10 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-14	2017-07-21 13:30:00	CRFQ 0212 SWC1700000015	11

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

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
 (304) 558-2544
 tara.l.yle@wv.gov

Signature X

FEIN #

DATE

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

SWC1700000015	Document Phase Draft	Document Description Addendum No.10 - SWC contract for digital copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015
Addendum Number: 10

The purpose of this addendum is to modify the solicitation identified as CRFQ SWC1700000015 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To extend the bid opening from 07/18/2017 to 07/21/2017.
2. To provide revised pricing pages and specifications.

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

Terms and Conditions:

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

ATTACHMENT A
CRFO SWC170000015 - Addendum No. 10

Clarifications:

To remove section 4.2 in its entirety and replace with the following:

- 4.2 Pricing Pages: The Pricing Pages consist of the eight item numbers each listing an order type and containing 1 through 7 monochrome copier bands or 1 through 4 color copier bands. Vendor should bid only one copier per band. In the event that a single Vendor submits multiple copiers for any given band, only the lowest cost copier will be considered for evaluation purposes. The bands are defined in Section 3 above. Additionally, the Pricing Pages contain totals for each band, totals for each item number and a Total Overall Bid 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 unit price for each item number bid. Then, the vendor should multiply the unit price by the Estimated quantity to get the Total Purchase Price for each line item, 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 Per Click Charge Per Copier (Monochrome) - Vendor should provide a unit price for the per click charge price which should include maintenance and consumables. Then, this unit price should be multiplied by the estimated quantity to get the total purchase price.

4.2.4 Per Click Charge Per Copier (Color) – Vendor should provide a unit price for the per click charge price which should include maintenance and consumables. Then, this unit price should be multiplied by the estimated quantity to get the total purchase price.

4.2.5 Total for Band 1 through 7 (Monochrome) and Bands 1 through 4 (Color) – This is the line below each band to allow the Vendor to add up all of the Total Purchase Price for each band. The total for each band will then be added together to arrive at either the Total Purchase Price of Monochrome Bands 1 – 7 or the Total Purchase Price of Color Bands 1 – 4.

Leased Machines (Item Nos. 3 through 8)

4.2.6 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). Then, the vendor should multiply the Total Price Per Month by the No. of Months to get the Total Lease Term Cost.

4.2.7 Copier – Same as above.

4.2.8 Accessories – Same as above.

4.2.9 Total for Band 1 – Same as above.

4.2.10 Per Click Copy Charge (Monochrome) – Vendor should list the per click copy charge for monochrome copies in the Unit Price column for this line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. Then, the vendor should multiply the Total Price Per Month by the No. of Months to get the Total Lease Term Cost.

4.2.11 Per Click Copy Charge (Color) – Vendor should list the per click copy charge for color copies and monochrome copies in the Unit Price column for each line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. Then, the vendor should multiply the Total Price Per Month by the No. of Months to get the Total Lease Term Cost.

4.2.12 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.

4.2.13 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

4.2.14 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.

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (Includes annual estimated click charges)	
	Purchase (cont.)	Monochrome							
		Band 5							
		Copier			1	per year		\$ -	
		Scanning			1	per year		\$ -	
		Network Printing			1	per year		\$ -	
		Fax			1	per year		\$ -	
		Staple			1	per year		\$ -	
		Per Click Charge (Includes maintenance and consumables)			12,000	per month		\$ -	
		Total for Band 5						\$ -	
		Band 6							
		Copier			1	per year		\$ -	
		Scanning			1	per year		\$ -	
		Network Printing			1	per year		\$ -	
		Fax			1	per year		\$ -	
		Staple			1	per year		\$ -	
		Per Click Charge (Includes maintenance and consumables)			18,000	per month		\$ -	
		Total for Band 6						\$ -	
		Band 7							
		Copier			1	per year		\$ -	
		Scanning			1	per year		\$ -	
		Network Printing			1	per year		\$ -	
		Fax			1	per year		\$ -	
		Staple			1	per year		\$ -	
		Per Click Charge (Includes maintenance and consumables)			25,000	per month		\$ -	
		Total for Band 7						\$ -	
		Total Purchase Price of Monochrome Bands 1 through 7							\$ -

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
3	24 Month	Monochrome								
		Band 1								
		Copier			1	per year		\$ -	24	\$ -
		Scanning			1	per year		\$ -	24	\$ -
		Network Printing			1	per year		\$ -	24	\$ -
		Fax			1	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			500	per month		\$ -	24	\$ -
		Total for Band 1						\$ -		\$ -
		Band 2								
		Copier			2	per year		\$ -	24	\$ -
		Scanning			2	per year		\$ -	24	\$ -
		Network Printing			2	per year		\$ -	24	\$ -
		Fax			2	per year		\$ -	24	\$ -
		Staple			2	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			2,200	per month		\$ -	24	\$ -
		Total for Band 2						\$ -		\$ -
		Band 3								
		Copier			2	per year		\$ -	24	\$ -
		Scanning			2	per year		\$ -	24	\$ -
		Network Printing			2	per year		\$ -	24	\$ -
		Fax			2	per year		\$ -	24	\$ -
		Staple			2	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			4,500	per month		\$ -	24	\$ -
		Total for Band 3						\$ -		\$ -

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost	
3	24 Month Lease (cont.)	Monochrome									
		Band 4									
		Copier									
		Scanning			1	per year		\$ -	24	\$ -	
		Network Printing			1	per year		\$ -	24	\$ -	
		Fax			1	per year		\$ -	24	\$ -	
		Staple			1	per year		\$ -	24	\$ -	
		Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			7,000	per month		\$ -	24	\$ -	
		Total for Band 4						\$ -		\$ -	
		Band 5									
		Copier									
		Scanning			1	per year		\$ -	24	\$ -	
		Network Printing			1	per year		\$ -	24	\$ -	
		Fax			1	per year		\$ -	24	\$ -	
		Staple			1	per year		\$ -	24	\$ -	
		Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000	per month		\$ -	24	\$ -	
		Total for Band 5						\$ -		\$ -	
		Band 6									
		Copier									
		Scanning			1	per year		\$ -	24	\$ -	
		Network Printing			1	per year		\$ -	24	\$ -	
		Fax			1	per year		\$ -	24	\$ -	
		Staple			1	per year		\$ -	24	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000	per month		\$ -	24	\$ -	
		Total for Band 6						\$ -		\$ -	
		Band 7									
		Copier									
		Scanning			1	per year		\$ -	24	\$ -	
		Network Printing			1	per year		\$ -	24	\$ -	
		Fax			1	per year		\$ -	24	\$ -	
		Staple			1	per year		\$ -	24	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000	per month		\$ -	24	\$ -	
		Total for Band 7						\$ -		\$ -	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease							\$ -		\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
4	24 Month Lease	Color								
		Band 1								
		Copier			1	per year		\$ -	24	\$ -
		Scanning			1	per year		\$ -	24	\$ -
		Network Printing			1	per year		\$ -	24	\$ -
		Fax			1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200	per month		\$ -	24	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500	per month		\$ -	24	\$ -
		Total for Band 1						\$ -		\$ -
		Band 2								
		Copier			1	per year		\$ -	24	\$ -
		Scanning			1	per year		\$ -	24	\$ -
		Network Printing			1	per year		\$ -	24	\$ -
		Fax			1	per year		\$ -	24	\$ -
		Staple			1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	24	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	24	\$ -
		Total for Band 2						\$ -		\$ -
		Band 3								
		Copier			1	per year		\$ -	24	\$ -
		Scanning			1	per year		\$ -	24	\$ -
		Network Printing			1	per year		\$ -	24	\$ -
		Fax			1	per year		\$ -	24	\$ -
		Staple			1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000	per month		\$ -	24	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	24	\$ -
		Total for Band 3						\$ -		\$ -

Band 4									
	Copier								
	Scanning			4	per year		\$ -	24	\$ -
	Network Printing			4	per year		\$ -	24	\$ -
	Fax			4	per year		\$ -	24	\$ -
	Staple			4	per year		\$ -	24	\$ -
	Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			4	per year		\$ -	24	\$ -
				4,000	per month		\$ -	24	\$ -
	Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	24	\$ -
	Total for Band 4						\$ -	24	\$ -
Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease							\$ -		\$ -
							\$ -		\$ -

Item No.	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
5	36 Month Lease	Monochrome							
	Band 1								
	Copier			16	per year		\$ -	36	\$ -
	Scanning			16	per year		\$ -	36	\$ -
	Network Printing			16	per year		\$ -	36	\$ -
	Fax			16	per year		\$ -	36	\$ -
	Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			500	per month		\$ -	36	\$ -
	Total for Band 1						\$ -		\$ -
	Band 2								
	Copier			6	per year		\$ -	36	\$ -
	Scanning			6	per year		\$ -	36	\$ -
	Network Printing			6	per year		\$ -	36	\$ -
	Fax			6	per year		\$ -	36	\$ -
	Staple			6	per year		\$ -	36	\$ -
	Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			2,200	per month		\$ -	36	\$ -
	Total for Band 2						\$ -		\$ -
	Band 3								
	Copier			14	per year		\$ -	36	\$ -
	Scanning			14	per year		\$ -	36	\$ -
	Network Printing			14	per year		\$ -	36	\$ -
	Fax			14	per year		\$ -	36	\$ -
	Staple			14	per year		\$ -	36	\$ -
	Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			4,500	per month		\$ -	36	\$ -
	Total for Band 3						\$ -		\$ -

Band 4									
	Copier								
	Scanning			15	per year		\$ -	36	\$ -
	Network Printing			15	per year		\$ -	36	\$ -
	Fax			15	per year		\$ -	36	\$ -
	Staple			15	per year		\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			7,000	per month		\$ -	36	\$ -
	Total for Band 4						\$ -		\$ -

Item No.	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
5	36 Month Lease (cont.)	Monochrome							
	Band 5								
	Copier			16	per year		\$ -	36	\$ -
	Scanning			16	per year		\$ -	36	\$ -
	Network Printing			16	per year		\$ -	36	\$ -
	Fax			16	per year		\$ -	36	\$ -
	Staple			16	per year		\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000	per month		\$ -	36	\$ -
	Total for Band 5						\$ -		\$ -
	Band 6								
	Copier			6	per year		\$ -	36	\$ -
	Scanning			6	per year		\$ -	36	\$ -
	Network Printing			6	per year		\$ -	36	\$ -
	Fax			6	per year		\$ -	36	\$ -
	Staple			6	per year		\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000	per month		\$ -	36	\$ -
	Total for Band 6						\$ -		\$ -
	Band 7								
	Copier			2	per year		\$ -	36	\$ -
	Scanning			2	per year		\$ -	36	\$ -
	Network Printing			2	per year		\$ -	36	\$ -
	Fax			2	per year		\$ -	36	\$ -
	Staple			2	per year		\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000	per month		\$ -	36	\$ -
	Total for Band 7						\$ -		\$ -
	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease						\$ -		\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
6	36 Month Lease	Color								
		Band 1								
		Copier								
		Scanning			1	per year		\$ -	36	\$ -
		Network Printing			1	per year		\$ -	36	\$ -
		Fax			1	per year		\$ -	36	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1	per year		\$ -	36	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200	per month		\$ -	36	\$ -
		Total for Band 1						\$ -	36	\$ -
								\$ -		\$ -
		Band 2								
		Copier								
		Scanning			3	per year		\$ -	36	\$ -
		Network Printing			3	per year		\$ -	36	\$ -
		Fax			3	per year		\$ -	36	\$ -
		Staple			3	per year		\$ -	36	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			3	per year		\$ -	36	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	36	\$ -
		Total for Band 2						\$ -	36	\$ -
								\$ -		\$ -
		Band 3								
		Copier								
		Scanning			14	per year		\$ -	36	\$ -
		Network Printing			14	per year		\$ -	36	\$ -
		Fax			14	per year		\$ -	36	\$ -
		Staple			14	per year		\$ -	36	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			14	per year		\$ -	36	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000	per month		\$ -	36	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	36	\$ -
		Total for Band 3						\$ -		\$ -
								\$ -		\$ -

Band 4								
Copier			16	per year		\$ -	36	\$ -
Scanning			16	per year		\$ -	36	\$ -
Network Printing			16	per year		\$ -	36	\$ -
Fax			16	per year		\$ -	36	\$ -
Staple			16	per year		\$ -	36	\$ -
Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			4,000	per month		\$ -	36	\$ -
Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	36	\$ -
Total for Band 4						\$ -		\$ -
Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease						\$ -		\$ -

Item No.	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
7	48 Month Lease	Monochrome							
	Band 1								
	Copier								
	Scanning			17	per year		\$ -	48	\$ -
	Network Printing			17	per year		\$ -	48	\$ -
	Fax			17	per year		\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			17	per year		\$ -	48	\$ -
	Total for Band 1			500	per month		\$ -	48	\$ -
							\$ -		\$ -
	Band 2								
	Copier								
	Scanning			17	per year		\$ -	48	\$ -
	Network Printing			17	per year		\$ -	48	\$ -
	Fax			17	per year		\$ -	48	\$ -
	Staple			17	per year		\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			17	per year		\$ -	48	\$ -
	Total for Band 2			2,200	per month		\$ -	48	\$ -
							\$ -		\$ -
	Band 3								
	Copier								
	Scanning			48	per year		\$ -	48	\$ -
	Network Printing			48	per year		\$ -	48	\$ -
	Fax			48	per year		\$ -	48	\$ -
	Staple			48	per year		\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			48	per year		\$ -	48	\$ -
	Total for Band 3			4,500	per month		\$ -	48	\$ -
							\$ -		\$ -
	Band 4								
	Copier								
	Scanning			19	per year		\$ -	48	\$ -
	Network Printing			19	per year		\$ -	48	\$ -
	Fax			19	per year		\$ -	48	\$ -
	Staple			19	per year		\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			19	per year		\$ -	48	\$ -
	Total for Band 4			7,000	per month		\$ -	48	\$ -
							\$ -		\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost	
7	48 Month Lease (cont.)	Monochrome									
		Band 5									
		Copier			20	per year		\$ -	48	\$ -	
		Scanning			20	per year		\$ -	48	\$ -	
		Network Printing			20	per year		\$ -	48	\$ -	
		Fax			20	per year		\$ -	48	\$ -	
		Staple			20	per year		\$ -	48	\$ -	
		Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000	per month		\$ -	48	\$ -	
		Total for Band 5						\$ -		\$ -	
		Band 6									
		Copier			18	per year		\$ -	48	\$ -	
		Scanning			18	per year		\$ -	48	\$ -	
		Network Printing			18	per year		\$ -	48	\$ -	
		Fax			18	per year		\$ -	48	\$ -	
		Staple			18	per year		\$ -	48	\$ -	
		Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000	per month		\$ -	48	\$ -	
		Total for Band 6						\$ -		\$ -	
		Band 7									
		Copier			13	per year		\$ -	48	\$ -	
		Scanning			13	per year		\$ -	48	\$ -	
		Network Printing			13	per year		\$ -	48	\$ -	
		Fax			13	per year		\$ -	48	\$ -	
		Staple			13	per year		\$ -	48	\$ -	
		Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000	per month		\$ -	48	\$ -	
		Total for Band 7						\$ -		\$ -	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease							\$ -		\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
8	48 Month Lease	Color								
		Band 1								
		Copier								
		Scanning			1	per year		\$ -	48	\$ -
		Network Printing			1	per year		\$ -	48	\$ -
		Fax			1	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200	per month		\$ -	48	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500	per month		\$ -	48	\$ -
		Total for Band 1						\$ -		\$ -
		Band 2								
		Copier								
		Scanning			7	per year		\$ -	48	\$ -
		Network Printing			7	per year		\$ -	48	\$ -
		Fax			7	per year		\$ -	48	\$ -
		Staple			7	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			7	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	48	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	48	\$ -
		Total for Band 2						\$ -		\$ -
		Band 3								
		Copier								
		Scanning			12	per year		\$ -	48	\$ -
		Network Printing			12	per year		\$ -	48	\$ -
		Fax			12	per year		\$ -	48	\$ -
		Staple			12	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			12	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000	per month		\$ -	48	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	48	\$ -
		Total for Band 3						\$ -		\$ -

Band 4								
Copier			25	per year		\$ -	48	\$ -
Scanning			25	per year		\$ -	48	\$ -
Network Printing			25	per year		\$ -	48	\$ -
Fax			25	per year		\$ -	48	\$ -
Staple			25	per year		\$ -	48	\$ -
Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			4,000	per month		\$ -	48	\$ -
Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month		\$ -	48	\$ -
Total for Band 4						\$ -		\$ -
Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease						\$ -		\$ -

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

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO SWC1700000015

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

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



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

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

Proc Folder: 328007

Doc Description: Addendum No. 7 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-05	2017-07-11 13:30:00	CRFQ 0212 SWC1700000015	8

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
 (304) 558-2544
 tara.l.yle@wv.gov

Signature X

FEIN #

DATE

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

ADDITIONAL INFORMATION:

Addendum No. 7 - Responses to vendor questions and revised pricing pages attached. The bid opening remains on 07/11/2017 at 1:30 pm.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide contract for digital copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide contract for digital copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Revised Technical question deadline	2017-05-18

SWC1700000015	Document Phase Draft	Document Description Addendum No. 7 - SWC contract for digital copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015

Addendum Number: 7

The purpose of this addendum is to modify the solicitation identified as CRFQ SWC1700000015 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. Responses to vendor questions attached.
2. Revised pricing pages attached.

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

Terms and Conditions:

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

ATTACHMENT A
SWC170000015 – Addendum No. 7

Questions:

- Q1:** My only questions is on the pricing sheet. I think some of the formula are not lined up or something. I created an example in the spread sheet.
Example Row 229
This is 16 machines times 500 x click cost times 12 (months)
The formula doesn't multiple by the number of machines.
And on some of the rows it moves totals up into the fax or staple row.
- A1:** Revised pricing pages attached.
- Q2:** Are the number of copies on the calculation sheets just for evaluation purposes or are the number of copies used to be included in the MA or rental price as a base allowance?
- A2:** Evaluation purposes only.
- Q3:** Please clarify the hard drive expectations at the end of a rental. Having to give the hard drive to the agency at the end of a rental adds unnecessary cost to the base. Plus most systems now don't keep stored images on the drive and have high levels of security. Can we submit our security whitepapers to show the level of security we offer?
- A3:** See Section 3.1.1.13.17 in the specifications.
- Q4:** Does the agency have the authority to cancel a rental, or does the agency have to have approval from the Director of Purchasing.
- A4:** The agency should have the approval from the Purchasing Division.
- Q5:** Are there certain conditions that have to be met to justify cancelling, such as non-funding or service issues?
- A5:** See Section 19 – Cancellation – in the General Terms and Conditions.
- Q6:** Who is responsible for transferring email addresses or fax numbers from the existing system to the new system? Vendor, Agency, or OT?
- A6:** The Office of Technology.

Q7: I have attached a suggested modified version of the calculation sheet you had sent out. The changes I made are as follows:

1. Multiplied the Purchase bands Per Click Charge (PCC) by the estimated quantity and then by 36 months
2. Multiplied the Rental bands PCC by the estimated quantity.
3. Multiplied Rentals Total Price per Month Price by xx months of the term (24,36,48) to get a full term cost for the life of the rentals, not just 12 months.
4. I made the additional column of "Est. Quantity" = the cell for 1st "Est. Quantity", so that if you change any of the Est. Quantities for the number of copiers the other cell will match.

A7: Revised pricing pages attached.

Q8: When will all the Q&A be posted?

A8: Responses to vendor questions are hereto attached.

Q9: Is stapling required for Monochrome Bands 2, 3, 4, 5, 6 & 7?

A9: Yes.

Q10: Is stapling required for Color Bands 2, 3 & 4?

A10: Yes.

Q11: Please describe in detail under which circumstances a contract would be cancelled.

A11: See Section 19 – Cancellation – in the General Terms and Conditions.

Q12: The spreadsheets for leasing are incorrect. There are formulas in column K which is off by a row. Further, the bid language indicates that copies are included in the leasing programs, however the pricing spreadsheet does not indicate this. Please clarify. I am reviewing the bid documents for this opportunity. I noticed that there is a calculation error in the excel pricing file. The column for Total Annual cost has an error in the formula. It is calculating the total based upon the data from the line below. For example the formula to calculate the total of line 115 is J116*12 when it should be J115*12. The formula is that way all the way down to the bottom of the spreadsheet.

A12: Revised pricing pages attached.

- Q13: The estimated quantity of machines is different for the purchase, 24 month, 36 month, and 48 months. Is that estimated for different month rental options so for Band 1 it is 1 for the 24 month rental, 16 for 36 month and 17 for 48 month rentals? So are you estimating a total of 21 Band 1 machines for all the options etc.?
- A13: As per Section 4.3 in the specifications, the Pricing Pages contain a list of estimated quantities that may be purchased or leased. 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.
- Q14: For the Per Click charge by band are you wanting the price to include the estimated copies so for Band 1 it is 500. Do you want the price to be for 500 copies and then a Cost per copy click charge for copies over 500 per month or is the price to include all copies used for each band?
- A14: Revised pricing pages attached. See Clarifications below.
- Q15: 3.1.13.2 Section C- Are staples to be included in the per click charge?
- A15: Yes.
- Q16: 3.1.13.2 Section H- For any machines purchased without a service agreement, will Agency be permitted to purchase a service agreement at a later date?
- A16: Agencies may purchase a service agreement at a later date by following their agency-delegated purchasing procedures.
- Q17: 6.5- Please define the word 'defect' as used in Patent Defect and Latent Defect.
- A17: The definition as found from the The Law Dictionary (featuring Black's Law Dictionary Free Online Legal Dictionary 2nd Ed.) for patent defect and latent defect are provided below –
- Patent defect** - A defect, or anomaly in any item that might cause it to malfunction. Can be found easily upon inspection.
- Latent defect** - Defect in an item found after the delivery of the item, discovered through the normal use of the item. This defect type is typically not found through normal inspection/investigation techniques. The defect can be in either the item's material and/or workmanship.
- Q18: In the bands requiring electronic sorting or finisher/stapler, are finishers required? Most digital machines will sort without the use of a finisher/stapler.
- A18: Yes.

Q19: 4.2.6 According to the RFP, the lease payments are suppose to include service & maintenance costs for the number of copies per month listed. The monthly volumes are not listed on the new pricing pages as they were on the old pricing pages What numbers do we use to include service and maintenance in the Lease Unit Price for each unit. Please advise.

4.2.6 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).

A19: Revised pricing pages attached.

Clarifications:

1. To remove Section 4.2.6 in its entirety and replace with the following:

4.2.6 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 per click charge. 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).

2. To remove Section 4.2.10 in its entirety and replace with the following:

4.2.10 Per Click Copy Charge (Monochrome) – Vendor should list the per click copy charge for monochrome copies in the Unit Price column for this line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. The Total Annual Cost column is a sum of the Total Price per Month multiplied by 12 for 12 months and then multiplied by the estimated quantity of machines.

Example for line “Per Click Charge (includes maintenance and consumables):

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
3	24 Month Lease	Monochrome						
		Band 1						
		Copier			2	\$ 10.00	\$ 20.00	\$ 240.00
		Scanning			2		\$ -	\$ -
		Network Printing			2		\$ -	\$ -
		Fax			2		\$ -	\$ -
		Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			500	\$ 0.10000	\$ 50.00	\$ 1,200.00
		Total for Band 1					\$ 70.00	\$ 1,440.00

REVISED PRICING PAGES

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Unit Price	Total Price	
1	Purchase (cont.)	Monochrome						
		Band 5						
		Copier			1		\$ -	
		Scanning			1		\$ -	
		Network Printing			1		\$ -	
		Fax			1		\$ -	
		Staple			1		\$ -	
		Per Click Charge (includes maintenance and consumables)			12,000		\$ -	
		Total for Band 5					\$ -	
		Band 6						
		Copier			1		\$ -	
		Scanning			1		\$ -	
		Network Printing			1		\$ -	
		Fax			1		\$ -	
		Staple			1		\$ -	
		Per Click Charge (includes maintenance and consumables)			18,000		\$ -	
		Total for Band 6					\$ -	
		Band 7						
		Copier			1		\$ -	
		Scanning			1		\$ -	
		Network Printing			1		\$ -	
		Fax			1		\$ -	
		Staple			1		\$ -	
		Per Click Charge (includes maintenance and consumables)			25,000		\$ -	
		Total for Band 7					\$ -	
		Total Purchase Price of Monochrome Bands 1 through 7						\$ -

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
3	24 Month	Monochrome						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			2		\$ -	\$ -
		Scanning			2		\$ -	\$ -
		Network Printing			2		\$ -	\$ -
		Fax			2		\$ -	\$ -
		Staple			2		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			2,200		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			2		\$ -	\$ -
		Scanning			2		\$ -	\$ -
		Network Printing			2		\$ -	\$ -
		Fax			2		\$ -	\$ -
		Staple			2		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			4,500		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
3	24 Month Lease (cont.)	Monochrome						
		Band 4						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			7,000		\$ -	\$ -
		Total for Band 4					\$ -	\$ -
		Band 5						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000		\$ -	\$ -
		Total for Band 5					\$ -	\$ -
		Band 6						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000		\$ -	\$ -
		Total for Band 6					\$ -	\$ -
		Band 7						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000		\$ -	\$ -
		Total for Band 7					\$ -	\$ -
							\$ -	\$ -

Total Monthly Lease Price of Monochrome Bands 4 through 7 is \$0.00

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
4	24 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

	Band 4						
	Copier			4		\$ -	\$ -
	Scanning			4		\$ -	\$ -
	Network Printing			4		\$ -	\$ -
	Fax			4		\$ -	\$ -
	Staple			4		\$ -	\$ -
	Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			4,000		\$ -	\$ -
	Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
	Total for Band 4					\$ -	\$ -
	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease					\$ -	\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
5	36 Month Lease	Monochrome						
		Band 1						
		Copier			16		\$ -	\$ -
		Scanning			16		\$ -	\$ -
		Network Printing			16		\$ -	\$ -
		Fax			16		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			6		\$ -	\$ -
		Scanning			6		\$ -	\$ -
		Network Printing			6		\$ -	\$ -
		Fax			6		\$ -	\$ -
		Staple			6		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			2,200		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			14		\$ -	\$ -
		Scanning			14		\$ -	\$ -
		Network Printing			14		\$ -	\$ -
		Fax			14		\$ -	\$ -
		Staple			14		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			4,500		\$ -	\$ -
		Total for Band 3					\$ -	\$ -
		Band 4						
		Copier			15		\$ -	\$ -
		Scanning			15		\$ -	\$ -
		Network Printing			15		\$ -	\$ -
		Fax			15		\$ -	\$ -
		Staple			15		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			7,000		\$ -	\$ -
		Total for Band 4					\$ -	\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
5	36 Month Lease (cont.)	Monochrome							
		Band 5							
		Copier							
		Scanning			16		\$ -	\$ -	
		Network Printing			16		\$ -	\$ -	
		Fax			16		\$ -	\$ -	
		Staple			16		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			16		\$ -	\$ -	
		Total for Band 5			12,000		\$ -	\$ -	
							\$ -	\$ -	
		Band 6							
		Copier							
		Scanning			6		\$ -	\$ -	
		Network Printing			6		\$ -	\$ -	
		Fax			6		\$ -	\$ -	
		Staple			6		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			6		\$ -	\$ -	
		Total for Band 6			18,000		\$ -	\$ -	
							\$ -	\$ -	
		Band 7							
		Copier							
		Scanning			2		\$ -	\$ -	
		Network Printing			2		\$ -	\$ -	
		Fax			2		\$ -	\$ -	
		Staple			2		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			2		\$ -	\$ -	
		Total for Band 7			25,000		\$ -	\$ -	
							\$ -	\$ -	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease						\$ -	\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
6	36 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			3		\$ -	\$ -
		Scanning			3		\$ -	\$ -
		Network Printing			3		\$ -	\$ -
		Fax			3		\$ -	\$ -
		Staple			3		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			14		\$ -	\$ -
		Scanning			14		\$ -	\$ -
		Network Printing			14		\$ -	\$ -
		Fax			14		\$ -	\$ -
		Staple			14		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

	Band 4							
	Copier							
	Scanning			16		\$ -	\$ -	
	Network Printing			16		\$ -	\$ -	
	Fax			16		\$ -	\$ -	
	Staple			16		\$ -	\$ -	
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			4,000		\$ -	\$ -	
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -	
	Total for Band 4					\$ -	\$ -	
	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease						\$ -	\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
7	48 Month Lease	Monochrome						
		Band 1						
		Copier			17		\$ -	\$ -
		Scanning			17		\$ -	\$ -
		Network Printing			17		\$ -	\$ -
		Fax			17		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			17		\$ -	\$ -
		Scanning			17		\$ -	\$ -
		Network Printing			17		\$ -	\$ -
		Fax			17		\$ -	\$ -
		Staple			17		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			2,200		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			48		\$ -	\$ -
		Scanning			48		\$ -	\$ -
		Network Printing			48		\$ -	\$ -
		Fax			48		\$ -	\$ -
		Staple			48		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			4,500		\$ -	\$ -
		Total for Band 3					\$ -	\$ -
		Band 4						
		Copier			19		\$ -	\$ -
		Scanning			19		\$ -	\$ -
		Network Printing			19		\$ -	\$ -
		Fax			19		\$ -	\$ -
		Staple			19		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			7,000		\$ -	\$ -
		Total for Band 4					\$ -	\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
7	48 Month Lease (cont.)	Monochrome							
		Band 5							
		Copier							
		Scanning			20		\$ -	\$ -	
		Network Printing			20		\$ -	\$ -	
		Fax			20		\$ -	\$ -	
		Staple			20		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			20		\$ -	\$ -	
		Total for Band 5			12,000		\$ -	\$ -	
							\$ -	\$ -	
		Band 6							
		Copier							
		Scanning			18		\$ -	\$ -	
		Network Printing			18		\$ -	\$ -	
		Fax			18		\$ -	\$ -	
		Staple			18		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18		\$ -	\$ -	
		Total for Band 6			18,000		\$ -	\$ -	
							\$ -	\$ -	
		Band 7							
		Copier							
		Scanning			13		\$ -	\$ -	
		Network Printing			13		\$ -	\$ -	
		Fax			13		\$ -	\$ -	
		Staple			13		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			13		\$ -	\$ -	
		Total for Band 7			25,000		\$ -	\$ -	
							\$ -	\$ -	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease						\$ -	\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
8	48 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			7		\$ -	\$ -
		Scanning			7		\$ -	\$ -
		Network Printing			7		\$ -	\$ -
		Fax			7		\$ -	\$ -
		Staple			7		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			12		\$ -	\$ -
		Scanning			12		\$ -	\$ -
		Network Printing			12		\$ -	\$ -
		Fax			12		\$ -	\$ -
		Staple			12		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

Band 4						
Copier			25		\$ -	\$ -
Scanning			25		\$ -	\$ -
Network Printing			25		\$ -	\$ -
Fax			25		\$ -	\$ -
Staple			25		\$ -	\$ -
Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			4,000		\$ -	\$ -
Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
Total for Band 4					\$ -	\$ -
Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease					\$ -	\$ -

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

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO SWC1700000015

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

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

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

SPECIFICATIONS

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

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

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

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3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must be have the following minimum specifications:

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

3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must be have the following minimum specifications:

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

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must be have the following minimum specifications:

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

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3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must be have the following minimum specifications:

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

3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must be have the following minimum specifications:

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

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must be have the following minimum specifications:

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

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3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must be have the following minimum specifications:

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

3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must be have the following minimum specifications:

- a. Manufacturer copy volume 20,000 month
- b. Copy speed 25 cpm
- c. 500 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Stapling capability optional
- g. Electronic sorting or finisher/sorter

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must be have the following minimum specifications:

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

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3.1.11 BAND 4 – COLOR COPIER

3.1.11.1 Band 4 must be have the following minimum specifications:

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

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

3.1.13 ADDITIONAL CONTRACT ITEM REQUIREMENTS:

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

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

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

3.1.13.2 Service and Maintenance

- A. **Full Service Requirement:** Vendor must have the ability to provide on-site service and maintenance for all Contract Items. Vendor must enter into a full service and maintenance contract for all Contract Items that are leased or if the Contract Items are Purchased and Agency elects to include maintenance in the purchase price. Vendor must provide a copy of any maintenance agreement for approval prior to award of this Contract. Vendors must provide an 800 telephone number for service support prior to Contract award.
- B. **Maintenance** A preventative maintenance schedule shall be provided as needed on all Contract Items as specified by the manufacturer. This includes, but is not limited to: routine cleaning, lubrications, replacement of unserviceable parts and all necessary adjustments to ensure successful performance of the equipment.
- C. **Per Click Charge:** Vendor shall provide a per click charge for all monochrome and color copier to include all parts, supplies and consumables excluding paper and maintenance for each band. Service and maintenance costs include the

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cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that are necessary to maintain satisfactory performance of the copier.

There shall be no charge for service impressions. There may not be more than one cost per impression for color impressions, regardless of the number of colors (i.e. a higher charge for 4 colors than for 3 colors).

- D. Connectivity Service Support:** Vendor must provide service support to coordinate installation of Contract Items with agency personnel.
- E. Certification Requirement:** Service representatives must be full time employees of the Vendor or of a subcontracted party designated by Vendor in writing. All service representatives must be factory trained technicians. The State reserves the right to request proof of certification at any time.
- F. Replacement Units:** Vendor shall provide a temporary replacement copier for any copier being rented, at no charge, if the Agency's copier is estimated to be down for 16 consecutive working hours or longer for repair. Temporary replacement copiers shall be of comparable size and functionality as the copier it is replacing. The Agency will not pay any charges associated with the temporary replacement unit, but shall pay the charges that it would have incurred if its copier had not been temporarily replaced.
- G. Response Requirement:** Vendors must respond to all requests for service within two (2) working hours of an Agency's request and be on site to complete the repair within eight (8) working hours of the request throughout the term of this Contract. Repetitive complaints concerning the failure to meet this requirement may be cause for cancellation of the contract. Service must be provided during normal working hours (8:00 am to 5:00 pm EST),

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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. This section will apply to the machine for the life of the contract.

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

3.1.13.3 Training: Vendor shall provide Agency with in-house at the agency's location or online 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. The instruction manual may be provided in an electronic format.

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

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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:** Purchase price for monochrome and color copiers, monthly rental fees, per click charges, and other supply costs and maintenance costs shall remain firm for the life of the Contract. Pricing shall also be inclusive of shipping, delivery, installation, and training.

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

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

- 3.1.13.8 New/Re-manufactured Requirement:** All Contract Items must be new (not used previously or remanufactured), of current manufacturer. 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

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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 should 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 not be 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. There shall be no charge for scans which do not produce a physical document.
- 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.

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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 unusable must be conducted in accordance with the policies and procedures of the Office of Technology or other entity that has authority over technology related matters for the Agency, specifically pursuant to NIST standards and provide a certificate of validation with all pertinent hard drive identification information such as the serial number.

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

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

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

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.

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

3.1.13.19.1 If an agency has a lease under an expired master contract, the current placements will remain under that master contract until the lease term expires. Once the lease term expires, the state agency will be required to procure a new machine on the then current master contract.

3.1.13.19.2 **Equipment Removal.** Upon termination of the Lease, the Vendor shall take required action to have all equipment removed. Upon written notification by the State, the equipment shall be removed within ten (10) days from lease termination or the expiration date, at no additional cost to the State. Equipment not removed within the allotted time frame, shall be shipped to Vendor at the Vendor's expense.

3.1.13.19.3 **Equipment Relocation/Transfer.** The State shall be allowed to move or transfer the equipment from one location to another, at its own expense, as deemed necessary with no change to lease, maintenance plans nor loss of equity. The State shall provide written notification to Vendor of any move or transfer and include new location information. No installation or de-installation charges will be billed based on changes in location.

4. CONTRACT AWARD:

4.1 Contract Award: The Purchasing Division intends to award this Contract to a single vendor that will provide all of the Contract Items. This Contract shall be limited to only those Contract Items that Vendor includes in its bid and any accessories that can be affixed to the Contract Item that Vendor bid. This Contract will be awarded to the Vendor that provides all Contract Items for the lowest Total Overall Bid Price for All Items on the Pricing Pages. Failure to bid all Contract Items may result in rejection of a vendor's bid.

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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.

Pricing must include setup, delivery of equipment, software, installation of equipment/accessories/software, network installation, removal of all waste material, initial training costs, and removal cost (of the equipment placed under any subsequent agreement).

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

- 4.2 Pricing Pages:** The Pricing Pages consist of the eight item numbers each listing an order type and containing 1 through 7 monochrome copier bands or 1 through 4 color copier bands. Vendor should bid only one copier per band. In the event that a single Vendor submits multiple copiers for any given band, only the lowest cost copier will be considered for evaluation purposes. The bands are defined in Section 3 above. Additionally, the Pricing Pages contain totals for each band, totals for each item number and a Total Overall Bid 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 unit price for each item number bid. Then, the vendor should multiply the unit price by the Estimated quantity to get the Total price for each line item, 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

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an accessory already included in the copier being bid should be reflected in the Unit Price of the copier.

- 4.2.3 Per Click Charge Per Copier (Monochrome)** - Vendor should provide a unit price for the per click charge price which should include maintenance and consumables. Then, this unit price should be multiplied by the estimated quantity to get the total price.
- 4.2.4 Per Click Charge Per Copier (Color)** – Vendor should provide a unit price for the per click charge price which should include maintenance and consumables. Then, this unit price should be multiplied by the estimated quantity to get the total price.
- 4.2.5 Total for Band 1 through 7 (Monochrome) and Bands 1 through 4 (Color)** – This is the line below each band to allow the Vendor to add up all of the Total Costs for each band. The total for each band will then be added together to arrive at either the Total Purchase Price of Monochrome Bands 1 – 7 or the Total Purchase Price of Color Bands 1 – 4.

Leased Machines (Item Nos. 3 through 8)

- 4.2.6 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).
- 4.2.7 Copier** – Same as above.
- 4.2.8 Accessories** – Same as above.
- 4.2.9 Total for Band 1** – Same as above.
- 4.2.10 Per Click Copy Charge (Monochrome)** – Vendor should list the per click copy charge for monochrome copies in the Unit Price column for this line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. The Total Annual Cost column is a sum of the Total Price per Month multiplied by 12 for 12 months.

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4.2.11 Per Click Copy Charge (Color) – Vendor should list the per click copy charge for color copies and monochrome copies in the Unit Price column for each line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. The Total Annual Cost column is a sum of the Total Price per Month multiplied by 12 for 12 months.

4.2.12 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.

4.2.13 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

4.2.14 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.

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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.

5. ORDERING AND PAYMENT:

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

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

- 5.2 Authorizing Documentation:** Vendor is prohibited from filling orders without a fully executed WV39 or Agency Delivery Order (ADO).
- 5.3 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.
- 5.4 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.
- 5.5 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.

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- 5.6 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.
- 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.

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6.4 Installation and Removal Charges: All Contract Items sold or leased to an Agency under this Contract shall be installed and removed free of charge. This applies to all situations or de-installations.

6.5 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. 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.

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

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

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

7. MISCELLANIOUS:

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

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

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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.

Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
24 Month	Monochrome								
	Band 1								
	Copier	Konica Minolta	bizhub 3320						
	Scanning		included			\$ 45.00	\$ -	24	\$ -
	Network Printing		included			\$ -	\$ -	24	\$ -
	Fax		included			\$ -	\$ -	24	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -
	Total for Band 1					\$ 0.010700	\$ -	24	\$ -
	Band 2						\$ -		\$ -
	Copier	Konica Minolta	bizhub 308						
	Scanning		included			\$ 105.28	\$ -	24	\$ -
	Network Printing		included			\$ -	\$ -	24	\$ -
	Fax		included			\$ -	\$ -	24	\$ -
	Staple		included			\$ -	\$ -	24	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -
	Total for Band 2					\$ 0.005000	\$ -	24	\$ -
	Band 3						\$ -		\$ -
	Copier	Konica Minolta	bizhub 308						
	Scanning		included			\$ 105.28	\$ -	24	\$ -
	Network Printing		included			\$ -	\$ -	24	\$ -
	Fax		included			\$ -	\$ -	24	\$ -
Staple		included			\$ -	\$ -	24	\$ -	
Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -	
Total for Band 3					\$ 0.005000	\$ -	24	\$ -	
						\$ -		\$ -	

Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost	
24 Month Lease (cont.)	Monochrome									
	Band 4									
	Copier	Konica Minolta	bizhub 458			\$ 119.14	\$ -	24	\$ -	
	Scanning		included			\$ -	\$ -	24	\$ -	
	Network Printing		included			\$ -	\$ -	24	\$ -	
	Fax		included			\$ -	\$ -	24	\$ -	
	Staple		included			\$ -	\$ -	24	\$ -	
	Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -	
	Total for Band 4					\$ 0.003500	\$ -	24	\$ -	
	Band 5						\$ -		\$ -	
	Copier	Konica Minolta	bizhub 558			\$ 142.96	\$ -	24	\$ -	
	Scanning		included			\$ -	\$ -	24	\$ -	
	Network Printing		included			\$ -	\$ -	24	\$ -	
	Fax		included			\$ -	\$ -	24	\$ -	
	Staple		included			\$ -	\$ -	24	\$ -	
	Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -	
	Total for Band 5					\$ 0.003500	\$ -	24	\$ -	
	Band 6						\$ -		\$ -	
	Copier	Konica Minolta	bizhub 654e			\$ 214.30	\$ -	24	\$ -	
	Scanning		included			\$ -	\$ -	24	\$ -	
	Network Printing		included			\$ -	\$ -	24	\$ -	
	Fax		included			\$ -	\$ -	24	\$ -	
	Staple		included			\$ -	\$ -	24	\$ -	
	Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -	
	Total for Band 6					\$ 0.002500	\$ -	24	\$ -	
	Band 7						\$ -		\$ -	
	Copier	Konica Minolta	bizhub 808			\$ 245.27	\$ -	24	\$ -	
	Scanning		included			\$ -	\$ -	24	\$ -	
	Network Printing		included			\$ -	\$ -	24	\$ -	
	Fax		included			\$ -	\$ -	24	\$ -	
	Staple		included			\$ -	\$ -	24	\$ -	
	Per Click Charge (Includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -	
	Total for Band 7					\$ 0.002500	\$ -	24	\$ -	
	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease						\$ -	\$ -		\$ -
							\$ -	\$ -		\$ -

Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
24 Month Lease	Color								
	Band 1								
	Copier	Konica Minolta	bizhub C-3351						
	Scanning		Included			\$ 57.29	\$ -	24	\$ -
	Network Printing		Included			\$ -	\$ -	24	\$ -
	Fax		Included			\$ -	\$ -	24	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.060000	\$ -	24	\$ -
	Total for Band 1					\$ 0.015000	\$ -	24	\$ -
							\$ -		\$ -
	Band 2								
	Copier	Konica Minolta	bizhub C-258						
	Scanning		Included			\$ 127.62	\$ -	24	\$ -
	Network Printing		Included			\$ -	\$ -	24	\$ -
	Fax		Included			\$ -	\$ -	24	\$ -
	Staple		Included			\$ -	\$ -	24	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.035000	\$ -	24	\$ -
	Total for Band 2					\$ 0.005000	\$ -	24	\$ -
							\$ -		\$ -
	Band 3								
	Copier	Konica Minolta	bizhub C-308						
	Scanning		Included			\$ 135.95	\$ -	24	\$ -
	Network Printing		Included			\$ -	\$ -	24	\$ -
	Fax		Included			\$ -	\$ -	24	\$ -
	Staple		Included			\$ -	\$ -	24	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.035000	\$ -	24	\$ -
	Total for Band 3					\$ 0.005000	\$ -	24	\$ -
							\$ -		\$ -

Band 4								
Copier	Konica Minolta	bizhub C-458						
Scanning		Included			\$ 152.74	\$ -	24	\$ -
Network Printing		Included			\$ -	\$ -	24	\$ -
Fax		Included			\$ -	\$ -	24	\$ -
Staple		Included			\$ -	\$ -	24	\$ -
Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	24	\$ -
Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.035000	\$ -	24	\$ -
Total for Band 4					\$ 0.005000	\$ -	24	\$ -
Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease						\$ -		\$ -
						\$ -		\$ -

	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
36 Month Lease	Monochrome								
	Band 1								
	Copier	Konica Minolta	bizhub 3320						
	Scanning		Included			\$ 35.00	\$ -	36	\$ -
	Network Printing		Included			\$ -	\$ -	36	\$ -
	Fax		Included			\$ -	\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Total for Band 1					\$ 0.010700	\$ -	36	\$ -
	Band 2						\$ -		\$ -
	Copier	Konica Minolta	bizhub 308						
	Scanning		Included			\$ 70.19	\$ -	36	\$ -
	Network Printing		Included			\$ -	\$ -	36	\$ -
	Fax		Included			\$ -	\$ -	36	\$ -
	Staple		Included			\$ -	\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Total for Band 2					\$ 0.005000	\$ -	36	\$ -
	Band 3						\$ -		\$ -
	Copier	Konica Minolta	bizhub 308						
	Scanning		Included			\$ 70.19	\$ -	36	\$ -
	Network Printing		Included			\$ -	\$ -	36	\$ -
	Fax		Included			\$ -	\$ -	36	\$ -
	Staple		Included			\$ -	\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Total for Band 3					\$ 0.005000	\$ -	36	\$ -
	Band 4						\$ -		\$ -
	Copier	Konica Minolta	bizhub 458						
	Scanning		Included			\$ 79.42	\$ -	36	\$ -
	Network Printing		Included			\$ -	\$ -	36	\$ -
	Fax		Included			\$ -	\$ -	36	\$ -
	Staple		Included			\$ -	\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Total for Band 4					\$ 0.003600	\$ -	36	\$ -
							\$ -		\$ -

	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
36 Month Lease (cont.)	Monochrome								
	Band 5								
	Copier	Konica Minolta	bizhub 558			\$ 95.31	\$ -	36	\$ -
	Scanning		included			\$ -	\$ -	36	\$ -
	Network Printing		included			\$ -	\$ -	36	\$ -
	Fax		included			\$ -	\$ -	36	\$ -
	Staple		included			\$ -	\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Total for Band 5					\$ 0.003500	\$ -	36	\$ -
							\$ -		\$ -
	Band 6								
	Copier	Konica Minolta	bizhub 654e			\$ 142.87	\$ -	36	\$ -
	Scanning		included			\$ -	\$ -	36	\$ -
	Network Printing		included			\$ -	\$ -	36	\$ -
	Fax		included			\$ -	\$ -	36	\$ -
	Staple		included			\$ -	\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Total for Band 6					\$ 0.002500	\$ -	36	\$ -
							\$ -		\$ -
	Band 7								
	Copier	Konica Minolta	bizhub 808			\$ 163.51	\$ -	36	\$ -
	Scanning		included			\$ -	\$ -	36	\$ -
	Network Printing		included			\$ -	\$ -	36	\$ -
	Fax		included			\$ -	\$ -	36	\$ -
	Staple		included			\$ -	\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Total for Band 7					\$ 0.002500	\$ -	36	\$ -
							\$ -		\$ -
	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease						\$ -		\$ -

Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
36 Month Lease	Color								
	Band 1								
	Copier	Konica Minolta	bizhub C-3351			\$ 38.19	\$ -	36	\$ -
	Scanning		included			\$ -	\$ -	36	\$ -
	Network Printing		included			\$ -	\$ -	36	\$ -
	Fax		included			\$ -	\$ -	36	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.060000	\$ -	36	\$ -
	Total for Band 1					\$ 0.015000	\$ -	36	\$ -
	Band 2						\$ -		\$ -
	Copier	Konica Minolta	bizhub C-258			\$ 85.08	\$ -	36	\$ -
	Scanning		included			\$ -	\$ -	36	\$ -
	Network Printing		included			\$ -	\$ -	36	\$ -
	Fax		included			\$ -	\$ -	36	\$ -
	Staple		included			\$ -	\$ -	36	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.035000	\$ -	36	\$ -
	Total for Band 2					\$ 0.005000	\$ -	36	\$ -
	Band 3						\$ -		\$ -
	Copier	Konica Minolta	bizhub C-308			\$ 90.63	\$ -	36	\$ -
	Scanning		included			\$ -	\$ -	36	\$ -
	Network Printing		included			\$ -	\$ -	36	\$ -
	Fax		included			\$ -	\$ -	36	\$ -
	Staple		included			\$ -	\$ -	36	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	36	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.035000	\$ -	36	\$ -
	Total for Band 3					\$ 0.005000	\$ -	36	\$ -
							\$ -		\$ -

	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
48 Month Lease	Monochrome								
	Band 1								
	Copier	Konica Minolta	bizhub 3320			\$ 25.00	\$ -	48	\$ -
	Scanning		Included			\$ -	\$ -	48	\$ -
	Network Printing		Included			\$ -	\$ -	48	\$ -
	Fax		Included			\$ -	\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Total for Band 1					\$ 0.010700	\$ -	48	\$ -
	Band 2						\$ -		\$ -
	Copier	Konica Minolta	bizhub 308			\$ 52.64	\$ -	48	\$ -
	Scanning		Included			\$ -	\$ -	48	\$ -
	Network Printing		Included			\$ -	\$ -	48	\$ -
	Fax		Included			\$ -	\$ -	48	\$ -
	Staple		Included			\$ -	\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Total for Band 2					\$ 0.005000	\$ -	48	\$ -
	Band 3						\$ -		\$ -
	Copier	Konica Minolta	bizhub 308			\$ 52.64	\$ -	48	\$ -
	Scanning		Included			\$ -	\$ -	48	\$ -
	Network Printing		Included			\$ -	\$ -	48	\$ -
	Fax		Included			\$ -	\$ -	48	\$ -
	Staple		Included			\$ -	\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Total for Band 3					\$ 0.005000	\$ -	48	\$ -
	Band 4						\$ -		\$ -
	Copier	Konica Minolta	bizhub 458			\$ 59.57	\$ -	48	\$ -
	Scanning		Included			\$ -	\$ -	48	\$ -
	Network Printing		Included			\$ -	\$ -	48	\$ -
	Fax		Included			\$ -	\$ -	48	\$ -
	Staple		Included			\$ -	\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Total for Band 4					\$ 0.003500	\$ -	48	\$ -
							\$ -		\$ -

	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
48 Month Lease (cont.)	Monochrome								
	Band 5								
	Copier	Konica Minolta	bizhub 558			\$ 71.48	\$ -	48	\$ -
	Scanning		included			\$ -	\$ -	48	\$ -
	Network Printing		included			\$ -	\$ -	48	\$ -
	Fax		included			\$ -	\$ -	48	\$ -
	Staple		included			\$ -	\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ 0.003500	\$ -	48	\$ -
	Total for Band 5						\$ -		\$ -
							\$ -		\$ -
	Band 6								
	Copier	Konica Minolta	bizhub 654e			\$ 107.15	\$ -	48	\$ -
	Scanning		included			\$ -	\$ -	48	\$ -
	Network Printing		included			\$ -	\$ -	48	\$ -
	Fax		included			\$ -	\$ -	48	\$ -
	Staple		included			\$ -	\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Total for Band 6					\$ 0.002500	\$ -	48	\$ -
							\$ -		\$ -
	Band 7								
	Copier	Konica Minolta	bizhub 808			\$ 122.64	\$ -	48	\$ -
	Scanning		included			\$ -	\$ -	48	\$ -
	Network Printing		included			\$ -	\$ -	48	\$ -
	Fax		included			\$ -	\$ -	48	\$ -
	Staple		included			\$ -	\$ -	48	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Total for Band 7					\$ 0.002500	\$ -	48	\$ -
							\$ -		\$ -
	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease						\$ -		\$ -
							\$ -		\$ -

Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
48 Month Lease	Color								
	Band 1								
	Copier	Konica Minolta	bizhub C-3351						
	Scanning		Included			\$ 28.64	\$ -	48	\$ -
	Network Printing		Included			\$ -	\$ -	48	\$ -
	Fax		Included			\$ -	\$ -	48	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.060000	\$ -	48	\$ -
	Total for Band 1					\$ 0.015000	\$ -	48	\$ -
	Band 2						\$ -		\$ -
	Copier	Konica Minolta	bizhub C-258						
	Scanning		Included			\$ 63.81	\$ -	48	\$ -
	Network Printing		Included			\$ -	\$ -	48	\$ -
	Fax		Included			\$ -	\$ -	48	\$ -
	Staple		Included			\$ -	\$ -	48	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.035000	\$ -	48	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.005000	\$ -	48	\$ -
	Total for Band 2						\$ -	48	\$ -
	Band 3						\$ -		\$ -
	Copier	Konica Minolta	bizhub C-308						
	Scanning		Included			\$ 67.97	\$ -	48	\$ -
	Network Printing		Included			\$ -	\$ -	48	\$ -
	Fax		Included			\$ -	\$ -	48	\$ -
	Staple		Included			\$ -	\$ -	48	\$ -
	Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.035000	\$ -	48	\$ -
	Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ 0.005000	\$ -	48	\$ -
	Total for Band 3						\$ -	48	\$ -
							\$ -		\$ -

Band 4							
Copier	Konica Minolta	bizhub C-458					
Scanning		Included			\$ 76.37	\$ -	48 \$ -
Network Printing		Included			\$ -	\$ -	48 \$ -
Fax		Included			\$ -	\$ -	48 \$ -
Staple		Included			\$ -	\$ -	48 \$ -
Per Click Charge (Color) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48 \$ -
					\$ 0.035000	\$ -	48 \$ -
Per Click Charge (Monochrome) (Includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications					\$ -	\$ -	48 \$ -
					\$ 0.005000	\$ -	48 \$ -
Total for Band 4							
						\$ -	\$ -
Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease						\$ -	\$ -

Bizhub 3320 | Accessories

Band 1 Monochrome

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub 3320 (Inc. Single-Side Doc Feeder)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 500.00	\$ 45.00	\$ 35.00	\$ 25.00	
	Per Copy Maintenance - No Base Copies Included	.0107 / copy	.0107 / copy	.0107 / copy	.0107 / copy	
Paper Supply Options (3320 can add 1 additional - 4020 can add up to 3 additional cassettes)						
PF-P12	Paper Cassette 550-sheet					
Miscellaneous Options		\$ 255.00	\$ 15.00	\$ 11.00	\$ 9.00	
DK-P02 Copy Desk	Cabinet Stand					
15 Amp Digital Copier Surge Protector	15 Amp Digital Copier Surge Protector with Diagnostics	\$ 185.00	\$ 11.00	\$ 8.00	\$ 7.00	
NC-P03	Wireless Network Interface For 3320 Only	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Universal Options	See Universal Options Sheet for card readers and other options	\$ 52.00	\$ 3.00	\$ 3.00	\$ 2.00	
Upgrade Options FOR 4020 Only - INITIAL ORDER ONLY						
Bizhub 4020 (Inc. Rev. Doc Feeder)	Upgrade from 3320 to 4020 (Must Inc. 3320 Pricing Also)					
HD-P05	160 GB Hard Disk Drive	\$ 750.00	\$ 42.00	\$ 30.00	\$ 27.00	
EM-P03	Expanded Ram Memory for 4020	\$ 400.00	\$ 22.00	\$ 16.00	\$ 14.00	
UK-P11	AFP/IPDS Card (Provides compatibility for Mainframe Printing)	\$ 105.00	\$ 6.00	\$ 5.00	\$ 4.00	
UK-P10	Forms Barcode Card (Provides Barcodes)	\$ 600.00	\$ 33.00	\$ 24.00	\$ 21.00	
NC-P02	Wireless Network Interface For 4020 Only	\$ 400.00	\$ 22.00	\$ 16.00	\$ 14.00	
UK-P01	256MB User Flash	\$ 86.00	\$ 5.00	\$ 4.00	\$ 4.00	
		\$ 70.00	\$ 4.00	\$ 3.00	\$ 3.00	
Supplies						
IUP18	Imaging Unit FOR 3320 & 4020 (60 K)					
TNP41	Black Toner for the 3320 (10 K)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	
TNP40	Black Toner for the 4020 (20 K)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	

¹ bizhub 3320 Copier/Printer/Scanner/Fax - Includes PS, PCL & XPS Controller, 256 MB Standard Memory, Single-sided ADF, Duplex Unit, Imaging Unit, and Starter Toner (2.5K).
² Flash card for font downloading function and to save job account log (cannot be combined with UK-P10 or UK-P11).
³ Provides wireless connectivity.

Bizhub 308 and Accessories

Band 2 and 3 Monochrome

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub 308 (30 PPM)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 2,333.14	\$ 105.28	\$ 70.19	\$ 52.64	
	Per Copy Maintenance / Supplies - No Base Copies Included	.005 / copy	.005 / copy	.005 / copy	.005 / copy	
Output Options						
FS-536 + RU-513	50-Sheet Stapling Finisher w/ Relay Unit					
FS-536SD + RU-513	50-Sheet Stapling Finisher + Booklet Maker w/ Relay Unit	\$ 1,021.00	\$ 57.00	\$ 41.00	\$ 36.00	
PK-520	Punch Kit (2/3 Holes) for FS-536	\$ 1,841.00	\$ 102.00	\$ 74.00	\$ 65.00	
PK-519	2/3 Hole Punch Unit (FS-533)	\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
Document Feeder Options						
DF-704	Single Pass Dual Scan Document Feeder (up to 140 ipm)	\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
Paper Supply Options (Select Only One)						
PC-410	Large Capacity Cassette (2500 sheet Ltr)	\$ 1,060.00	\$ 59.00	\$ 43.00	\$ 38.00	
PC-210	2-way Paper Feed Cabinet (Two 500 sheet drawers)	\$ 840.00	\$ 47.00	\$ 34.00	\$ 30.00	
PC-110	Paper Feed Cabinet (One 500 sheet drawer)	\$ 712.00	\$ 40.00	\$ 29.00	\$ 25.00	
LU-302	Large Capacity Cassette (3000 sheet Ltr) <i>Side Unit</i>	\$ 545.00	\$ 30.00	\$ 22.00	\$ 20.00	
Miscellaneous Options						
KP-101	KP-101 10-Key Pad	\$ 951.87	\$ 53.00	\$ 39.00	\$ 34.00	
WT-506	Working Table	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
External Keyboard	External Keyboard (req's KH-102)	\$ 56.00	\$ 4.00	\$ 3.00	\$ 2.00	
KH-102	Keyboard Holder (for External Keyboard)	\$ 127.20	\$ 7.00	\$ 6.00	\$ 5.00	
15 Amp Digital Copier Surge Protector	15 Amp Digital Copier Surge Protector with Diagnostics	\$ 72.50	\$ 4.00	\$ 3.00	\$ 3.00	
Universal Options	See Universal Options Sheet for card readers and other options	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Enhanced MFP Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Upgrade Options - INITIAL ORDER ONLY						
Bizhub 368 (36 PPM)	Upgrade from 308 to 368 (36 ppm B/W)	\$ 650.00	\$ 36.00	\$ 26.00	\$ 23.00	
Supplies						
SK-802	Staples for FS-533 & FS-536 (5,000 x 3)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	
TN-325	TN-325 Toner (24k)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	

Bizhub 458 and Accessories

Band 4 Monochrome

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub 458 (45 PPM)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 2,636.71	\$ 119.14	\$ 79.42	\$ 59.57	
	Per Copy Maintenance / Supplies - No Base Copies Included	.0035 / copy	.0035 / copy	.0035 / copy	.0035 / copy	
Output Options						
FS-537 + RU-513	100-Sheet Stapling Finisher w/ Relay Unit					
FS-537SD + RU-513	50-Sheet Stapling Finisher + Booklet Maker w/ Relay Unit	\$ 1,835.00	\$ 101.00	\$ 74.00	\$ 65.00	
PK-523	Punch Kit (2/3 Holes) for FS-537	\$ 2,765.00	\$ 153.00	\$ 111.00	\$ 97.00	
ZU-609 Z-FOLDING UNIT	Folds 11x17 sheets in to 8 1/2 x 11 (for FS-537 Only)	\$ 440.00	\$ 25.00	\$ 18.00	\$ 16.00	
PI-507 POST INSERTER	Post inserts pre-printed sheets (for FS-537 Only)	\$ 3,385.00	\$ 187.00	\$ 136.00	\$ 119.00	
JS-602	Job Separator Tray (3rd Output Tray)(for FS-537)	\$ 605.00	\$ 34.00	\$ 25.00	\$ 22.00	
FS-536 + RU-513	50-Sheet Stapling Finisher w/ Relay Unit	\$ 261.29	\$ 15.00	\$ 11.00	\$ 10.00	
FS-536SD + RU-513	50-Sheet Stapling Finisher + Booklet Maker w/ Relay Unit	\$ 1,021.00	\$ 57.00	\$ 41.00	\$ 36.00	
PK-520	Punch Kit (2/3 Holes) for FS-536	\$ 1,841.00	\$ 102.00	\$ 74.00	\$ 65.00	
Paper Supply Options (Only One PC-xxx can be selected) and (Only one LU-xxx can be selected)						
PC-410	Large Capacity Cassette (2500 sheet Ltr) for a total of 3650 sheets					
PC-210	2-way Paper Feed Cabinet (Two 500 sheet drawers)	\$ 840.00	\$ 47.00	\$ 34.00	\$ 30.00	
LU-302	Large Capacity Unit (3,000 sheets/Letter) Side Unit	\$ 712.00	\$ 40.00	\$ 29.00	\$ 25.00	
LU-207	Large Capacity Unit (2,500 sheets/Letter, Legal, Ledger and 12"x18") Side Unit	\$ 951.67	\$ 53.00	\$ 39.00	\$ 34.00	
Miscellaneous Options						
KP-101	KP-101 10-Key Pad					
WT-506	Working Table	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
UK-204	2 GB Memory Upgrade Kit (for I-Option)	\$ 56.00	\$ 4.00	\$ 3.00	\$ 2.00	
External Keyboard	External Keyboard (also requires KH-102)	\$ 150.00	\$ 9.00	\$ 6.00	\$ 6.00	
KH-102	Keyboard Holder (for External Keyboard)	\$ 127.20	\$ 7.00	\$ 6.00	\$ 5.00	
15 Amp Digital Surge Protector	15 Amp Digital Copier Surge Protector with Diagnostics	\$ 72.50	\$ 4.00	\$ 3.00	\$ 3.00	
Universal Options	See Universal Options Sheet for card readers and other options	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Enhanced MFP Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Supplies						
TN-513	TN-513 Toner (24.4K)					
SK-602	Staples for FS-534 and SD-511, SD-512 (5K x 3)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	
MS-10A	Staples for FS-535 (5K x 3)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	

Bizhub 558 and Accessories

Band 5 Monochrome

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub 558 (55 PPM)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 3,158.82	\$ 142.96	\$ 95.31	\$ 71.48	
	Per Copy Maintenance / Supplies - No Base Copies Included	.0035 / copy	.0035 / copy	.0035 / copy	.0035 / copy	
Output Options						
FS-537 + RU-513	100-Sheet Stapling Finisher w/ Relay Unit					
FS-537SD + RU-513	50-Sheet Stapling Finisher + Booklet Maker w/ Relay Unit	\$ 1,835.00	\$ 101.00	\$ 74.00	\$ 65.00	
PK-523	Punch Kit (2/3 Holes) for FS-537	\$ 2,765.00	\$ 153.00	\$ 111.00	\$ 97.00	
ZU-609 Z-FOLDING UNIT	Folds 11x17 sheets in to 8 1/2 x 11 (for FS-537 Only)	\$ 440.00	\$ 25.00	\$ 18.00	\$ 16.00	
PI-507 POST INSERTER	Post Inserts pre-printed sheets (for FS-537 Only)	\$ 3,385.00	\$ 187.00	\$ 136.00	\$ 119.00	
JS-602	Job Separator Tray (3rd Output Tray)(for FS-537)	\$ 605.00	\$ 34.00	\$ 25.00	\$ 22.00	
FS-536 + RU-513	50-Sheet Stapling Finisher w/ Relay Unit	\$ 261.29	\$ 15.00	\$ 11.00	\$ 10.00	
FS-536SD + RU-513	50-Sheet Stapling Finisher + Booklet Maker w/ Relay Unit	\$ 1,021.00	\$ 57.00	\$ 41.00	\$ 36.00	
PK-520	Punch Kit (2/3 Holes) for FS-536	\$ 1,841.00	\$ 102.00	\$ 74.00	\$ 65.00	
Paper Supply Options (Only One PC-xxx can be selected) and (Only one LU-xxx can be selected)						
PC-410	Large Capacity Cassette (2500 sheet Ltr) for a total of 3650 sheets					
PC-210	2-way Paper Feed Cabinet (Two 500 sheet drawers)	\$ 840.00	\$ 47.00	\$ 34.00	\$ 30.00	
LU-302	Large Capacity Unit (3,000 sheets/Letter) Side Unit	\$ 712.00	\$ 40.00	\$ 29.00	\$ 25.00	
LU-207	Large Capacity Unit (2,500 sheets/Letter, Legal, Ledger and 12"x18") Side Unit	\$ 951.67	\$ 53.00	\$ 39.00	\$ 34.00	
Miscellaneous Options						
KP-101	KP-101 10-Key Pad					
WT-506	Working Table	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
UK-204	2 GB Memory Upgrade Kit (for I-Option)	\$ 56.00	\$ 4.00	\$ 3.00	\$ 2.00	
External Keyboard	External Keyboard (also requires KH-102)	\$ 150.00	\$ 9.00	\$ 6.00	\$ 6.00	
KH-102	Keyboard Holder (for External Keyboard)	\$ 127.20	\$ 7.00	\$ 6.00	\$ 5.00	
15 Amp Digital Surge Protector	15 Amp Digital Copier Surge Protector with Diagnostics	\$ 72.50	\$ 4.00	\$ 3.00	\$ 3.00	
Universal Options	See Universal Options Sheet for card readers and other options	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Enhanced MFP Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Supplies						
TN-513	TN-513 Toner (24.4K)					
SK-802	Staples for FS-534 and SD-511, SD-512 (5K x 3)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	
		Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	
		Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	
MS-10A	Staples for FS-535 (5K x 3)					

Bizhub 654e and Accessories

Band 6 Monochrome

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub 654e (65 PPM)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 4,722.13	\$ 214.30	\$ 142.87	\$ 107.15	
	Per Copy Maintenance / Supplies - No Base Copies Included	.0025 / copy	.0025 / copy	.0025 / copy	.0025 / copy	
Output Options						
SD-511	Saddle Kit (for FS-534)					
PK-520	Punch Kit (2/3 Holes) for FS-534	\$ 820.00	\$ 46.00	\$ 33.00	\$ 29.00	
FS-535	100-Sheet Stapling Finisher	\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
SD-512	Saddle Stitcher Kit (for FS-535)	\$ 1,720.00	\$ 95.00	\$ 69.00	\$ 61.00	
PK-521	Punch Kit (2/3-Holes) for FS-535	\$ 947.00	\$ 53.00	\$ 38.00	\$ 34.00	
ZU-606	Z-Folding Unit (for FS-535)	\$ 451.00	\$ 25.00	\$ 19.00	\$ 16.00	
PI-505	Post Inserter (for FS-535)	\$ 3,561.60	\$ 196.00	\$ 143.00	\$ 125.00	
JS-602	Job Separator Tray (3rd Output Tray)(for FS-535)	\$ 602.72	\$ 34.00	\$ 25.00	\$ 22.00	
Paper Supply Options (Only one LU-xxx can be selected)						
LU-301	Large Capacity Unit (3,000 sheets/Letter)					
LU-204	Large Capacity Unit (2,500 sheets/Letter, Legal, Ledger and 12"x18")	\$ 951.67	\$ 53.00	\$ 39.00	\$ 34.00	
Miscellaneous Options						
KP-101	KP-101 10-Key Pad					
WT-506	Working Table	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
External Keyboard	External Keyboard	\$ 58.00	\$ 4.00	\$ 3.00	\$ 2.00	
KH-102	Keyboard Holder (for External Keyboard)	\$ 127.20	\$ 7.00	\$ 6.00	\$ 5.00	
20 Amp Digital Copier Surge Protector	20 Amp Digital Copier Surge Protector	\$ 72.50	\$ 4.00	\$ 3.00	\$ 3.00	
Universal Options	See Universal Options Sheet for card readers and other options	\$ 195.00	\$ 11.00	\$ 8.00	\$ 7.00	
Enhanced MFP Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Supplies						
SK-602	Staples for FS-533 , FS-534, SD-511, (5,000 x 3)					
Staples MS-10A	5,000 pcs x 3 (for FS-535)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	
TN-712K	Toner Black (Yield: 40.8K)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	

Bizhub 808 and Accessories

Band 7 Monochrome

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub 808 (80 PPM)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 5,400.71	\$ 245.27	\$ 163.51	\$ 122.64	
	Per Copy Maintenance / Supplies - No Base Copies Included	.0025 / copy	.0025 / copy	.0025 / copy	.0025 / copy	
Output Options						
FS-537 + RU-515	100-Sheet Stapling Finisher w/ Relay Unit					
FS-537SD + RU-515	50-Sheet Stapling Finisher + Booklet Maker w/ Relay Unit	\$ 1,835.00	\$ 101.00	\$ 74.00	\$ 65.00	
PK-523	Punch Kit (2/3 Holes) for FS-537	\$ 2,765.00	\$ 153.00	\$ 111.00	\$ 97.00	
ZU-609 Z-FOLDING UNIT	Folds 11x17 sheets in to 8 1/2 x 11 (for FS-537 Only)	\$ 440.00	\$ 25.00	\$ 18.00	\$ 16.00	
PI-507 POST INSERTER	Post Inserts pre-printed sheets (for FS-537 Only)	\$ 3,385.00	\$ 187.00	\$ 136.00	\$ 119.00	
JS-602	Job Separator Tray (3rd Output Tray)(for FS-537)	\$ 605.00	\$ 34.00	\$ 25.00	\$ 22.00	
SD-536	Saddle Kit (for FS-536)	\$ 261.29	\$ 15.00	\$ 11.00	\$ 10.00	
PK-520	Punch Kit (2/3 Holes) for FS-536	\$ 820.00	\$ 46.00	\$ 33.00	\$ 29.00	
Paper Supply Options (Only one LU-xxx can be selected)		\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
LU-303	Large Capacity Unit (3,000 sheets/Letter)					
LU-205	Large Capacity Unit (2,500 sheets/Letter, Legal, Ledger and 12"x18")	\$ 951.67	\$ 53.00	\$ 39.00	\$ 34.00	
Miscellaneous Options						
KP-101	KP-101 10-Key Pad					
WT-506	Working Table	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
WT-513	Working Table w/Upright Post	\$ 56.00	\$ 4.00	\$ 3.00	\$ 2.00	
External Keyboard	External Keyboard	\$ 1,500.00	\$ 83.00	\$ 60.00	\$ 53.00	
KH-102	Keyboard Holder (for External Keyboard)	\$ 127.20	\$ 7.00	\$ 6.00	\$ 5.00	
20 Amp Digital Copier Surge Protector	20 Amp Digital Copier Surge Protector	\$ 72.50	\$ 4.00	\$ 3.00	\$ 3.00	
Universal Options	See Universal Options Sheet for card readers and other options	\$ 195.00	\$ 11.00	\$ 8.00	\$ 7.00	
Enhanced MFP Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security					
Supplies						
SK-602	Staples for FS-533 , FS-534, SD-511, (5,000 x 3)	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Staples MS-10A	5,000 pcs x 3 (for FS-535)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	
TN-812	Toner Black (Yield: 40.8K)	Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC	

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Color Clicks @ \$.06 and B/W Clicks @ \$.015

Bizhub C-3351 and Accessories

Band 1 Color

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub C-3351	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 1,277.12	\$ 57.29	\$ 38.19	\$ 28.64	
Paper Supply Options:						
DK-P03	Copy Desk - Cabinet Stand					
PF-P13	Paper Feed Unit (500 sheets ea, Maximum 2)	\$ 170.00	\$ 10.00	\$ 7.00	\$ 6.00	
Miscellaneous Options						
CS-1	50-sheet offline stapler					
FS-P03	20-sheet offline stapler	\$ 210.84	\$ 12.00	\$ 9.00	\$ 8.00	
SX-4800WAN	Wireless LAN Adaptor	\$ 199.00	\$ 11.00	\$ 8.00	\$ 7.00	
15 Amp Digital Copier Surge Protector	15 Amp Digital Copier Surge Protector with Diagnostics	\$ 260.00	\$ 15.00	\$ 11.00	\$ 10.00	
KP-101	KP-101 10-Key Pad	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
WT-P02	Working Table	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
Universal Options	See Universal Options Sheet for card readers and other options	\$ 75.00	\$ 5.00	\$ 3.00	\$ 3.00	
Enhanced Data Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Supplies						
TNP48K	Toner Black (Yield - 10K)		Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC
TNP48Y	Toner Yellow (Yield - 10K)		Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC
TNP48M	Toner Magenta (Yield - 10K)		Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC
TNP48C	Toner Cyan (Yield - 10K)		Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC
SK-602	Staples for CS-1, FS-533 & FS-534 (5,000 x 3)		Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC
SK-501	Staple Kit for FS-P03		Included w/CPC	Included w/CPC	Included w/CPC	Included w/CPC

²CS-1 Convenience Stapler is a standalone device electronic stapler that can staple up to 50 sheets at a time. The refill staples for the CS-1 Convenience Stapler are the SK-602, which are the same refill staples found on the following Konica Minolta Finishers & Options: FS-504, FS-514, FS-517, FS-549, FS-520, FS-524, FS-527, FS-529, FS-533, FS-534, FS-534 + SD-511, SD-509.

³FS-P03 Finisher is an off-line 20-sheet stapler and can be attached to the device or mounted on the WT-P02, uses the SK-501 staples refill.

⁴When using the Copy Desk (DK-P03) two optional Paper Feed Units (PF-P13) are recommended to reach operational height.

⁵500-sheet Paper Feed Unit - Add up to 2. Total machine capacity with options is 1650 sheets.

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Bizhub C-258 and Accessories

Band 2 Color

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub C-258 (25 PPM)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 2,822.52	\$ 127.62	\$ 85.08	\$ 63.81	
	Monochrome Click Charges (B/W)	.005/copy	.005/copy	.005/copy	.005/copy	
	Full Color Click Charges	.0035/copy	.035/copy	.035/copy	.035/copy	
Output Options						
FS-534	Finisher FS-534 + RU-513 - 50 Sheet Stapling Finisher	\$ 1,021.00	\$ 57.00	\$ 41.00	\$ 36.00	
FS-534 + SD 511	Finisher FS-534 with SD-511 + RU-513 - Saddle Stitcher & 50 Sheet Stapler	\$ 1,841.00	\$ 102.00	\$ 74.00	\$ 65.00	
PK-520	Punch Kit (2/3 Holes) for FS-534	\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
PK-519	2/3 Hole Punch Unit (FS-533)	\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
Document Feeder Options						
DF-704	Single Pass Dual Scan Document Feeder	\$ 1,060.00	\$ 59.00	\$ 43.00	\$ 38.00	
Paper Supply Options (Select Only One PC-xxx unit) & (LU-302 requires a PC-xxx unit)						
PC-410	Large Capacity Cassette (2500 sheet Ltr)	\$ 840.00	\$ 47.00	\$ 34.00	\$ 30.00	
PC-210	2-way Paper Feed Cabinet (Two 500 sheet drawers)	\$ 712.00	\$ 40.00	\$ 29.00	\$ 25.00	
PC-110	Paper Feed Cabinet (One 500 sheet drawer)	\$ 545.00	\$ 30.00	\$ 22.00	\$ 20.00	
LU-302	Large Capacity Cassette (3000 sheet Ltr) - side unit	\$ 951.67	\$ 53.00	\$ 39.00	\$ 34.00	
Miscellaneous Options						
KP-101	KP-101 10-Key Pad	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
WT-506	Working Table	\$ 56.00	\$ 4.00	\$ 3.00	\$ 2.00	
External Keyboard	External Keyboard (req's KH-102)	\$ 127.20	\$ 7.00	\$ 6.00	\$ 5.00	
KH-102	Keyboard Holder (for External Keyboard)	\$ 72.50	\$ 4.00	\$ 3.00	\$ 3.00	
UK-212 Wireless LAN Kit	Wireless LAN Upgrade Kit	\$ 260.00	\$ 15.00	\$ 11.00	\$ 10.00	
15 Amp Digital Copier Surge Protector	15 Amp Digital Copier Surge Protector with Diagnostics	\$ 133.50	\$ 8.00	\$ 6.00	\$ 5.00	
Enhanced MFP Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Fiery Print Controller Options						
See Universal Options Page	For Advanced Color Management					
Supplies						
SK-602	Staples for FS-533 & FS-534 (5,000 x 3)					
TN-324K	Toner Black (C308/C368: 28K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-324Y	Toner Yellow (C308/C368: 26K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321M	Toner Magenta (C308/C368: 26K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321C	Toner Cyan (C308/C368: 26K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	

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Bizhub C-308 and Accessories

Band 3 Color

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub C-308 (30 PPM)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 3,005.14	\$ 135.95	\$ 90.63	\$ 67.97	
	Monochrome Click Charges (B/W)	.005/copy	.005/copy	.005/copy	.005/copy	
	Full Color Click Charges	.0035/copy	.035/copy	.035/copy	.035/copy	
Output Options						
FS-534	Finisher FS-534 + RU-513 - 50 Sheet Stapling Finisher	\$ 1,021.00	\$ 57.00	\$ 41.00	\$ 36.00	
FS-534 + SD 511	Finisher FS-534 with SD-511 + RU-513 - Saddle Stitcher & 50 Sheet Stapler	\$ 1,841.00	\$ 102.00	\$ 74.00	\$ 65.00	
PK-520	Punch Kit (2/3 Holes) for FS-534	\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
PK-519	2/3 Hole Punch Unit (FS-533)	\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
Document Feeder Options						
DF-704	Single Pass Dual Scan Document Feeder	\$ 1,060.00	\$ 59.00	\$ 43.00	\$ 38.00	
Paper Supply Options (Select Only One)						
PC-410	Large Capacity Cassette (2500 sheet Ltr)	\$ 840.00	\$ 47.00	\$ 34.00	\$ 30.00	
PC-210	2-way Paper Feed Cabinet (Two 500 sheet drawers)	\$ 712.00	\$ 40.00	\$ 29.00	\$ 25.00	
PC-110	Paper Feed Cabinet (One 500 sheet drawer)	\$ 545.00	\$ 30.00	\$ 22.00	\$ 20.00	
LU-302	Large Capacity Cassette (3000 sheet Ltr) - side unit	\$ 951.67	\$ 53.00	\$ 39.00	\$ 34.00	
Miscellaneous Options						
KP-101	KP-101 10-Key Pad	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
WT-506	Working Table	\$ 56.00	\$ 4.00	\$ 3.00	\$ 2.00	
External Keyboard	External Keyboard (req's KH-102)	\$ 127.20	\$ 7.00	\$ 6.00	\$ 5.00	
KH-102	Keyboard Holder (for External Keyboard)	\$ 72.50	\$ 4.00	\$ 3.00	\$ 3.00	
UK-212 Wireless LAN Kit	Wireless LAN Upgrade Kit	\$ 260.00	\$ 15.00	\$ 11.00	\$ 10.00	
15 Amp Digital Copier Surge Protector	15 Amp Digital Copier Surge Protector with Diagnostics	\$ 133.50	\$ 8.00	\$ 6.00	\$ 5.00	
Enhanced MFP Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Fiery Print Controller Options						
See Universal Options Page	For Advanced Color Management					
Supplies						
SK-602	Staples for FS-533 & FS-534 (5,000 x 3)					
TN-324K	Toner Black (C308/C368: 28K)	inc. w/CPC	Inc. w/CPC	inc. w/CPC	Inc. w/CPC	
TN-324Y	Toner Yellow (C308/C368: 28K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321M	Toner Magenta (C308/C368: 26K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-321C	Toner Cyan (C308/C368: 26K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	

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Bizhub C-458 and Accessories

Band 4 Color

Model	Description	Purchase Price	24 Month Rental	36 Month Rental	48 Month Rental	Picked Items
Bizhub C-458 (45 PPM)	Base Contract Configuration (Copy, Print, Scan, & Fax)	\$ 3,373.02	\$ 152.74	\$ 101.82	\$ 76.37	
	Monochrome Click Charges (B/W)	.005/copy	.005/copy	.005/copy	.005/copy	
	Full Color Click Charges	.0035/copy	.035/copy	.035/copy	.035/copy	
Output Options:						
FS-537 + RU-513	100-Sheet Stapling Finisher w/ Relay Unit	\$ 1,835.00	\$ 101.00	\$ 74.00	\$ 65.00	
FS-537SD + RU-513	50-Sheet Stapling Finisher + Booklet Maker w/ Relay Unit	\$ 2,765.00	\$ 153.00	\$ 111.00	\$ 97.00	
PK-523	Punch Kit (2/3 Holes) for FS-537	\$ 440.00	\$ 25.00	\$ 18.00	\$ 16.00	
ZU-609 Z-FOLDING UNIT	Folds 11x17 sheets in to 8 1/2 x 11 (for FS-537 Only)	\$ 3,385.00	\$ 187.00	\$ 136.00	\$ 119.00	
PI-507 POST INSERTER	Post inserts pre-printed sheets (for FS-537 Only)	\$ 605.00	\$ 34.00	\$ 25.00	\$ 22.00	
JS-602	Job Separator Tray (3rd Output Tray)(for FS-537)	\$ 261.29	\$ 15.00	\$ 11.00	\$ 10.00	
FS-536 + RU-513	50-Sheet Stapling Finisher w/ Relay Unit	\$ 1,021.00	\$ 57.00	\$ 41.00	\$ 36.00	
FS-536SD + RU-513	50-Sheet Stapling Finisher + Booklet Maker w/ Relay Unit	\$ 1,841.00	\$ 102.00	\$ 74.00	\$ 65.00	
PK-520	Punch Kit (2/3 Holes) for FS-536	\$ 351.00	\$ 20.00	\$ 15.00	\$ 13.00	
Paper Supply Options (Only One PC-xxx can be selected) and (Only one LU-xxx can be selected)						
PC-415	Large Capacity Cassette (2500 sheet Ltr) for a total of 3650 sheets	\$ 640.00	\$ 47.00	\$ 34.00	\$ 30.00	
PC-215	2-way Paper Feed Cabinet (Two 500 sheet drawers)	\$ 712.00	\$ 40.00	\$ 29.00	\$ 25.00	
LU-302	Large Capacity Unit (3,000 sheets/Letter) Side Unit	\$ 951.67	\$ 53.00	\$ 39.00	\$ 34.00	
LU-207	Large Capacity Unit (2,500 sheets/Letter, Legal, Ledger and 12"x18") Side Unit	\$ 1,744.65	\$ 96.00	\$ 70.00	\$ 62.00	
Miscellaneous Options						
KP-101	KP-101 10-Key Pad	\$ 126.00	\$ 7.00	\$ 6.00	\$ 5.00	
WT-506	Working Table	\$ 56.00	\$ 4.00	\$ 3.00	\$ 2.00	
External Keyboard	External Keyboard	\$ 127.20	\$ 7.00	\$ 6.00	\$ 5.00	
KH-102	Keyboard Holder (for External Keyboard)	\$ 72.50	\$ 4.00	\$ 3.00	\$ 3.00	
15 Amp Digital Surge Protector	15 Amp Digital Copier Surge Protector (for C-458 and C-558 Only)	\$ 133.50	\$ 8.00	\$ 6.00	\$ 5.00	
Upgrade Options - INITIAL ORDER ONLY						
Bizhub C-558 (55 PPM)	Upgrade from C-458 to C-558 (55 ppm B/W & 55 ppm Color)	\$ 2,250.00	\$ 124.00	\$ 90.00	\$ 79.00	
Bizhub C-658 (65 PPM)	Upgrade from C-458 to C-658 (65 ppm B/W & 65 ppm Color)	\$ 3,000.00	\$ 165.00	\$ 120.00	\$ 105.00	
Bizhub C-754e (75 PPM)	Upgrade from C-454e to C-754e (75 ppm B/W & 60 ppm Color)	\$ 4,750.00	\$ 262.00	\$ 190.00	\$ 167.00	
FS-535	100-Sheet Stapling Finisher (Only available on C-754e)	\$ 1,720.00	\$ 95.00	\$ 69.00	\$ 61.00	
SD-512	Saddle Stitcher Kit (for FS-535)	\$ 947.00	\$ 53.00	\$ 38.00	\$ 34.00	
PK-521	Punch Kit (2/3-Holes) for FS-535	\$ 451.00	\$ 25.00	\$ 19.00	\$ 18.00	
ZU-608	Z-Folding Unit (for FS-535 or FS-537)	\$ 3,581.60	\$ 196.00	\$ 143.00	\$ 125.00	
PI-505	Post Inserter (for FS-535 or FS-537)	\$ 602.72	\$ 34.00	\$ 25.00	\$ 22.00	
JS-602	Job Separator Tray (3rd Output Tray)(for FS-535 or FS-537)	\$ 281.29	\$ 15.00	\$ 11.00	\$ 10.00	
20 Amp Digital Surge Protector	20 Amp Digital Copier Surge Protector (for C-658 & C-754e Only)	\$ 195.00	\$ 11.00	\$ 8.00	\$ 7.00	
Enhanced MFP Security						
bizhub SECURE	Additional Data Protection of the Entire bizhub System Beyond the Standard Security	\$ 165.00	\$ 10.00	\$ 7.00	\$ 6.00	
Fiery Print Controller Options						
See Universal Options Page	For Advanced Color Management					
Supplies						
TN-512K	TN-512K Toner Black (C554/C454: 27.5K)					
TN-512Y	TN-512Y Toner Yellow (C554/C454: 26K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-512M	TN-512M Toner Magenta (C554/C454: 26K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	
TN-512C	TN-512C Toner Cyan (C554/C454: 26K)	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	Inc. w/CPC	