



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.



Header @ 10

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 275520

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0212

Vendor ID: 000000103803

SO Doc ID: SWC1700000008

Legal Name: CANON USA INC

Published Date: 1/12/17

Alias/DBA:

Close Date: 1/19/17

Total Bid: \$2,013,794.74

Close Time: 13:30

Response Date: 01/19/2017

Status: Closed

Response Time: 11:32

Solicitation Description: Addendum 6-Statewide Contract for Digital Copiers

Total of Header Attachments: 10

Total of All Attachments: 10



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

State of West Virginia
Solicitation Response

Proc Folder : 275520

Solicitation Description : Addendum 6-Statewide Contract for Digital Copiers

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-01-19 13:30:00	SR 0212 ESR01191700000003316	1

VENDOR

000000103803

CANON USA INC

Solicitation Number: CRFQ 0212 SWC1700000008

Total Bid : \$2,013,794.74

Response Date: 2017-01-19

Response Time: 11:32:28

Comments:

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette

(304) 558-2566

charles.d.barnette@wv.gov

Signature on File

FEIN #

DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Statewide Contract for Digital Copiers	1.00000	LS	\$2,013,794.740000	\$2,013,794.74

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :	Statewide Contract for Digital Copiers

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BID TYPE: (This only applies to CRFP)

- ☐ Technical
☐ Cost

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

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

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

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATES: Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

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

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

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

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

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

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

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

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

GENERAL TERMS AND CONDITIONS:

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

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

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

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

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

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

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

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

☒ **Term Contract**

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

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

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

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

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

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

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

☐ **Other:** See attached.

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

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

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

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

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

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

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

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

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

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

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

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

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

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

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

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

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

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

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

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

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

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

for _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Michael Hurley, Senior Government Bid Specialist
(Name, Title)

Michael Hurley, Senior Government Bid Specialist
(Printed Name and Title)

One Canon Park Melville NY 11747
(Address)

631-330-2613/631-330-5459


(Phone Number) / (Fax Number)

isgbidadmin@cusa.canon.com

(email address)

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

Canon U.S.A., Inc.
(Company)


(Authorized Signature) (Representative Name, Title)

Hiroyuki Hatta, Senior Director & General Manager
(Printed Name and Title of Authorized Representative)

JANUARY 10, 2017
(Date)

631-330-2613/631-330-5459
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
DIGCOP17 – Digital copiers

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids for a open-end statewide contract for digital copiers. The Contract may be utilized by West Virginia State agencies and all political subdivisions of the State in all 55 counties.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
 - 2.3 **“RFQ”** means the official RFQ published by the Purchasing Division and identified as DIGCOP17.

3. GENERAL REQUIREMENTS:

- 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements shown below.

3.1.1 BAND 1 – MONOCHROME COPIER

- 3.1.1.1 Band 1 must have the following minimum specifications:

- a. Manufacturer copy volume 5,000 month
- b. Copy speed 18 cpm
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2” x 11” capacity paper tray
- g. Stapling capability not required

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3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must be have the following minimum specifications:

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

3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must be have the following minimum specifications:

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

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must be have the following minimum specifications:

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

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DIGCOP17 – Digital copiers

3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must be have the following minimum specifications:

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

3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must be have the following minimum specifications:

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

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must be have the following minimum specifications:

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

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3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must be have the following minimum specifications:

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

3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must be have the following minimum specifications:

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

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must be have the following minimum specifications:

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

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DIGCOP17 – Digital copiers**

3.1.11 BAND 4 – COLOR COPIER

3.1.11.1 Band 4 must be have the following minimum specifications:

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

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

3.1.13 ADDITIONAL CONTRACT ITEM REQUIREMENTS:

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

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

REQUEST FOR QUOTATION
DIGCOP17 – Digital copiers

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

3.1.13.2 Service and Maintenance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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4. CONTRACT AWARD:

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

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

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

Purchased Machines (Item No. 1 and 2)

- 4.2.1 Copier –** Vendor should list the brand name and Model No. of the single copier that it is bidding for the item no. and band number in question. Vendor should also list the Total price for the Estimated Quantity if not completing the Pricing Pages electronically.
- 4.2.2 Accessories –** Scanning, Network Printing, Fax, and Staple are listed as common accessories on the Pricing Pages. Vendor should include the brand name of the accessory (if applicable), the model number of the accessory (if applicable), and the Unit Price for each accessory. Vendor should also list the total price for the accessory based on the estimated quantity if not completing the pricing pages electronically. In the event that Vendor's copier already includes

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

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

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Leased Machines (Item Nos. 3 through 8)

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

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

Final Pricing Page

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

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

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

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

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5. ORDERING AND PAYMENT:

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

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

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

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

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

6 DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall deliver standard orders within 30 working days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

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

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

The Vendor must assume all shipping and installation charges and all insurance charges associated with the delivery of the equipment. Any delivery or installation charge, including connection to the end user's network, if desired, shall be incorporated into the base price of the equipment. Prices must include initial training and start-up supplies. Start-up supplies shall be the normal quantity to begin operation of the equipment.

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

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

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

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

7 MISCELLANEOUS:

- 7.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the RFQ. Vendor shall not supply substitute items without Purchasing Division approval.
- 7.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 7.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 7.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract.
- 7.5 Minimum Qualification Experience:** Vendors must have a minimum of five (5) years of relevant experience in copier sales and service and must be an authorized manufacturer representative. Vendors must provide a written manufacturers' certification evidencing authorization to sell and service the copiers that will be offered in each band. Failure to provide required information when requested by the Purchasing Division may result in disqualification of the bid.

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

DIGCOP17 - 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	Monochrome					
		Band 1					
		Copier					
		Scanning			10		\$ -
		Network Printing			10		\$ -
		Fax			10		\$ -
		Monthly Maintenance Charge Per Copier (0-5,000 copies)			10		\$ -
		Per Copy Maintenance Overage Charge (5,001 and up)			3,060		\$ -
		Total for Band 1			18,000		\$ -
							\$ -
		Band 2					
		Copier					
		Scanning			15		\$ -
		Network Printing			15		\$ -
		Fax			15		\$ -
		Staple			15		\$ -
		Monthly Maintenance Charge Per Copier (0-15,000 copies)			15		\$ -
		Per Copy Maintenance Overage Charge (15,001 and up)			2,880		\$ -
		Total for Band 2			18,000		\$ -
							\$ -
		Band 3					
		Copier					
		Scanning			5		\$ -
		Network Printing			5		\$ -
		Fax			5		\$ -
		Staple			5		\$ -
		Monthly Maintenance Charge Per Copier (0-30,000 copies)			5		\$ -
		Per Copy Maintenance Overage Charge (30,001 and up)			1,800		\$ -
		Total for Band 3			18,000		\$ -
							\$ -
		Band 4					
		Copier					
		Scanning			5		\$ -
		Network Printing			5		\$ -
		Fax			5		\$ -
		Staple			5		\$ -
		Monthly Maintenance Charge Per Copier (0-45,000 copies)			5		\$ -
		Per Copy Maintenance Overage Charge (45,001 and up)			1,080		\$ -
		Total for Band 4			18,000		\$ -
							\$ -

1	Purchase (cont.)	Monochrome					
		Band 5					
		Copier			5		\$ -
		Scanning			5		\$ -
		Network Printing			5		\$ -
		Fax			5		\$ -
		Staple			5		\$ -
		Monthly Maintenance Charge Per Copier (0-65,000 copies)			700		\$ -
		Per Copy Maintenance Overage Charge (65,001 and up)			18,000		\$ -
		Total for Band 5					\$ -
		Band 6					
		Copier			5		\$ -
		Scanning			5		\$ -
		Network Printing			5		\$ -
		Fax			5		\$ -
		Staple			5		\$ -
		Monthly Maintenance Charge Per Copier (0-80,000 copies)			150		\$ -
		Per Copy Maintenance Overage Charge (80,001 and up)			18,000		\$ -
		Total for Band 6					\$ -
		Band 7					
		Copier			5		\$ -
		Scanning			5		\$ -
		Network Printing			5		\$ -
		Fax			5		\$ -
		Staple			5		\$ -
		Monthly Maintenance Charge Per Copier (0-150,000 copies)			360		\$ -
		Per Copy Maintenance Overage Charge (150,001 and up)			18,000		\$ -
		Total for Band 7					\$ -
		Total Purchase Price of Monochrome Bands 1 through 7					\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price	Total Price
2	Purchase	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			72,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			144,000	\$	-
		Total for Band 1				\$	-
						\$	-
		Band 2					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Staple			10	\$	-
		Per Copy Maintenance Charge (Color)			72,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			144,000	\$	-
		Total for Band 2				\$	-
						\$	-
		Band 3					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			72,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			144,000	\$	-
		Total for Band 3				\$	-
						\$	-
		Band 4					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Staple			10	\$	-
		Per Copy Maintenance Charge (Color)			72,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			144,000	\$	-
		Total for Band 4				\$	-
						\$	-
		Total Purchase Price of Color Bands 1-4					\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
3	24 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5000 copies)			1	\$	-
		Scanning			1	\$	-
		Network Printing			1	\$	-
		Fax			1	\$	-
		Per Copy Maintenance Overage Charge (5001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-

3	24 Month Lease (cont.)	Monochrome					
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			5	\$	-
		Total for Band 4			500	\$	-
						\$	-
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (65,001 and up)			5	\$	-
		Total for Band 5			500	\$	-
						\$	-
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)			5	\$	-
		Total for Band 6			500	\$	-
						\$	-
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)			5	\$	-
		Total for Band 7			500	\$	-
						\$	-
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease					\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
4	24 Month Lease	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 4				\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease					\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
5	36 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			30	\$	-
		Total for Band 1			500	\$	-
						\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			5	\$	-
		Total for Band 2			500	\$	-
						\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			40	\$	-
		Total for Band 3			500	\$	-
						\$	-
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			40	\$	-
		Total for Band 4			500	\$	-
						\$	-

5	36 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)		40		\$	-
		Scanning		40		\$	-
		Network Printing		40		\$	-
		Fax		40		\$	-
		Staple		40		\$	-
		Per Copy Maintenance Overage Charge (65,001 and up)		500		\$	-
		Total for Band 5				\$	-
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)		20		\$	-
		Scanning		20		\$	-
		Network Printing		20		\$	-
		Fax		20		\$	-
		Staple		20		\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)		500		\$	-
		Total for Band 6				\$	-
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)		10		\$	-
		Scanning		10		\$	-
		Network Printing		10		\$	-
		Fax		10		\$	-
		Staple		10		\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)		500		\$	-
		Total for Band 7				\$	-
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease					\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
6	36 Month Lease	Color					
		Band 1					
		Copier					
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			5	\$	-
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-
		Total for Band 1			4,000	\$	-
						\$	-
		Band 2					
		Copier					
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			5	\$	-
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-
		Total for Band 2			4,000	\$	-
						\$	-
		Band 3					
		Copier					
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Charge (Color)			40	\$	-
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-
		Total for Band 3			4,000	\$	-
						\$	-
		Band 4					
		Copier					
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Charge (Color)			40	\$	-
		Per Copy Maintenance Charge (Monochrome)			2,000	\$	-
		Total for Band 4			4,000	\$	-
						\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease					\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
7	48 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Staple			30	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			80	\$	-
		Scanning			80	\$	-
		Network Printing			80	\$	-
		Fax			80	\$	-
		Staple			80	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$	-
		Total for Band 4				\$	-

7	48 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 60,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Staple			30	\$	-
		Per Copy Maintenance Overage Charge (60,001 and up)			30	\$	-
		Total for Band 5			500	\$	-
						\$	-
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)			35	\$	-
		Scanning			35	\$	-
		Network Printing			35	\$	-
		Fax			35	\$	-
		Staple			35	\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)			35	\$	-
		Total for Band 6			500	\$	-
						\$	-
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)			25	\$	-
		Scanning			25	\$	-
		Network Printing			25	\$	-
		Fax			25	\$	-
		Staple			25	\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)			25	\$	-
		Total for Band 7			500	\$	-
						\$	-
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease					\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
8	48 Month Lease	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Staple			10	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			20	\$	-
		Scanning			20	\$	-
		Network Printing			20	\$	-
		Fax			20	\$	-
		Staple			20	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			50	\$	-
		Scanning			50	\$	-
		Network Printing			50	\$	-
		Fax			50	\$	-
		Staple			50	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 4				\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease					\$ -

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

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
8	48 Month Lease	Color					
		Band 1					
		Copier	imageRUNNER ADVANCE C250iF	8457B003AA	5	\$ 41.05	\$ 205.25
		Scanning	included		5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	included	included	5	\$ -	\$ -
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C250iF	8457B003AA	2,000	\$ 0.08900	\$ 178.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C250iF	8457B003AA	4,000	\$ 0.01370	\$ 54.80
		Total for Band 1					\$ 438.05
		Band 2					
		Copier	imageRUNNER ADVANCE C553Si	0605C003BB	10	\$ 144.13	\$ 1,441.30
		Scanning	included		10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	10	\$ 11.97	\$ 119.66
		Staple	Staple Finisher-Y1	0613C002AA	10	\$ 36.40	\$ 363.96
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C553Si	0605C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C553Si	0605C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 2					\$ 2,080.52
		Band 3					
		Copier	imageRUNNER ADVANCE C553Si	0605C003BB	20	\$ 179.51	\$ 3,590.20
		Scanning	included	included	20	\$ -	\$ -
		Network Printing	included	included	20	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	20	\$ 11.97	\$ 239.32
		Staple	Staple Finisher-Y1	0613C002AA	20	\$ 36.40	\$ 727.92
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C553Si	0605C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C553Si	0605C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 3					\$ 4,713.04
		Band 4					
		Copier	imageRUNNER ADVANCE C5540i	0604C003BB	50	\$ 193.41	\$ 9,670.50
		Scanning	included	included	50	\$ -	\$ -
		Network Printing	included	included	50	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	50	\$ 11.97	\$ 598.29
		Staple	Staple Finisher-Y1	0613C002AA	50	\$ 36.40	\$ 1,819.80
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5540i	0604C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5540i	0604C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 4					\$ 12,244.19
		Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease					\$ 19,475.79

7	48 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 60,000 copies)	imageRUNNER ADVANCE 6555i	0295C002AA	30	\$ 577.57	\$ 17,327.10
		Scanning	included	included	30	\$ -	\$ -
		Network Printing	included	included	30	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	30	\$ 11.97	\$ 358.97
		Staple	included	included	30	\$ -	\$ -
		Per Copy Maintenance Overage Charge (60,001 and up)	imageRUNNER ADVANCE 6555i	0295C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 5					\$ 17,689.02
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)	imageRUNNER ADVANCE 6565i	0294C002AA	35	\$ 715.80	\$ 25,053.00
		Scanning	included	included	35	\$ -	\$ -
		Network Printing	included	included	35	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	35	\$ 11.97	\$ 418.80
		Staple	included	included	35	\$ -	\$ -
		Per Copy Maintenance Overage Charge (80,001 and up)	imageRUNNER ADVANCE 6565i	0294C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 6					\$ 25,474.75
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)	imageRUNNER ADVANCE 6575i	0293C002AA	25	\$ 1,162.98	\$ 29,074.50
		Scanning	included	included	25	\$ -	\$ -
		Network Printing	included	included	25	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	25	\$ 11.97	\$ 299.15
		Staple	included	included	25	\$ -	\$ -
		Per Copy Maintenance Overage Charge (150,001 and up)	imageRUNNER ADVANCE 6575i	0293C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 7					\$ 29,376.60
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease					\$ 146,245.19

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
7	48 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)	imageRUNNER 1435iF	9507B001AA	30	\$ 102.70	\$ 3,081.00
		Scanning	included	included	30	\$ -	\$ -
		Network Printing	included	included	30	\$ -	\$ -
		Fax	included	included	30	\$ -	\$ -
		Per Copy Maintenance Overage Charge (5,001 and up)	imageRUNNER 1435iF	9507B001AA	500	\$ 0.01680	\$ 8.40
		Total for Band 1					\$ 3,089.40
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)	imageRUNNER ADVANCE 4525i	1403C001AA	30	\$ 254.21	\$ 7,626.29
		Scanning	included	included	30	\$ -	\$ -
		Network Printing	included	included	30	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	30	\$ 11.97	\$ 358.97
		Staple	Staple Finisher-Y1 + Buffer Pass U	0613C002AA + 1426C001	30	\$ 40.38	\$ 1,211.54
		Per Copy Maintenance Overage Charge (15,001 and up)	imageRUNNER ADVANCE 4525i	1403C001AA	500	\$ 0.01002	\$ 5.01
		Total for Band 2					\$ 9,201.81
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)	imageRUNNER ADVANCE 4535i	1404C001AA	80	\$ 425.31	\$ 34,025.18
		Scanning	included	included	80	\$ -	\$ -
		Network Printing	included	included	80	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	80	\$ 11.97	\$ 957.26
		Staple	Staple Finisher-Y1 + Buffer Pass U	0613C002AA + 1426C001	80	\$ 40.38	\$ 3,230.77
		Per Copy Maintenance Overage Charge (30,001 and up)	imageRUNNER ADVANCE 4535i	1404C001AA	500	\$ 0.00946	\$ 4.73
		Total for Band 3					\$ 38,217.95
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)	imageRUNNER ADVANCE 4545i	1407C001AA	40	\$ 527.44	\$ 21,097.60
		Scanning	included	included	40	\$ -	\$ -
		Network Printing	included	included	40	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	40	\$ 11.97	\$ 478.63
		Staple	Staple Finisher-Y1 + Buffer Pass U	0613C002AA + 1426C001	40	\$ 40.38	\$ 1,615.38
		Per Copy Maintenance Overage Charge (45,001 and up)	imageRUNNER ADVANCE 4545i	1407C001AA	500	\$ 0.00810	\$ 4.05
		Total for Band 4					\$ 23,195.67

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
6	36 Month Lease	Color					
		Band 1					
		Copier	imageRUNNER ADVANCE C250iF	8457B003AA	5	\$ 49.29	\$ 246.45
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	included	included	5	\$ -	\$ -
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C250iF	8457B003AA	2,000	\$ 0.08900	\$ 178.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C250iF	8457B003AA	4,000	\$ 0.01370	\$ 54.80
		Total for Band 1					\$ 479.25
		Band 2					
		Copier	imageRUNNER ADVANCE C5535i	0605C003BB	5	\$ 173.07	\$ 865.35
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 14.37	\$ 71.84
		Staple	Staple Finisher-Y1	0613C002AA	5	\$ 43.70	\$ 218.52
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5535i	0605C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5535i	0605C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 2					\$ 1,311.31
		Band 3					
		Copier	imageRUNNER ADVANCE C5535i	0605C003BB	40	\$ 215.55	\$ 8,622.00
		Scanning	included	included	40	\$ -	\$ -
		Network Printing	included	included	40	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	40	\$ 14.37	\$ 574.73
		Staple	Staple Finisher-Y1	0613C002AA	40	\$ 43.70	\$ 1,748.13
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5535i	0605C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5535i	0605C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 3					\$ 11,100.46
		Band 4					
		Copier	imageRUNNER ADVANCE C5540i	0604C003BB	40	\$ 232.24	\$ 9,289.60
		Scanning	included	included	40	\$ -	\$ -
		Network Printing	included	included	40	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	40	\$ 14.37	\$ 574.73
		Staple	Staple Finisher-Y1	0613C002AA	40	\$ 43.70	\$ 1,748.13
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5540i	0604C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5540i	0604C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 4					\$ 11,768.06
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease					\$ 24,659.08

5	36 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)	imageRUNNER ADVANCE 655Si	0295C002AA	40	\$ 616.53	\$ 24,661.20
		Scanning	included	included	40	\$ -	\$ -
		Network Printing	included	included	40	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	40	\$ 14.37	\$ 574.73
		Staple	included	included	40	\$ -	\$ -
		Per Copy Maintenance Overage Charge (65,001 and up)	imageRUNNER ADVANCE 655Si	0295C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 5					\$ 25,238.88
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)	imageRUNNER ADVANCE 656Si	0294C002AA	20	\$ 764.74	\$ 15,294.80
		Scanning	included	included	20	\$ -	\$ -
		Network Printing	included	included	20	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	20	\$ 14.37	\$ 287.36
		Staple	included	included	20	\$ -	\$ -
		Per Copy Maintenance Overage Charge (80,001 and up)	imageRUNNER ADVANCE 656Si	0294C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 6					\$ 15,585.11
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)	imageRUNNER ADVANCE 657Si	0293C002AA	10	\$ 1,218.80	\$ 12,188.00
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	10	\$ 14.37	\$ 143.68
		Staple	included	included	10	\$ -	\$ -
		Per Copy Maintenance Overage Charge (150,001 and up)	imageRUNNER ADVANCE 657Si	0293C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 7					\$ 12,334.63
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease					\$ 105,337.48

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
5	36 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)	imageRUNNER 1435iF	9507B001AA	30	\$ 106.45	\$ 3,193.50
		Scanning	included	included	30	\$ -	\$ -
		Network Printing	included	included	30	\$ -	\$ -
		Fax	included	included	30	\$ -	\$ -
		Per Copy Maintenance Overage Charge (5,001 and up)	imageRUNNER 1435iF	9507B001AA	500	\$ 0.01680	\$ 8.40
		Total for Band 1					\$ 3,201.90
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)	imageRUNNER ADVANCE 4525i	1403C001AA	10	\$ 275.07	\$ 2,750.70
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	10	\$ 14.37	\$ 143.68
		Staple	Staple Finisher-Y1 + Buffer Pass Ur	0613C002AA + 1426C001A	10	\$ 48.49	\$ 484.93
		Per Copy Maintenance Overage Charge (15,001 and up)	imageRUNNER ADVANCE 4525i	1403C001AA	500	\$ 0.01002	\$ 5.01
		Total for Band 2					\$ 3,384.31
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)	imageRUNNER ADVANCE 4535i	1404C001AA	40	\$ 453.72	\$ 18,148.99
		Scanning	included	included	40	\$ -	\$ -
		Network Printing	included	included	40	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	40	\$ 14.37	\$ 574.73
		Staple	Staple Finisher-Y1 + Buffer Pass Ur	0613C002AA + 1426C001A	40	\$ 48.49	\$ 1,939.71
		Per Copy Maintenance Overage Charge (30,001 and up)	imageRUNNER ADVANCE 4535i	1404C001AA	500	\$ 0.00946	\$ 4.73
		Total for Band 3					\$ 20,668.16
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)	imageRUNNER ADVANCE 4545i	1407C001AA	40	\$ 560.15	\$ 22,406.00
		Scanning	included	included	40	\$ -	\$ -
		Network Printing	included	included	40	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	40	\$ 14.37	\$ 574.73
		Staple	Staple Finisher-Y1 + Buffer Pass Ur	0613C002AA + 1426C001A	40	\$ 48.49	\$ 1,939.71
		Per Copy Maintenance Overage Charge (45,001 and up)	imageRUNNER ADVANCE 4545i	1407C001AA	500	\$ 0.00810	\$ 4.05
		Total for Band 4					\$ 24,924.49

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
4	24 Month Lease	Color					
		Band 1					
		Copier	imageRUNNER ADVANCE C250iF	8457B003AA	5	\$ 73.07	\$ 365.35
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	included	included	5	\$ -	\$ -
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C250iF	8457B003AA	2,000	\$ 0.08900	\$ 178.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C250iF	8457B003AA	4,000	\$ 0.01370	\$ 54.80
		Total for Band 1					\$ 598.15
		Band 2					
		Copier	imageRUNNER ADVANCE C5535i	0605C003BB	5	\$ 256.55	\$ 1,282.75
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 21.30	\$ 106.49
		Staple	Staple Finisher-Y1	0613C002AA	5	\$ 64.78	\$ 323.91
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5535i	0605C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5535i	0605C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 2					\$ 1,868.75
		Band 3					
		Copier	imageRUNNER ADVANCE C5535i	0605C003BB	5	\$ 319.52	\$ 1,597.60
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 21.30	\$ 106.49
		Staple	Staple Finisher-Y1	0613C002AA	5	\$ 64.78	\$ 323.91
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5535i	0605C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5535i	0605C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 3					\$ 2,183.60
		Band 4					
		Copier	imageRUNNER ADVANCE C5540i	0604C003BB	5	\$ 344.25	\$ 1,721.25
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 21.30	\$ 106.49
		Staple	Staple Finisher-Y1	0613C002AA	5	\$ 64.78	\$ 323.91
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5540i	0604C003BB	2,000	\$ 0.06300	\$ 126.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5540i	0604C003BB	4,000	\$ 0.00740	\$ 29.60
		Total for Band 4					\$ 2,307.25
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease					\$ 6,957.75

3	24 Month Lease (cont.)	Monochrome					
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)	imageRUNNER ADVANCE 454Si	1407C001AA	5	\$ 654.52	\$ 3,272.60
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	5	\$ 21.30	\$ 106.49
		Staple	Staple Finisher-Y1 + Buffer Pass Unit	0613C002AA + 1426C001AA	5	\$ 71.88	\$ 359.41
		Per Copy Maintenance Overage Charge (45,001 and up)	imageRUNNER ADVANCE 454Si	1407C001AA	500	\$ 0.00810	\$ 4.05
		Total for Band 4					\$ 3,742.55
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)	imageRUNNER ADVANCE 655Si	0295C002AA	5	\$ 728.93	\$ 3,644.65
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 21.30	\$ 106.49
		Staple	included	included	5	\$ -	\$ -
		Per Copy Maintenance Overage Charge (65,001 and up)	imageRUNNER ADVANCE 655Si	0295C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 5					\$ 3,754.09
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)	imageRUNNER ADVANCE 656Si	0294C002AA	5	\$ 905.94	\$ 4,529.70
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 21.30	\$ 106.49
		Staple	included	included	5	\$ -	\$ -
		Per Copy Maintenance Overage Charge (80,001 and up)	imageRUNNER ADVANCE 656Si	0294C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 6					\$ 4,639.14
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)	imageRUNNER ADVANCE 657Si	0293C002AA	5	\$ 1,379.79	\$ 6,898.95
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 21.30	\$ 106.49
		Staple	included	included	5	\$ -	\$ -
		Per Copy Maintenance Overage Charge (150,001 and up)	imageRUNNER ADVANCE 657Si	0293C002AA	500	\$ 0.00590	\$ 2.95
		Total for Band 7					\$ 7,008.39
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease					\$ 25,035.18

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
3	24 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5000 copies)	imageRUNNER 1435iF	9507B001AA	5	\$ 117.28	\$ 586.40
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	included	included	5	\$ -	\$ -
		Per Copy Maintenance Overage Charge (5001 and up)	imageRUNNER 1435iF	9507B001AA	500	\$ 0.01680	\$ 8.40
		Total for Band 1					\$ 594.80
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)	imageRUNNER ADVANCE 4525i	1403C001AA	5	\$ 335.27	\$ 1,676.35
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	5	\$ 21.30	\$ 106.49
		Staple	Staple Finisher-Y1 + Buffer Pass U	0613C002AA + 1426C001	5	\$ 71.88	\$ 359.41
		Per Copy Maintenance Overage Charge (15,001 and up)	imageRUNNER ADVANCE 4525i	1403C001AA	500	\$ 0.01002	\$ 5.01
		Total for Band 2					\$ 2,147.25
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)	imageRUNNER ADVANCE 4535i	1404C001AA	5	\$ 535.66	\$ 2,678.32
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	5	\$ 21.30	\$ 106.49
		Staple	Staple Finisher-Y1 + Buffer Pass U	0613C002AA + 1426C001	5	\$ 71.88	\$ 359.41
		Per Copy Maintenance Overage Charge (30,001 and up)	imageRUNNER ADVANCE 4535i	1404C001AA	500	\$ 0.00946	\$ 4.73
		Total for Band 3					\$ 3,148.95

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price	Total Price
2	Purchase	Color					
		Band 1					
		Copier	imageRUNNER ADVANCE C250iF	8457B003AA	5	\$ 1,585.00	\$ 7,925.00
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	included	included	5	\$ -	\$ -
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C250iF	8457B003AA	72,000	\$ 0.08900	\$ 6,408.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C250iF	8457B003AA	144,000	\$ 0.01370	\$ 1,972.80
		Total for Band 1					\$ 16,305.80
		Band 2					
		Copier	imageRUNNER ADVANCE C5535i	0605C003BB	10	\$ 5,565.00	\$ 55,650.00
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	10	\$ 462.00	\$ 4,620.00
		Staple	Staple Finisher-Y1	0613C002AA	10	\$ 1,405.25	\$ 14,052.50
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5535i	0605C003BB	72,000	\$ 0.06300	\$ 4,536.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5535i	0605C003BB	144,000	\$ 0.00740	\$ 1,065.60
		Total for Band 2					\$ 79,924.10
		Band 3					
		Copier	imageRUNNER ADVANCE C5535i	0605C003BB	5	\$ 6,931.00	\$ 34,655.00
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 462.00	\$ 2,310.00
		Staple	Staple Finisher-Y1	0613C002AA	5	\$ 1,405.25	\$ 7,026.25
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5535i	0605C003BB	72,000	\$ 0.06300	\$ 4,536.00
		Per Copy Maintenance Charge (Monochrome)			144,000	\$ 0.00740	\$ 1,065.60
		Total for Band 3					\$ 49,592.85
		Band 4					
		Copier	imageRUNNER ADVANCE C5540i	0604C003BB	10	\$ 7,467.40	\$ 74,674.00
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	10	\$ 462.00	\$ 4,620.00
		Staple	Staple Finisher-Y1	0613C002AA	10	\$ 1,405.25	\$ 14,052.50
		Per Copy Maintenance Charge (Color)	imageRUNNER ADVANCE C5540i	0604C003BB	72,000	\$ 0.06300	\$ 4,536.00
		Per Copy Maintenance Charge (Monochrome)	imageRUNNER ADVANCE C5540i	0604C003BB	144,000	\$ 0.00740	\$ 1,065.60
		Total for Band 4					\$ 98,948.10
			Total Purchase Price of Color Bands 1-4				\$ 244,770.85

1	Purchase (cont.)	Monochrome					
		Band 5					
		Copier	imageRUNNER ADVANCE 655Si	0295C002AA	10	\$ 7,493.00	\$ 74,930.00
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	10	\$ 462.00	\$ 4,620.00
		Staple	included	included	10	\$ -	\$ -
		Monthly Maintenance Charge Per Copier (0-65,000 copies)	imageRUNNER ADVANCE 655Si	0295C002AA	360	\$ 383.50	\$ 138,060.00
		Per Copy Maintenance Overage Charge (65,001 and up)			18,000	\$ 0.00590	\$ 106.20
		Total for Band 5					\$ 217,716.20
		Band 6					
		Copier	imageRUNNER ADVANCE 656Si	0294C002AA	5	\$ 9,413.00	\$ 47,065.00
		Scanning	included	included	5	\$ -	\$ -
		Network Printing	included	included	5	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	5	\$ 462.00	\$ 2,310.00
		Staple	included	included	5	\$ -	\$ -
		Monthly Maintenance Charge Per Copier (0-80,000 copies)	imageRUNNER ADVANCE 656Si	0294C002AA	180	\$ 472.00	\$ 84,960.00
		Per Copy Maintenance Overage Charge (80,001 and up)			18,000	\$ 0.00590	\$ 106.20
		Total for Band 6					\$ 134,441.20
		Band 7					
		Copier	imageRUNNER ADVANCE 657Si	0293C002AA	10	\$ 10,733.00	\$ 107,330.00
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS1	0166C002AA	10	\$ 462.00	\$ 4,620.00
		Staple	included	included	10	\$ -	\$ -
		Monthly Maintenance Charge Per Copier (0-150,000 copies)	imageRUNNER ADVANCE 657Si	0293C002AA	360	\$ 885.00	\$ 318,600.00
		Per Copy Maintenance Overage Charge (150,001 and up)			18,000	\$ 0.00590	\$ 106.20
		Total for Band 7					\$ 430,656.20
			Total Purchase Price of Monochrome Bands 1 through 7				\$ 1,441,313.42

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Unit Price	Total Price
1	Purchase	Monochrome					
		Band 1					
		Copier	imageRUNNER 1435iF	9507B001AA	10	\$ 722.00	\$ 7,220.00
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	included	included	10	\$ -	\$ -
		Monthly Maintenance Charge Per Copier (0-5,000 copies)	imageRUNNER 1435iF	9507B001AA	360	\$ 84.00	\$ 30,240.00
		Per Copy Maintenance Overage Charge (5,001 and up)			18,000	\$ 0.01680	\$ 302.40
		Total for Band 1					\$ 37,762.40
		Band 2					
		Copier	imageRUNNER ADVANCE 452Si	1403C001AA	20	\$ 4,013.00	\$ 80,260.00
		Scanning	included	included	20	\$ -	\$ -
		Network Printing	included	included	20	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	20	\$ 462.00	\$ 9,240.00
		Staple	Staple Finisher-Y1 + Buffer Pass Unit	0613C002AA + 1426C001A	20	\$ 1,559.25	\$ 31,185.00
		Monthly Maintenance Charge Per Copier (0-15,000 copies)	imageRUNNER ADVANCE 452Si	1403C001AA	720	\$ 150.27	\$ 108,194.07
		Per Copy Maintenance Overage Charge (15,001 and up)			18,000	\$ 0.01002	\$ 180.32
		Total for Band 2					\$ 229,059.40
		Band 3					
		Copier	imageRUNNER ADVANCE 453Si	1404C001AA	10	\$ 5,463.00	\$ 54,630.00
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	10	\$ 462.00	\$ 4,620.00
		Staple	Staple Finisher-Y1 + Buffer Pass Unit	0613C002AA + 1426C001A	10	\$ 1,559.25	\$ 15,592.50
		Monthly Maintenance Charge Per Copier (0-30,000 copies)	imageRUNNER ADVANCE 453Si	1404C001AA	360	\$ 283.82	\$ 102,176.93
		Per Copy Maintenance Overage Charge (30,001 and up)			18,000	\$ 0.00946	\$ 170.29
		Total for Band 3					\$ 177,189.73
		Band 4					
		Copier	imageRUNNER ADVANCE 454Si	1407C001AA	10	\$ 6,291.00	\$ 62,910.00
		Scanning	included	included	10	\$ -	\$ -
		Network Printing	included	included	10	\$ -	\$ -
		Fax	Super G3 FAX Board-AS2	0166C007AA	10	\$ 462.00	\$ 4,620.00
		Staple	Staple Finisher-Y1 + Buffer Pass Unit	0613C002AA + 1426C001A	10	\$ 1,559.25	\$ 15,592.50
		Monthly Maintenance Charge Per Copier (0-45,000 copies)	imageRUNNER ADVANCE 454Si	1407C001AA	360	\$ 364.50	\$ 131,220.00
		Per Copy Maintenance Overage Charge (45,001 and up)			18,000	\$ 0.00810	\$ 145.80
		Total for Band 4					\$ 214,488.30

Total Price for All Items		
Item 1	Total Purchasing Price of Monochrome Bands 1 through 7	\$ 1,441,313.42
Item 2	Total Purchas Price of Color Bands 1-4	\$ 244,770.85
Item 3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$ 25,035.18
Item 4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$ 6,957.75
Item 5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$ 105,337.48
Item 6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$ 24,659.08
Item 7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$ 146,245.19
Item 8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$ 19,475.79
Total Overall Bid Price for All Items		\$ 2,013,794.74

Vendor Information:


Vendor Name: CANON U.S.A., INC.

Contact Name: Michael Hueley

Address: ONE CANON PARK
HELIVILLE, NY 11747

Phone No.: 631-330-2613

Fax No.: 631-330-5254

Authorized Signature:  11/9/2017
H. HATTA
SENIOR DIRECTOR: GM

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: CANON U.S.A., INC.

Authorized Signature: [Signature] Date: January 10, 2017

State of NEW YORK

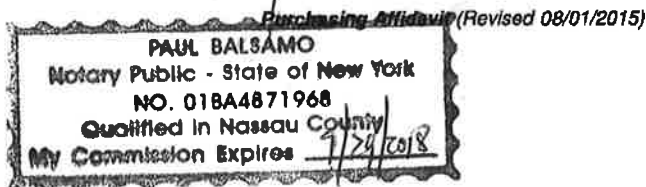
County of NASSAU, to-wit:

Taken, subscribed, and sworn to before me this 10TH day of JANUARY, 2017.

My Commission expires SEPT 29, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC



State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. ☐ **Application is made for 2.5% vendor preference for the reason checked:**

☐ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

☐ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;

☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,

☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. ☐ **Application is made for 2.5% vendor preference for the reason checked:**

☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. ☐ **Application is made for 2.5% vendor preference for the reason checked:**

☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

4. ☐ **Application is made for 5% vendor preference for the reason checked:**

☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. ☐ **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. ☐ **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. ☐ **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

☐ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: _____ Signed: _____

Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



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

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

Proc Folder: 275520

Doc Description: Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

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

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Canon U.S.A., Inc.

One Canon Park

Melville, NY 11747

631-330-2613

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette

(304) 558-2566

charles.d.barnette@wv.gov

Signature X

FEIN # 13-2561772

DATE JANUARY 10, 2017

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

ADDITIONAL INFORMATION:

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

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

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

[illegible]

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

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

See attached document(s) for additional Terms and Conditions



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

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

Proc Folder: 275520

Doc Description: Addendum 1-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

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

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Canon U.S.A., Inc.

One Canon Park

Melville, NY 11747

631-330-2613

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette

(304) 558-2566

charles.d.barnette@wv.gov

Signature X

FEIN #

13-2761772

DATE JANUARY 10, 2017

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

ADDITIONAL INFORMATION:**Addendum 1-**

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

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

No other changes.

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

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

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

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

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008

Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

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

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

No other changes.

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

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC17*08

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Canon U.S.A., Inc.

Company


Authorized Signature

JANUARY 19, 2017
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012



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

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

Proc Folder: 275520

Doc Description: Addendum 2-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

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

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV

25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Canon U.S.A., Inc.

One Canon Park

Melville, NY 11747

631-330-2613

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette

(304) 558-2566

charles.d.barnette@wv.gov

Signature X

FEIN #

13-2561772

DATE JANUARY 10, 2017

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

ADDITIONAL INFORMATION:**Addendum 2-**

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

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

No other changes.

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

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

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

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

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008

Addendum Number: 2

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

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

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

No other changes.

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

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC17*08

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

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

Addendum Numbers Received:


(Check the box next to each addendum received)

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

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

Canon U.S.A., Inc.

Company



Authorized Signature

January 19, 2017

Date

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

Revised 6/8/2012



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

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

Proc Folder: 275520

Doc Description: Addendum 3-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

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

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV

25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Canon U.S.A., Inc.

One Canon Park

Melville, NY 11747

631-330-2613

FOR INFORMATION CONTACT THE BUYER

Charles D Barnette

(304) 558-2566

charles.d.barnette@wv.gov

Signature X

FEIN #

13-2561772

DATE

JANARY, 10 2017

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

ADDITIONAL INFORMATION:

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

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

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

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

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008
Addendum Number: 3

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum 3-

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

No additional questions will be accepted on this CRFQ.

No other changes.

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

Terms and Conditions:

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

ATTACHMENT A

Addendum No. 3
CRFQ SWC1700000008

Questions:

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

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

A7: Not required for Band 2 – Color

Q8: Are stands required or optional for the machines?

A8: Optional

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

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

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

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

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

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

A11: Electronic manuals are permitted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A18: No.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A28: See response A27 above.

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

A29: See response A27 above.

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

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

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

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

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

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

Q32: BACKGROUND CHECK:

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

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

Q33: PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:

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

A33: See response A10 above.

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

Does this item apply to this contract / solicitation ?

A34: See response A10 above.

Q35: Specifications

3.1.13.2 Service and Maintenance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A39: The specifications will remain as written.

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

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

A40: Yes.

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

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

A41: The distances will vary per agency location.

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

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

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

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

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

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

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

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

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

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

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

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

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

A45: Yes, they are the same report.

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

A46: Agency is the WV Purchasing Division.

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

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

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

A48: See revised pricing pages – Exhibit 2.

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

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

A49: See response A36 above.

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

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

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

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

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

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

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

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

Q54: 3.1.13.2 H States there may be instances where the failure rate of a particular unit is deemed to be replaced or cancelled. Can you further explain the criteria for replacement/cancellation?

A54: The criteria is provided in the first sentence of the specification.

Q55: 3.1.13.2 C States that Service is to include everything except paper. Are staples to be included?

A55: See response A36 above.

Q56: Does band 2 Color require a finisher? 3.1.9.1 does not state it.

A56: No.

Q57: Section 3.1.13.17 – for leased machines, if the agency does not choose to keep the equipment; will the agency be responsible for the removal and replacement of the hard drive.

A57: As stated in the specification “the vendor shall remove the machine’s hard drive and leave it with the agency for disposition in accordance with procedures prescribed by the Office of Technology.”

Q58: Leasing vs Rental: Sections 3.1.13.19, 4.2.15 and 4.2.16 use the term “Lease” Section 7.7 refers to both “Rentals” and “Leases”. Are you using these terms to mean the same thing? Are there and specific terms and conditions for these Lease/Rentals?

A58: Yes, lease and rental mean the same thing. All relevant terms and conditions are contained the CRFQ.

Q59: Pricing pages Band 1 Monochrome Purchase: The evaluation for the Band 1 mono assumes that 10 units are purchased with 10 of each related accessory. The monthly maintenance calculation is “85*36”=3060 which appears to be maintenance for 85 units over 3 years. This seems unusual to evaluate on maintenance for 85 units and the purchase of only 10 units. This is repeated on other bands.

A59: See revised pricing page – Exhibit 2.

Q60: Pricing pages Band 1 Monochrome Purchase: The evaluation for band 1 mono assumes 500 excess copies each month for 36 months. However the # of machines being acquired is 10. Is this accurate? Other categories have different # of machines being purchased but the same excess copy calculation.

A60: Estimations for bid evaluation purposes only.

Q61: Pricing pages Band 1 Color Purchase: The evaluation for band 1 color assumes 5 purchased units. The service evaluation assumes 2000 copies x 36 months (Color) and 4000 copies x 36 months (Mono). It appears that this represents the copy charges for only 1 unit over 36 months. Do you intend to evaluate on the purchase of 5 units but only the service of 1 units? Other bands have the same issue.

A61: Estimations for bid evaluation purposes only.

Q62: Pricing pages Leasing: The evaluation for all Mono Leases uses 500 copies even though there are different # of units being acquired in each band. This seems odd. Is this intentional?

A62: Estimations for bid evaluation purposes only.

Q63: Pricing Pages Leasing: The evaluation for all Color Leases use 2000 color and 4000 mono for all bands. This appears to evaluate for only 1 month of copies for 1 machine when the # units being evaluated is significantly different (example: band 3 36 month evaluates 40 units) Is this intentional?

A63: Estimations for bid evaluation purposes only.

Q64: In Section 3.1.13.17, you state that the removal and rendering of information unusable must be in accordance with the Office of Technology or other entities policies and procedures, what are some of the other acceptable entities?

A64: The disposition must be in accordance with the Office of Technology.

Q65: If our machines have standard security that will erase all images, address book entries, documents, files and faxes on demand at the end of term, would that be acceptable under section 3.1.13.17?

A65: Methods must comply with the policies of the Office of Technology as stated in Section 3.1.13.17.

Q66: Per section 3.1.13.17 stating "specifically pursuant to NIST standards", could the specific NIST standard be provided to ensure compliance? In addition, if an MFP product meets the specified NIST standard, but is not/has not yet been validated, is a manufacturers statement an acceptable alternative?

A66: The National Institute of Standards and Technology, NIST, standards for media sanitization:

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

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

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

Other Information:

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

Exhibit 1 – WV Code §5A-3-37
Exhibit 2 - Revised pricing pages
Exhibit 3 – FY15 and FY16 reports for DIGCOP12 copier
3. No additional questions will be accepted on this CRFQ.

EXHIBIT

1

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

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

- (1) From an individual resident vendor who has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted or from a partnership, association, corporation resident vendor, or from a corporation nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for four years immediately preceding the date on which the bid is submitted, if the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than two and one-half percent of the latter bid, and if the vendor has made written claim for the preference at the time the bid was submitted; *Provided*, That for purposes of this subdivision, any partnership, association or corporation resident vendor of this state, which does not meet the requirements of this subdivision solely because of the continuous four-year residence requirement, shall be considered to meet the requirement if at least eighty percent of the ownership interest of the resident vendor is held by another individual, partnership, association or corporation resident vendor who otherwise meets the requirements of this subdivision, including the continuous four-year residency requirement; *Provided, however*, That the Secretary of the Department of Revenue shall promulgate rules relating to attribution of ownership among several resident vendors for purposes of determining the eighty percent ownership requirement; or
- (2) From a resident vendor, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years, and the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than two and one-half percent of the latter bid, and if the vendor has certified the residency requirements of this subdivision and made written claim for the preference, at the time the bid was submitted; or
- (3) From a nonresident vendor, which employs a minimum of one hundred state residents or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and which employs a minimum of one hundred state residents, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees or the vendor's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than two and one-half percent of the latter bid, and if the vendor has certified the residency requirements of this subdivision and made written claim for the preference, at the time the bid was submitted; or
- (4) From a vendor who meets either the requirements of both subdivisions (1) and (2) of this subsection or subdivisions (1) and (3) of this subsection, if the bid does not exceed the lowest qualified bid from a nonresident vendor by more than five percent of the latter bid, and if the vendor has certified the residency requirements above and made written claim for the preference at the time the bid was submitted; or
- (5) From an individual resident vendor who is a veteran of the United States Armed Forces, the Reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted, if the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than three and one-half percent of the latter bid, and if the vendor has made written claim for the preference at the time the bid was submitted; or
- (6) From a resident vendor who is a veteran of the United States Armed Forces, the Reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid does not exceed the lowest qualified bid from a nonresident vendor by more than three and one-half percent of the latter bid, and if the vendor has certified the residency requirements of this subdivision and made written claim for the

preference, at the time the bid was submitted; or

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

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

(c) Political subdivisions of the state including county boards of education may grant the same preferences to any vendor of this state who has made a written claim for the preference at the time a bid is submitted, but for the purposes of this subsection, in determining the lowest bid, any political subdivision shall exclude from the bid the amount of business occupation taxes which must be paid by a resident vendor to any municipality within the county comprising or located within the political subdivision as a result of being awarded the contract which is the object of the bid; in the case of a bid received by a municipality, the municipality shall exclude only the business and occupation taxes as will be paid to the municipality: *Provided*, That prior to soliciting any competitive bids, any political subdivision may, by majority vote of all its members in a public meeting where all the votes are recorded, elect not to exclude from the bid the amount of business and occupation taxes as provided in this subsection.

(d) If any of the requirements or provisions set forth in this section jeopardize the receipt of federal funds, then the requirement or provisions are void and of no force and effect for that specific project.

(e) If any provision or clause of this section or application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this section which can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.

(f) This section may be cited as the "Jobs for West Virginians Act of 1990."

Note: WV Code updated with legislation passed through the 2016 Regular Session

The West Virginia Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.

EXHIBIT

2

Item No.	Order Type	Item Description	Brand Name of Item Bld	Model No. of Item Bld	Est. Quantity	Unit Price	Total Price
1	Purchase	Monochrome					
		Band 1					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Monthly Maintenance Charge Per Copier (0-5,000 copies)			3,060	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			18,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			15	\$	-
		Scanning			15	\$	-
		Network Printing			15	\$	-
		Fax			15	\$	-
		Staple			15	\$	-
		Monthly Maintenance Charge Per Copier (0-15,000 copies)			2,880	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			18,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Monthly Maintenance Charge Per Copier (0-30,000 copies)			1,800	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			18,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Monthly Maintenance Charge Per Copier (0-45,000 copies)			1,080	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			18,000	\$	-
		Total for Band 4				\$	-

[illegible]

[illegible]

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (including Maintenance)
3	24 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5000 copies)			1	\$	-
		Scanning			1	\$	-
		Network Printing			1	\$	-
		Fax			1	\$	-
		Per Copy Maintenance Overage Charge (5001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-

3	24 Month Lease (cont.)	Monochrome					
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$	-
		Total for Band 4				\$	-
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (65,001 and up)			500	\$	-
		Total for Band 5				\$	-
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)			500	\$	-
		Total for Band 6				\$	-
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)			500	\$	-
		Total for Band 7				\$	-
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease					\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
4	24 Month Lease	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 4				\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease					\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
5	36 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$	-
		Total for Band 4				\$	-

5	36 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)		40	\$	-	
		Scanning		40	\$	-	
		Network Printing		40	\$	-	
		Fax		40	\$	-	
		Staple		40	\$	-	
		Per Copy Maintenance Overage Charge (65,001 and up)		500	\$	-	
		Total for Band 5			\$	-	
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)		20	\$	-	
		Scanning		20	\$	-	
		Network Printing		20	\$	-	
		Fax		20	\$	-	
		Staple		20	\$	-	
		Per Copy Maintenance Overage Charge (80,001 and up)		500	\$	-	
		Total for Band 6			\$	-	
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)		10	\$	-	
		Scanning		10	\$	-	
		Network Printing		10	\$	-	
		Fax		10	\$	-	
		Staple		10	\$	-	
		Per Copy Maintenance Overage Charge (150,001 and up)		500	\$	-	
		Total for Band 7			\$	-	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease					\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
6	36 Month Lease	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 4				\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease					\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (including Maintenance)
7	48 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Staple			30	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			80	\$	-
		Scanning			80	\$	-
		Network Printing			80	\$	-
		Fax			80	\$	-
		Staple			80	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$	-
		Total for Band 4				\$	-

7	48 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 50,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Staple			30	\$	-
		Per Copy Maintenance Overage Charge (50,001 and up)			500	\$	-
		Total for Band 5				\$	-
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)			35	\$	-
		Scanning			35	\$	-
		Network Printing			35	\$	-
		Fax			35	\$	-
		Staple			35	\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)			500	\$	-
		Total for Band 6				\$	-
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)			25	\$	-
		Scanning			25	\$	-
		Network Printing			25	\$	-
		Fax			25	\$	-
		Staple			25	\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)			500	\$	-
		Total for Band 7				\$	-
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease					\$ -

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
8	48 Month Lease	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Staple			10	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			20	\$	-
		Scanning			20	\$	-
		Network Printing			20	\$	-
		Fax			20	\$	-
		Staple			20	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			50	\$	-
		Scanning			50	\$	-
		Network Printing			50	\$	-
		Fax			50	\$	-
		Staple			50	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 4				\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 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: _____

EXHIBIT

3

Number of Systems Placed
Under DIGCOP12 in FY-2015

Q1 - FY-2015 July, Aug, and Sept 2014

Mono Bands	Purchase	24 months	36 months	48 months
1	2	0	1	2
2	0	0	3	6
3	1	0	2	26
4	0	0	3	7
5	0	0	0	4
6	0	0	1	4
7	0	0	0	1
Mono Totals	3	0	10	50

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	0	1
3	0	1	1	2
4	1	1	2	7
Color Totals	1	2	3	10

July 2014

KOMAX - DIGCOP12A
FY-2015

<u>Sale Date</u>	<u>Customer Name</u>	<u>Dollar Amount</u>	<u>Term</u>	<u>Payment</u>	<u>Band</u>	<u>Number</u>
07/07	DHHR	\$ 6,315.84	48	131.58	2 Mono - 48	1
07/07	DHHR	\$ 14,273.76	48	297.37	4 Color - 48	1
07/07	DHHR	\$ 12,281.28	48	255.86	6 Mono - 48	1
07/07	Highways	\$ 6,326.64	36	175.74	2 Mono - 36	1
07/07	Insurance Commission	\$ 9,699.36	48	202.07	4 Mono - 48	1
07/07	Insurance Commission	\$ 12,082.08	48	251.71	6 Mono - 48	1
07/07	Insurance Commission	\$ 7,990.08	48	166.46	4 Mono - 48	1
07/07	Insurance Commission	\$ 7,990.08	48	166.46	4 Mono - 48	1
07/07	Insurance Commission	\$ 7,913.76	48	164.87	4 Mono - 48	1
07/07	Insurance Commission	\$ 7,512.00	48	156.50	3 Mono - 48	1
07/07	WV Conservation Agency	\$ 8,928.72	36	248.02	3 Color - 36	1
07/07	WV Conservation Agency	\$ 8,928.72	36	248.02	3 Color - 48	1
07/07	WV Conservation Agency	\$ 8,928.72	36	248.02	3 Color - 48	1
07/08	Juvenile Services	\$ 7,624.80	48	158.85	2 Color - 48	1
07/15	DHHR	\$ 10,017.60	24	417.40	4 Color - 24	1
07/15	Highways	\$ 12,149.28	36	337.48	4 Color - 36	1
07/17	DHHR	\$ 8,619.84	36	239.44	4 Mono - 36	1
07/17	DHHR	\$ 8,619.84	36	239.44	4 Mono - 36	1
07/22	Agriculture	\$ 9,265.38	1	9,265.38	4 Color - P	1
07/22	Insurance Commission	\$ 7,913.76	48	164.87	4 Color - 48	1
07/25	DNR	\$ 4,358.88	36	121.08	2 Mono - 36	1
07/25	Insurance Commission	\$ 16,981.92	48	353.79	7 Mono - 48	1
07/25	Secretary of State	\$ 1,473.84	36	40.94	1 Mono - 36	1
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	Total of July Sales	\$ 206,196.18				23
		continued on next sheet				

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Sept 2014

**KOMAX - DIGCOP12A
FY-2015**

<u>Sale Date</u>	<u>Customer Name</u>	<u>Dollar Amount</u>	<u>Term</u>	<u>Payment</u>	<u>Band</u>	<u>Number</u>
09/08	DHHR	\$ 7,200.00	48	150.00	3 Mono - 48	1
09/15	DHHR	\$ 2,712.96	48	56.52	1 Mono - 48	1
09/08	DHHR	\$ 11,464.32	48	238.84	5 Mono - 48	1
09/08	State Police	\$ 700.00	1	700.00	1 Mono - P	1
09/08	State Police	\$ 700.00	1	700.00	1 Mono - P	1
09/10	WorkForce WV	\$ 3,200.00	1	3,200.00	3 Mono - P	1
09/10	Juvenile Services	\$ 14,720.16	48	306.67	4 Mono - 48	1
09/11	DHHR	\$ 9,978.72	48	207.89	4 Mono - 48	1
09/15	Corrections	\$ 22,082.88	48	460.06	5 Mono - 48	1
09/15	Corrections	\$ 137,903.52	48	2,872.99	5 Mono - 48	1
09/15	Corrections	\$ -	48		3 Mono - 48	14
09/15	DHHR	\$ 14,430.72	48	300.84	5 Mono - 48	1
09/15	Racing Commission	\$ 8,112.96	48	169.02	4 Color - 48	1
09/15	Courthouse Facilities	\$ 6,315.84	48	131.58	2 Mono - 48	1
09/30	Tax Dept	\$ 8,493.60	48	176.95	4 Mono - 48	1
09/15	DHHR	\$ 2,712.96	48	56.52	1 Mono - 48	1
09/17	Tax Dept	\$ 6,846.12	36	190.17	3 Mono - 36	1
09/22	DHHR	\$ 7,609.44	48	158.53	4 Color - 48	1
09/30	Tax Dept	\$ 6,846.12	36	190.17	3 Mono - 36	1
09/15	DHHR	\$ 13,350.60	36	370.85	6 Mono - 36	1
09/15	Highways	\$ 6,039.84	48	125.83	2 Mono - 36	1
09/22	DHHR	\$ 7,200.00	48	150.00	3 Mono - 48	1
09/26	Highways	\$ 14,196.96	36	394.36	4 Color - 36	1
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	Total of July Sales	\$ 312,817.72				36
		continued on next sheet				

Number of Systems Placed
Under DIGCOP12 in FY-2015

Q2 - FY-2015 Oct, Nov, and Dec 2014

Mono Bands	Purchase	24 months	36 months	48 months
1	0	0	3	6
2	0	0	2	3
3	3	0	6	5
4	0	0	4	7
5	0	0	2	14
6	0	0	3	7
7	0	0	2	6
Mono Totals	3	0	22	48

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	1	0
2	0	0	2	2
3	0	1	0	1
4	0	3	4	3
Color Totals	0	4	7	6

Oct 2014

**KOMAX - DIGCOP12A
FY-2015**

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Dec 2014

KOMAX - DIGCOP12A
FY-2015

<u>Sale Date</u>	<u>Customer Name</u>	<u>Dollar Amount</u>	<u>Term</u>	<u>Payment</u>	<u>Band</u>	<u>Number</u>
12/02	EPA	\$ 17,612.64	36	489.24	7 Mono - 36	1
12/02	EPA	\$ 17,612.64	36	489.24	7 Mono - 36	1
12/02	EPA	\$ 8,570.88	36	238.08	4 Color - 36	1
12/03	Highways	\$ 20,560.32	36	571.12	6 Mono - 36	1
12/03	Secretary of State	\$ 19,139.40	36	531.65	6 Mono - 36	1
12/03	Secretary of State	\$ -	36		2 Color - 36	1
12/03	Secretary of State	\$ -	36		1 Color - 36	1
12/03	Veterans Nursing	\$ 8,207.52	48	170.99	4 Color - 48	1
12/05	Insurance Commission	\$ 15,804.96	48	329.27	7 Mono - 48	1
12/08	Div. of Corrections	\$ 4,382.64	36	121.74	2 Color - 36	1
12/08	Forestry	\$ 5,952.00	24	248.00	3 Color - 24	1
12/15	Div. of Corrections	\$ 10,771.20	36	299.20	5 Mono - 36	1
12/15	Treasurers Office	\$ 9,475.20	48	197.40	4 Mono - 48	1
12/15	DHHR	\$ 17,239.68	36	478.88	4 Mono - 36	2
12/15	Volunteer WV	\$ 6,315.84	48	131.58	2 Mono - 48	1
12/15	Highways	\$ 14,649.12	48	305.19	6 Mono - 36	1
12/17	Div. of Corrections	\$ 5,813.64	36	161.49	2 Mono - 36	1
12/18	DHHR	\$ 30,052.80	24	1,252.20	4 Color - 24	3
12/23	Div. of Corrections	\$ 2,772.48	48	57.76	1 Mono - 48	1
12/31	Hatfield & McCoy Trails	\$ 9,323.52	48	194.24	3 Color - 48	1
12/31	DHHR	\$ 28,802.16	36	800.06	4 Color - 36	2
12/31	DHHR	\$ 7,490.88	36	208.08	4 Mono - 36	1
12/31	DHHR	\$ 11,544.48	48	240.51	5 Mono - 48	1
12/31	DHHR	\$ 6,315.84	48	131.58	2 Mono - 48	1
12/31	DHHR	\$ 11,544.48	48	240.51	5 Mono - 48	1
12/31	DHHR	\$ 11,544.48	48	240.51	5 Mono - 48	1
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	Total of Dec Sales	\$ 301,498.80				30
		continued on next sheet				

Number of Systems Placed
Under DIGCOP12 in FY-2015

Q3 - FY-2015 Jan. Feb. March 2015

Mono Bands	Purchase	24 months	36 months	48 months
1	0	0	10	9
2	0	0	5	9
3	2	0	2	10
4	0	0	4	3
5	0	0	0	3
6	1	0	0	1
7	0	0	0	0
Mono Totals	3	0	21	35

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	1	4
3	1	0	7	14
4	1	0	12	7
Color Totals	2	0	20	25

**KOMAX - DIGCOP12A
FY-2015**

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KOMAX - DIGCOP12A
FY-2015

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KOMAX - DIGCOP12A
FY-2015

[illegible]

Number of Systems Placed
Under DiGCOP12 in FY-2015

Q4 - FY-2015 April, May, June 2015

Mono Bands	Purchase	24 months	36 months	48 months
1	4	0	2	2
2	5	0	1	7
3	1	0	0	11
4	1	0	10	2
5	2	0	5	8
6	1	0	1	3
7	0	0	0	3
Mono Totals	14	0	19	36

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	1	0	0	0
3	0	0	1	3
4	4	0	0	9
Color Totals	5	0	1	12

April 2015

KOMAX - DIGCOP12A
FY-2015

[illegible]

May 2015

KOMAX - DIGCOP12A
FY-2015

[illegible]

<u>Sale Date</u>	<u>Customer Name</u>	<u>Dollar Amount</u>	<u>Term</u>	<u>Payment</u>	<u>Band</u>	<u>Number</u>
06/03	EPA	\$ 2,489.04	36	69.14	1 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/03	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	1
06/04	Rehab	\$ 6,124.32	48	127.59	2 Mono - 48	1
06/05	Auditors	\$ 15,154.56	48	315.72	4 Color - 48	1
06/05	Corrections	\$ 8,623.68	48	179.66	4 Color - 48	1
06/05	Corrections	\$ 19,981.92	48	416.29	7 Mono - 48	1
06/05	State Police	\$ 1,950.00	1	1,950.00	1 Mono - P	2
06/05	State Police	\$ 1,250.00	1	1,250.00	1 Mono - P	1
06/08	Fire Commission	\$ 8,536.54	1	8,536.54	5 Mono - P	1
06/11	DNR	\$ 9,707.04	48	202.23	4 Mono - 48	1
06/11	DNR	\$ 5,543.04	48	115.48	3 Mono - 48	1
06/11	DNR	\$ 6,226.56	36	172.96	3 Color - 36	1
06/22	State Police	\$ 7,077.50	1	7,077.50	2 Color - P	1
06/22	Secretary of State	\$ 11,057.40	36	307.15	6 Mono - 36	1
06/22	State Police	\$ 5,944.86	1	5,944.86	4 Color - P	1
06/24	Corrections	\$ 955.70	1	955.70	1 Mono - P	1
06/25	DHHR	\$ 17,882.40	48	372.55	4 Mono - 48	1
06/25	DHHR	\$ -	48		2 Mono - 48	2
06/25	DHHR	\$ 17,289.72	36	480.27	7 Mono - 48	1
06/25	Corrections	\$ 10,771.20	36	299.20	5 Mono - 36	1
06/26	DHHR	\$ 13,246.08	48	275.96	5 Mono - 48	1
06/26	DHHR	\$ 15,407.04	48	320.98	3 Mono - 48	2
06/26	DHHR	\$ 9,902.40	48	206.30	3 Mono - 48	1
06/29	Highways	\$ 26,088.48	48	543.51	4 Color - 48	3
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	Total of June Sales	\$ 299,108.80				37
		continued on next sheet				

Number of Systems Placed
Under DIGCOP12 in FY-2016

Q1 - FY-2016 July, Aug, Sept 2015

Mono Bands	Purchase	24 months	36 months	48 months
1	0	0	0	1
2	0	0	0	1
3	1	0	1	7
4	0	0	1	0
5	0	0	3	4
6	0	0	2	2
7	0	0	0	5
Mono Totals	1	0	7	20

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	0	3
3	0	0	3	0
4	1	0	2	5
Color Totals	1	0	5	8

KOMAX - DIGCOP12A
FY-2016

Sale Date	Customer Name	Dollar Amount	Term	Payment	Band	Number
07/06	DHHR	\$ 69,479.04	48	\$ 1,447.48	7 Mono - 48	4
07/10	DHHR	\$ 13,981.32	36	\$ 388.37	6 Mono - 36	1
07/10	DHHR	\$ 13,981.32	36	\$ 388.37	6 Mono - 36	1
07/10	DHHR	\$ 8,807.52	48	\$ 183.49	4 Color - 48	1
07/22	Culture & History	\$ 11,148.12	36	\$ 309.67	4 Color - 36	1
07/22	Highways	\$ 5,356.80	48	\$ 111.60	2 Color - 48	1
07/22	Juvenile Services	\$ 7,528.80	48	\$ 156.85	2 Color - 48	1
07/22	Insurance Commission	\$ 12,742.56	48	\$ 265.47	5 Mono - 48	1
07/24	DHHR	\$ 6,819.36	48	\$ 142.07	2 Mono - 48	1
07/30	Regional Jail	\$ 23,682.96	36	\$ 657.86	5 Mono - 36	2
07/30	Corrections	\$ 7,720.32	48	\$ 160.84	2 Color - 48	1
07/30	Highways	\$ 15,351.12	36	\$ 426.42	3 Mono - 48	3
07/30	Highways	\$ 7,291.80	36	\$ 202.55	3 Color - 36	1
07/30	Schools For Deaf & Blind	\$ 15,672.00	48	\$ 326.50	5 Mono - 48	1
07/31	DHHR	\$ 7,200.00	48	\$ 150.00	3 Mono - 48	1
07/31	DHHR	\$ 7,200.00	48	\$ 150.00	3 Mono - 48	1
07/31	DHHR	\$ 13,727.04	48	\$ 285.98	6 Mono - 48	1
07/31	Corrections	\$ 8,721.12	48	\$ 181.69	3 Mono - 48	1
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Total of July Sales		\$ 256,411.20				24
			continued on next sheet			

[illegible]

Sept 2015

KOMAX - DIGCOP12A
FY-2016

[illegible]

Number of Systems Placed
Under DIGCOP12 in FY-2016

Q2 - FY-2016 Oct, Nov, Dec 2015

Mono Bands	Purchase	24 months	36 months	48 months
1	1	0	0	13
2	0	0	0	1
3	0	0	5	26
4	0	0	0	14
5	0	0	2	3
6	0	0	1	2
7	0	0	1	7
Mono Totals	1	0	9	66

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	1	1
3	0	0	0	0
4	2	1	2	4
Color Totals	2	1	3	5

Oct 2015

KOMAX - DIGCOP12A
FY-2016

<u>Sale Date</u>	<u>Customer Name</u>	<u>Dollar Amount</u>	<u>Term</u>	<u>Payment</u>	<u>Band</u>	<u>Number</u>
10/05	Corrections	\$ 9,224.16	48	\$ 192.17	3 Mono - 48	1
10/15	Education	\$ 11,265.12	48	\$ 234.69	5 Mono - 48	1
10/16	Highways	\$ 11,380.32	36	\$ 316.12	5 Mono - 36	1
10/20	Treasurer	\$ 9,467.52	48	\$ 197.24	4 Mono - 48	1
10/20	Atty General	\$ 20,408.04	36	\$ 566.89	7 Mono - 36	1
10/21	Atty General	\$ -	36		4 Color - 36	1
10/22	State Police	\$ 16,537.06	1	\$ 16,537.06	4 Color - P	2
10/26	Development Office	\$ 53,455.68	48	\$ 1,113.66	3 Mono - 48	6
10/26	Development Office	\$ 16,252.80	48	\$ 338.60	6 Mono - 48	1
10/26	State Police	\$ 1,250.00	1	\$ 1,250.00	1 Mono - P	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 9,890.88	48	\$ 206.06	4 Mono - 48	1
10/26	Education	\$ 32,555.52	48	\$ 678.24	1 Mono - 48	12
10/27	Education	\$ 160,367.04	48	\$ 3,340.98	3 Mono - 48	18
10/27	Education	\$ 17,818.56	48	\$ 371.22	3 Mono - 48	1
10/27	Parole Board	\$ 20,062.08	48	\$ 417.96	7 Mono - 48	1
10/27	Corrections	\$ 2,964.00	48	\$ 61.75	1 Mono - 48	1
10/28	Rehab	\$ 6,124.32	48	\$ 127.59	2 Mono - 48	1
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		\$ -				
	Total of Oct Sales	\$ 497,931.90				61
		continued on next sheet				

Nov 2015

KOMAX - DIGCOP12A
FY-2016

[illegible]

Dec 2015

KOMAX - DIGCOP12A
FY-2016

[illegible]

Number of Systems Placed
Under DIGCOP12 in FY-2016

Q3 - FY-2016 Jan, Feb, Mar 2016

Mono Bands	Purchase	24 months	36 months	48 months
1	0	1	0	0
2	0	0	1	5
3	0	3	10	3
4	0	0	4	0
5	0	0	15	1
6	0	0	1	2
7	0	0	1	2
Mono Totals	0	4	32	13

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	0	0	0	0
3	0	0	10	2
4	1	0	3	7
Color Totals	1	0	13	9

Jan 2016

KOMAX - DIGCOP12A
FY-2016

[illegible]

KOMAX - DIGCOP12A
FY-2016

[illegible]

KOMAX - DIGCOP12A
FY-2016

<u>Sale Date</u>	<u>Customer Name</u>	<u>Dollar Amount</u>	<u>Term</u>	<u>Payment</u>	<u>Band</u>	<u>Number</u>
03/03	Health Care Authority	\$ 18,782.40	48	391.30	4 Color - 48	2
03/03	Lottery	\$ 64,971.72	36	1,804.77	3 Color - 36	9
03/04	Highways	\$ 30,702.24	36	852.84	3 Mono - 36	6
03/07	Real Estate Comm	\$ 8,305.92	48	173.04	3 Color - 48	1
03/08	Tax Dept	\$ 9,646.86	1	9,646.86	4 Color - P	1
03/14	Highways	\$ 7,701.12	36	213.92	3 Mono - 36	1
03/14	Highways	\$ 7,468.92	36	207.47	3 Mono - 36	1
03/14	Treasurer	\$ 21,473.28	48	447.36	4 Color - 48	1
03/14	Rehabilitation Services	\$ 9,317.76	48	194.12	2 Mono - 48	2
03/17	Regional Jail	\$ 29,846.88	36	829.08	4 Color - 36	3
03/17	Regional Jail	\$ 141,873.12	36	3,940.92	5 Mono - 36	12
03/17	Regional Jail	\$ 35,468.28	36	985.23	5 Mono - 36	3
03/21	EPA	\$ 10,811.88	36	300.33	6 Mono - 36	1
03/21	EPA	\$ 17,814.24	36	494.84	7 Mono - 36	1
03/21	EPA	\$ 8,655.48	36	240.43	4 Mono - 36	3
03/21	DHHR	\$ 21,237.84	24	884.91	3 Mono - 24	3
03/23	DHHR	\$ 42,804.96	48	891.77	7 Mono - 48	2
03/23	DHHR	\$ -	48		4 Color - 48	1
		\$ -				
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	Total of March Sales	\$ 486,882.90				53

continued on next sheet

Number of Systems Placed
Under DIGCOP12 in FY-2016

Q4 - FY-2016 Apr, May, June 2016

Mono Bands	Purchase	24 months	36 months	48 months
1	0	0	15	1
2	1	3	0	1
3	0	1	2	7
4	0	0	3	4
5	0	0	4	2
6	0	0	2	15
7	0	0	0	1
Mono Totals	1	4	26	31

Color Bands	Purchase	24 months	36 months	48 months
1	0	0	0	0
2	2	0	1	2
3	0	0	5	1
4	1	3	6	8
Color Totals	3	3	12	11

April 2016

**KOMAX - DIGCOP12A
FY-2016**

[illegible]

KOMAX - DIGCOP12A
FY-2016

[illegible]

June 2016

KOMAX - DIGCOP12A
FY-2016

<u>Sale Date</u>	<u>Customer Name</u>	<u>Dollar Amount</u>	<u>Term</u>	<u>Payment</u>	<u>Band</u>	<u>Number</u>
06/03	Public Defender Services	\$ 19,591.68	48	408.16	6 Mono - 48	1
06/08	Highways	\$ 10,875.24	36	302.09	5 Mono - 36	1
06/08	Highways	\$ 37,335.60	36	1,037.10	1 Mono - 36	15
06/08	Highways	\$ 4,382.64	36	121.74	2 Color - 36	1
06/08	Highways	\$ 14,569.92	36	404.72	3 Color - 36	2
06/08	Highways	\$ 8,732.16	36	242.56	4 Color - 36	1
06/08	Highways	\$ 17,332.20	36	481.45	4 Mono - 36	2
06/09	Tourism	\$ 13,165.92	48	274.29	5 Mono - 48	1
06/09	DHHR	\$ 6,837.12	36	189.92	3 Color - 36	1
06/09	DHHR	\$ 19,981.92	48	416.29	7 Mono - 48	1
06/09	DHHR	\$ 7,200.00	48	150.00	3 Mono - 48	1
06/09	Rehab Services	\$ 8,221.92	48	171.29	3 Mono - 48	1
06/14	Fire Commission	\$ 5,641.00	1	5,641.00	2 Color - P	1
06/16	Highways	\$ 24,428.16	36	678.56	4 Color - 36	2
06/16	Juvenile Services	\$ 7,528.80	48	156.85	2 Color - 48	1
06/16	Juvenile Services	\$ 7,528.80	48	156.85	2 Color - 48	1
06/16	Mountaineer Challenge Academy	\$ 6,806.26	1	6,806.26	3 Mono - 24	1
06/30	Auditor	\$ 20,990.88	48	437.31	6 Mono - 48	1
06/30	Auditor	\$ 20,990.88	48	437.31	6 Mono - 48	1
06/30	DHHR	\$ 10,986.84	36	305.19	6 Mono - 36	1
06/30	DHHR	\$ 10,986.84	36	305.19	6 Mono - 36	1
06/30	DHHR	\$ 14,865.60	48	309.70	6 Mono - 48	1
06/30	DHHR	\$ 14,865.60	48	309.70	6 Mono - 48	1
		\$ -				
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		\$ -				
		\$ -				
	Total of June Sales	\$ 313,845.98				40

continued on next sheet

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC17*08

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Canon U.S.A., Inc.

Company

Authorized Signature

JANUARY 19, 2017
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012



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

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

Proc Folder: 275520

Doc Description: Addendum 4-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-01-06	2017-01-12 13:30:00	CRFQ 0212 SWC1700000008	5

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:

Canon U.S.A., Inc.
One Canon Park
Melville, NY 11747
631-330-2613

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN #

13-2561772

DATE

JANUARY 10, 2017

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

ADDITIONAL INFORMATION:

Addendum No. 4 - See clarification to response to vendor questions issued on Addendum No. 3 dated 12/23/2016 and extended the bid opening date from January 10, 2017 to January 12, 2017 at 1:30 PM, eastern standard time.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

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

SWC1700000008	Document Phase Draft	Document Description Addendum 4-Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008

Addendum Number: 4

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. See clarification to response to vendor questions issued on Addendum No. 3 dated 12/23/2016.
2. The bid opening has been extended from January 10, 2017 to January 12, 2017 at 1:30 PM, eastern standard time.

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

Terms and Conditions:

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

**ATTACHMENT A
ADDENDUM NO. 4
CRFQ SWC1700000008**

Clarification:

C1: To correct the response given on Questions 3 on Addendum No. 3 issued on 12/23/16 from:

Q3: Band Specs for Bands 2 & up – Would you please clarify that a staple finisher is required and that electronic sorting or an off-line electric stapler does not meet the requirements for the specs?

A3: Yes, the sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and required for Band 3 and 4 on the color copiers.

To:

Q3: Band Specs for Bands 2 & up – Would you please clarify that a staple finisher is required and that electronic sorting or an off-line electric stapler does not meet the requirements for the specs?

A3: Yes, the sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and optional for Band 2 on the color copiers and required for Bands 3 and 4 on the color copiers.

C2: To correct the response given on Questions 6 on Addendum No. 3 issued on 12/23/16 from:

Q6: The specs require electronic sorter or finisher sorter. Almost all digital copiers will sort without a finisher. Please clarify if finishers and stapling are required.

A6: The sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and required for Band 3 and 4 on the color copiers.

To:

Q6: The specs require electronic sorter or finisher sorter. Almost all digital copiers will sort without a finisher. Please clarify if finishers and stapling are required.

A6: Yes, the sorter and finisher are required for Bands 2, 3, 4, 5, 6 and 7 for monochrome copiers and optional for Band 2 on the color copiers and required for Bands 3 and 4 on the color copiers.

C3: To correct the response given on Questions 7 on Addendum No. 3 issued on 12/23/16 from:

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

A7: Not required for Band 2 – Color

To:

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

A7: Stapling is optional for Band 2 Color.

Other Information:

1. The bid opening has moved from 01/10/2017 to 01/12/2017 at 1:30 PM.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SWC1700000008

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Canon U.S.A., Inc.

Company


Authorized Signature

January 10, 2017

Date

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

Revised 6/8/2012



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

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

Proc Folder: 275520

Doc Description: Addendum 5-Statewide Contract for Digital Copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-01-10	2017-01-17 13:30:00	CRFQ 0212 SWC1700000008	6

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Canon U.S.A., Inc
One Canon Park
Melville, NY 11747
631-330-2613

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN #

13-2561772

DATE

1/10/2017

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

ADDITIONAL INFORMATION:

Addendum No. 5 - To extend the bid opening date from January 12, 2017 to January 17, 2017 at 1:30 PM, eastern standard time.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide Contract for Digital Copiers

SCHEDULE OF EVENTS

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

SWC1700000008	Document Phase Draft	Document Description Addendum 5-Statewide Contract for Digital Copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ SWC1700000008
Addendum Number: 5

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

To extend the bid opening date from January 12, 2017 to January 17, 2017 at 1:30 PM, eastern standard time.

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

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: SWC1700000008

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Canon U.S.A., Inc.

Company



Authorized Signature

January 10, 2017

Date

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

Revised 6/8/2012

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC1700000008

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Canon U.S.A., Inc.

Company


H. HATTAI

Authorized Signature

1/19/2017

Date

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

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: _____

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
8	48 Month Lease	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Staple			10	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			20	\$	-
		Scanning			20	\$	-
		Network Printing			20	\$	-
		Fax			20	\$	-
		Staple			20	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			50	\$	-
		Scanning			50	\$	-
		Network Printing			50	\$	-
		Fax			50	\$	-
		Staple			50	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 4				\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease					\$ -

7	48 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 60,000 copies)		30		\$	-
		Scanning		30		\$	-
		Network Printing		30		\$	-
		Fax		30		\$	-
		Staple		30		\$	-
		Per Copy Maintenance Overage Charge (60,001 and up)		500		\$	-
		Total for Band 5				\$	-
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)		35		\$	-
		Scanning		35		\$	-
		Network Printing		35		\$	-
		Fax		35		\$	-
		Staple		35		\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)		500		\$	-
		Total for Band 6				\$	-
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)		25		\$	-
		Scanning		25		\$	-
		Network Printing		25		\$	-
		Fax		25		\$	-
		Staple		25		\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)		500		\$	-
		Total for Band 7				\$	-
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease					\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
7	48 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Staple			30	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			80	\$	-
		Scanning			80	\$	-
		Network Printing			80	\$	-
		Fax			80	\$	-
		Staple			80	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$	-
		Total for Band 4				\$	-

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
6	36 Month Lease	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 4				\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease					\$ -

5	36 Month Lease (cont.)	Monochrome					
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)		40		\$	-
		Scanning		40		\$	-
		Network Printing		40		\$	-
		Fax		40		\$	-
		Staple		40		\$	-
		Per Copy Maintenance Overage Charge (65,001 and up)		500		\$	-
		Total for Band 5				\$	-
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)		20		\$	-
		Scanning		20		\$	-
		Network Printing		20		\$	-
		Fax		20		\$	-
		Staple		20		\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)		500		\$	-
		Total for Band 6				\$	-
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)		10		\$	-
		Scanning		10		\$	-
		Network Printing		10		\$	-
		Fax		10		\$	-
		Staple		10		\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)		500		\$	-
		Total for Band 7				\$	-
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease					\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
5	36 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Staple			10	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$	-
		Total for Band 4				\$	-

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
4	24 Month Lease	Color					
		Band 1					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Charge (Color)			2,000	\$	-
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-
		Total for Band 4				\$	-
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease					\$ -

3	24 Month Lease (cont.)	Monochrome					
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)		5		\$	-
		Scanning		5		\$	-
		Network Printing		5		\$	-
		Fax		5		\$	-
		Staple		5		\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)		500		\$	-
		Total for Band 4				\$	-
		Band 5					
		Copier (including maintenance for 0 - 65,000 copies)		5		\$	-
		Scanning		5		\$	-
		Network Printing		5		\$	-
		Fax		5		\$	-
		Staple		5		\$	-
		Per Copy Maintenance Overage Charge (65,001 and up)		500		\$	-
		Total for Band 5				\$	-
		Band 6					
		Copier (including maintenance for 0 - 80,000 copies)		5		\$	-
		Scanning		5		\$	-
		Network Printing		5		\$	-
		Fax		5		\$	-
		Staple		5		\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)		500		\$	-
		Total for Band 6				\$	-
		Band 7					
		Copier (including maintenance for 0 - 150,000 copies)		5		\$	-
		Scanning		5		\$	-
		Network Printing		5		\$	-
		Fax		5		\$	-
		Staple		5		\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)		500		\$	-
		Total for Band 7				\$	-
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease					\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
3	24 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Per Copy Maintenance Overage Charge (5001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-

[illegible]

1	Purchase (cont.)	Monochrome				
		Band 5				
		Copier		10	\$	-
		Scanning		10	\$	-
		Network Printing		10	\$	-
		Fax		10	\$	-
		Staple		10	\$	-
		Monthly Maintenance Charge Per Copier (0-65,000 copies)		360	\$	-
		Per Copy Maintenance Overage Charge (65,001 and up)		18,000	\$	-
		Total for Band 5			\$	-
		Band 6				
		Copier		5	\$	-
		Scanning		5	\$	-
		Network Printing		5	\$	-
		Fax		5	\$	-
		Staple		5	\$	-
		Monthly Maintenance Charge Per Copier (0-80,000 copies)		180	\$	-
		Per Copy Maintenance Overage Charge (80,001 and up)		18,000	\$	-
		Total for Band 6			\$	-
		Band 7				
		Copier		10	\$	-
		Scanning		10	\$	-
		Network Printing		10	\$	-
		Fax		10	\$	-
		Staple		10	\$	-
		Monthly Maintenance Charge Per Copier (0-150,000 copies)		360	\$	-
		Per Copy Maintenance Overage Charge (150,001 and up)		18,000	\$	-
		Total for Band 7			\$	-
		Total Purchase Price of Monochrome Bands 1 through 7				\$ -

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Unit Price	Total Price
1	Purchase	Monochrome					
		Band 1					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Monthly Maintenance Charge Per Copier (0-5,000 copies)			360	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			18,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			20	\$	-
		Scanning			20	\$	-
		Network Printing			20	\$	-
		Fax			20	\$	-
		Staple			20	\$	-
		Monthly Maintenance Charge Per Copier (0-15,000 copies)			720	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			18,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Staple			10	\$	-
		Monthly Maintenance Charge Per Copier (0-30,000 copies)			360	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			18,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			10	\$	-
		Scanning			10	\$	-
		Network Printing			10	\$	-
		Fax			10	\$	-
		Staple			10	\$	-
		Monthly Maintenance Charge Per Copier (0-45,000 copies)			360	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			18,000	\$	-
		Total for Band 4				\$	-

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.

SOLICITATION NUMBER: CRFQ – SWC1700000008

Addendum Number: 6

The purpose of this addendum is to modify the solicitation identified as CRFQ SWC1700000008 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. Revised pricing pages attached to reflect the following changes:
 - a. To revise the estimated quantity in the “Monthly Maintenance Charge Per Copier” column on Item No. 1 – Purchase – Monochrome for Bands 1 through 7.
 - b. To revise the estimated quantity for the Purchase – Monochrome Band 2 from 15 to 20.
 - c. To revise the estimated quantity for the Purchase – Monochrome Band 3 from 5 to 10.
 - d. To revise the estimated quantity for the Purchase – Monochrome Band 4 from 5 to 10.
 - e. To revise the estimated quantity for the Purchase – Monochrome Band 5 from 5 to 10.
 - f. To revise the estimated quantity for the Purchase – Monochrome Band 7 from 5 to 10.
 - g. To revise the estimated quantity for the 24 Month Lease – Monochrome Band 1 from 1 to 5.
 - h. To revise the estimated quantity for the 36 Month Lease - Monochrome Band 2 from 5 to 10.
2. The bid opening has been extended from 01/17/2017 to 01/19/2017.