



Sharp Electronics Corporation
Solicitation No. CRFQ SWC1700000015

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Bid Opening Date: July 21, 2017
Bid Opening Time: 1:30 AM
FAX: 201-529-9496

Contact Information

Nicki Calcagni
Industry & Government Account Manager
Sharp Electronics Corporation
Phone: 301-466-6219
Email: CalcagniN@sharpsec.com

July 18, 2017

Ms. Tara Lyle
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305

Re: State of West Virginia
Solicitation No. CRFO 0212 SWC 170000015
Bid Open Date: July 21, 2017
Bid Open Time: 13:30

Dear Ms. Lyle,

Enclosed please find Sharp Electronics Corporation's response to your Invitation to Bid for Statewide Copiers. Sharp Electronics Corporation is a manufacturer of digital MFPs (copiers), printers, and software applications related to document imaging. We appreciate the opportunity to be considered as a vendor to provide products and services to the State of West Virginia.

Many of Sharp's state of the art digital products include technological advancements, providing user friendly features, such as Scan² Technology which enables users to scan two sided documents in a single pass. We also pride ourselves on our commitment to the environment by including energy saving features, such as a Motion Sensor on select models which automatically turns on the MFP from sleep mode as it detects and end user approaching, and Eco Mode setting controlling the machine's power consumption.

In addition, Sharp offers some very unique managed services and solutions including:

- Remote Device Manager (SRDM) – facilitates centralized management of Sharp MFPS and printers
- Remote Front Panel – a powerful tool that enables users and support staff to remotely view the MFP's operation panel and control its features and functions from anywhere via a network.
- MFP Home Page – makes it easy for users and IT managers to administer the MFP through a browser.
- MICAS (Machine Intelligence Call Assistance System) a cloud based, real-time device management application that uses Sharp's Remote Email Diagnostics (R.E.D.). This unique service tool is able to collect device data, monitor and track the status of each unit and generate automated meter data

Also as part of our commitment to helping preserve the environment, Sharp offers all State of West Virginia customers a free, zero waste to land fill recycling program for all Sharp consumables, including cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk, to reduce our carbon footprint, by providing all collection and shipping materials with a pre-paid recycling kit for their return to our recycling facility.



Again thank you for the opportunity to bid. Please contact me directly if you should require any additional information or clarification.

Regards,

Nicki Calcagni
Industry & Government Account Manager

Phone: 301-466-6219

Email: calcagnin@sharpsec.com

Table of Contents

State of West Virginia CRFQ 0212 SWC170000015 / Addendums	Tab 1
Pricing	Tab 2
Purchasing Affidavit	Tab 3
Sharp Security	Tab 4
Sharp Environmental Conservation	Tab 5
Sharp Authorized Dealers for the State of West Virginia	Tab 6
Sharp Brochures	Tab 7

State of West Virginia
Solicitation No. CRFQ SWC17000000015 /
Addendums



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

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

Proc Folder: 328007

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

Proc Type: Central Master Agreement

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

BID RECEIVING LOCATION

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


VENDOR

Vendor Name, Address and Telephone Number:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X  FEIN # 13-1968872 DATE 7/17/17

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

ADDITIONAL INFORMATION:

Addendum No. 10 - Revised specifications and pricing pages attached. To extend the bid opening from 07/18/2017 to 07/21/2017.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide contract for digital copiers

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Revised Technical question deadline	2017-05-18

SWC1700000015	Document Phase Final	Document Description Addendum No.10 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

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: 328007

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

Proc Type: Central Master Agreement

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

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 7/17/17

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

ADDITIONAL INFORMATION:

Addendum No. 10 - Revised specifications and pricing pages attached. To extend the bid opening from 07/18/2017 to 07/21/2017.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide contract for digital copiers

SCHEDULE OF EVENTS

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

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

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015
Addendum Number: 10

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

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

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

Terms and Conditions:

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

ATTACHMENT A
CRFO SWC1700000015 - Addendum No. 10

Clarifications:

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

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

Purchased Machines (Item No. 1 and 2)

4.2.1 Copier – Vendor should list the brand name and Model No. of the single copier that it is bidding for the item no. and band number in question. Vendor should also list the unit price for each item number bid. Then, the vendor should multiply the unit price by the Estimated quantity to get the Total Purchase Price for each line item, if not completing the Pricing Pages electronically.

4.2.2 Accessories – Scanning, Network Printing, Fax, and Staple are listed as common accessories on the Pricing Pages. Vendor should include the brand name of the accessory (if applicable), the model number of the accessory (if applicable), and the Unit Price for each accessory. Vendor should also list the total price for the accessory based on the estimated quantity if not completing the pricing pages electronically. In the event that Vendor’s copier already includes one or more of the listed accessories, Vendor should write “included” in the space for the brand name of the accessory and list the Unit Price as \$0 for the accessory in question. The cost of an accessory already included in the copier being bid should be reflected in the Unit Price of the copier.

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

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

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

Leased Machines (Item Nos. 3 through 8)

4.2.6 Copier (including maintenance for ___ copies) – Vendor should list the brand name and Model No. of the copier that it is bidding for the item no. and band number in question. As indicated, the Unit Price on all leased copiers must include any service and maintenance costs for the number of copies per month listed. The space above has been left blank because each band has a different number of copies included. Vendor should multiply the Unit Price by the quantity specified to calculate the Total Price Per Month (Including Maintenance). Then, the vendor should multiply the Total Price Per Month by the No. of Months to get the Total Lease Term Cost.

4.2.7 Copier – Same as above.

4.2.8 Accessories – Same as above.

4.2.9 Total for Band 1 – Same as above.

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

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

4.2.12 Total Monthly Lease Price of Monochrome Bands 1 through 7 for _____ Month Lease – This line item represents a combined total of all monochrome bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

4.2.13 Total Monthly Lease Price of Color Bands 1 through 4 for _____ Month Lease – This line item represents a combined total of all color bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

Final Pricing Page

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

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (Includes annual estimated click charges)
1	Purchase	Monochrome						
		Band 1						
		Copier			4	per year		\$ -
		Scanning			4	per year		\$ -
		Network Printing			4	per year		\$ -
		Fax			4	per year		\$ -
		Per Click Charge (includes maintenance and consumables)			500	per month		\$ -
		Total for Band 1						\$ -
		Band 2						
		Copier			3	per year		\$ -
		Scanning			3	per year		\$ -
		Network Printing			3	per year		\$ -
		Fax			3	per year		\$ -
		Staple			3	per year		\$ -
		Per Click Charge (includes maintenance and consumables)			2,200	per month		\$ -
		Total for Band 2						\$ -
		Band 3						
		Copier			4	per year		\$ -
		Scanning			4	per year		\$ -
		Network Printing			4	per year		\$ -
		Fax			4	per year		\$ -
		Staple			4	per year		\$ -
		Per Click Charge (includes maintenance and consumables)			4,500	per month		\$ -
		Total for Band 3						\$ -
		Band 4						
		Copier			1	per year		\$ -
		Scanning			1	per year		\$ -
		Network Printing			1	per year		\$ -
		Fax			1	per year		\$ -
		Staple			1	per year		\$ -
		Per Click Charge (includes maintenance and consumables)			7,000	per month		\$ -
		Total for Band 4						\$ -

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

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
2	Purchase	Color						
		Band 1						
		Copier			1	per year		\$ -
		Scanning			1	per year		\$ -
		Network Printing			1	per year		\$ -
		Fax			1	per year		\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			200	per month		\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			500	per month		\$ -
		Total for Band 1						\$ -
		Band 2						
		Copier			2	per year		\$ -
		Scanning			2	per year		\$ -
		Network Printing			2	per year		\$ -
		Fax			2	per year		\$ -
		Staple			2	per year		\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			1,000	per month		\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month		\$ -
		Total for Band 2						\$ -
		Band 3						
		Copier			1	per year		\$ -
		Scanning			1	per year		\$ -
		Network Printing			1	per year		\$ -
		Fax			1	per year		\$ -
		Staple			1	per year		\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			2,000	per month		\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month		\$ -
		Total for Band 3						\$ -
		Band 4						
		Copier			6	per year		\$ -
		Scanning			6	per year		\$ -
		Network Printing			6	per year		\$ -
		Fax			6	per year		\$ -
		Staple			6	per year		\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			4,000	per month		\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month		\$ -
		Total for Band 4						\$ -
								Total Purchase Price of Color Bands 1-4 \$ -

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

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

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

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

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

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

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

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

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

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

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

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

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

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC1700000015

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|---|
| <input 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 checked="" type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input checked="" type="checkbox"/> Addendum No. 9 |
| <input checked="" type="checkbox"/> Addendum No. 5 | <input checked="" 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.

Sharp Electronics Corporation

Company

Laura Blackw

Authorized Signature

7/17/17

Date

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



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

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

Proc Folder: 328007

Doc Description: Addendum No. 9 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-07	2017-07-18 13:30:00	CRFQ 0212 SWC1700000015	10

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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN # 13-1968872

DATE 7/10/17

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

ADDITIONAL INFORMATION:

Addendum No. 9 - To extend the bid opening from 07/11/2017 to 07/18/2017.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide contract for digital copiers

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Revised Technical question deadline	2017-05-18

SWC170000015	Document Phase Final	Document Description Addendum No. 9 - SWC contract for digital copiers	Page 3 of 3
---------------------	--------------------------------	--	------------------------------

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: 328007

Doc Description: Addendum No. 9 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-07	2017-07-18 13:30:00	CRFQ 0212 SWC1700000015	10

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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 7/10/17

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

ADDITIONAL INFORMATION:

Addendum No. 9 - To extend the bid opening from 07/11/2017 to 07/18/2017.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide contract for digital copiers

SCHEDULE OF EVENTS

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

SWC170000015	Document Phase Draft	Document Description Addendum No. 9 - SWC contract for digital copiers	Page 3 of 3
---------------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015
Addendum Number: 9

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To extend the bid opening from 07/11/2017 to 07/18/2017.

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

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO SWC170000015

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 checked="" type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input checked="" 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.

Sharp Electronics Corporation

Company

Laura J. Glantz

Authorized Signature

7/10/17

Date

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



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

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

Proc Folder: 328007

Doc Description: Addendum No. 8 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-06	2017-07-11 13:30:00	CRFQ 0212 SWC1700000015	9

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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 7/10/17

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

ADDITIONAL INFORMATION:

Addendum No. 7 - Revised pricing pages to correct formula errors in Item No. 3 (24-month lease) and Item No. 5 (36-month lease) attached. The bid opening remains on 07/11/2017 at 1:30 pm.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide contract for digital copiers

SCHEDULE OF EVENTS

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

SWC1700000015	Document Phase Final	Document Description Addendum No. 8 - SWC contract for digital copiers	Page 3 of 3
----------------------	---------------------------------------	--	------------------------------

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: 328007

Doc Description: Addendum No. 8 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-06	2017-07-11 13:30:00	CRFQ 0212 SWC1700000015	9

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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 7/10/17

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

ADDITIONAL INFORMATION:

Addendum No. 7 - Revised pricing pages to correct formula errors in Item No. 3 (24-month lease) and Item No. 5 (36-month lease) attached. The bid opening remains on 07/11/2017 at 1:30 pm.

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	Revised Technical question deadline	2017-05-18

SWC1700000015	Document Phase Draft	Document Description Addendum No. 8 - SWC contract for digital copiers	Page 3 of 3
---------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015

Addendum Number: 8

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. Revised pricing pages attached to correct formula errors in Item Nos. 3 and 5.

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.

CRFQ SWC1700000015 - DIGCOP17A - 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			4		\$ -
		Scanning			4		\$ -
		Network Printing			4		\$ -
		Fax			4		\$ -
		Per Click Charge (includes maintenance and consumables)			500		\$ -
		Total for Band 1					\$ -
		Band 2					
		Copier			3		\$ -
		Scanning			3		\$ -
		Network Printing			3		\$ -
		Fax			3		\$ -
		Staple			3		\$ -
		Per Click Charge (includes maintenance and consumables)			2,200		\$ -
		Total for Band 2					\$ -
		Band 3					
		Copier			4		\$ -
		Scanning			4		\$ -
		Network Printing			4		\$ -
		Fax			4		\$ -
		Staple			4		\$ -
		Per Click Charge (includes maintenance and consumables)			4,500		\$ -
		Total for Band 3					\$ -
		Band 4					
		Copier			1		\$ -
		Scanning			1		\$ -
		Network Printing			1		\$ -
		Fax			1		\$ -
		Staple			1		\$ -
		Per Click Charge (includes maintenance and consumables)			7,000		\$ -
		Total for Band 4					\$ -

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

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price	Total Price	
2	Purchase	Color						
		Band 1						
		Copier			1		\$ -	
		Scanning			1		\$ -	
		Network Printing			1		\$ -	
		Fax			1		\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			200		\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			500		\$ -	
		Total for Band 1					\$ -	
		Band 2						
		Copier			2		\$ -	
		Scanning			2		\$ -	
		Network Printing			2		\$ -	
		Fax			2		\$ -	
		Staple			2		\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			1,000		\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	
		Total for Band 2					\$ -	
		Band 3						
		Copier			1		\$ -	
		Scanning			1		\$ -	
		Network Printing			1		\$ -	
		Fax			1		\$ -	
		Staple			1		\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			2,000		\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	
		Total for Band 3					\$ -	
		Band 4						
		Copier			6		\$ -	
		Scanning			6		\$ -	
		Network Printing			6		\$ -	
		Fax			6		\$ -	
		Staple			6		\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			4,000		\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	
		Total for Band 4					\$ -	
		Total Purchase Price of Color Bands 1-4						\$ -

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

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
3	24 Month Lease (cont.)	Monochrome							
		Band 4							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			7,000		\$ -	\$ -	
		Total for Band 4					\$ -	\$ -	
		Band 5							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000		\$ -	\$ -	
		Total for Band 5					\$ -	\$ -	
		Band 6							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000		\$ -	\$ -	
		Total for Band 6					\$ -	\$ -	
		Band 7							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000		\$ -	\$ -	
		Total for Band 7					\$ -	\$ -	
		Total Monthly Lease Price of Monochrome Bands 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	Total Annual Cost
4	24 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

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

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

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
5	36 Month Lease (cont.)	Monochrome							
		Band 5							
		Copier			16		\$ -	\$ -	
		Scanning			16		\$ -	\$ -	
		Network Printing			16		\$ -	\$ -	
		Fax			16		\$ -	\$ -	
		Staple			16		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000		\$ -	\$ -	
		Total for Band 5					\$ -	\$ -	
		Band 6							
		Copier			6		\$ -	\$ -	
		Scanning			6		\$ -	\$ -	
		Network Printing			6		\$ -	\$ -	
		Fax			6		\$ -	\$ -	
		Staple			6		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000		\$ -	\$ -	
		Total for Band 6					\$ -	\$ -	
		Band 7							
		Copier			2		\$ -	\$ -	
		Scanning			2		\$ -	\$ -	
		Network Printing			2		\$ -	\$ -	
		Fax			2		\$ -	\$ -	
		Staple			2		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000		\$ -	\$ -	
		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	Total Annual Cost
6	36 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			3		\$ -	\$ -
		Scanning			3		\$ -	\$ -
		Network Printing			3		\$ -	\$ -
		Fax			3		\$ -	\$ -
		Staple			3		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			14		\$ -	\$ -
		Scanning			14		\$ -	\$ -
		Network Printing			14		\$ -	\$ -
		Fax			14		\$ -	\$ -
		Staple			14		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

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

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

Item No.	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
7	48 Month Lease (cont.)	Monochrome						
	Band 5							
	Copier			20		\$ -	\$ -	
	Scanning			20		\$ -	\$ -	
	Network Printing			20		\$ -	\$ -	
	Fax			20		\$ -	\$ -	
	Staple			20		\$ -	\$ -	
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000		\$ -	\$ -	
	Total for Band 5					\$ -	\$ -	
	Band 6							
	Copier			18		\$ -	\$ -	
	Scanning			18		\$ -	\$ -	
	Network Printing			18		\$ -	\$ -	
	Fax			18		\$ -	\$ -	
	Staple			18		\$ -	\$ -	
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000		\$ -	\$ -	
	Total for Band 6					\$ -	\$ -	
	Band 7							
	Copier			13		\$ -	\$ -	
	Scanning			13		\$ -	\$ -	
	Network Printing			13		\$ -	\$ -	
	Fax			13		\$ -	\$ -	
	Staple			13		\$ -	\$ -	
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000		\$ -	\$ -	
	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	Total Annual Cost
8	48 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			7		\$ -	\$ -
		Scanning			7		\$ -	\$ -
		Network Printing			7		\$ -	\$ -
		Fax			7		\$ -	\$ -
		Staple			7		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			12		\$ -	\$ -
		Scanning			12		\$ -	\$ -
		Network Printing			12		\$ -	\$ -
		Fax			12		\$ -	\$ -
		Staple			12		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

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

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

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO SWC1700000015

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input 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 checked="" 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.

Sharp Electronics Corporation

Company



Authorized Signature

7/10/17

Date

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



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

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

Proc Folder: 328007

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

Proc Type: Central Master Agreement

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

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN # 13-1968872

DATE

7/10/17

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

ADDITIONAL INFORMATION:

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

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	Revised Technical question deadline	2017-05-18

SWC1700000016	Document Phase Draft	Document Description Addendum No. 7 - SWC contract for digital copiers	Page 3 of 3
---------------	--------------------------------	--	-----------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015
Addendum Number: 7

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

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

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

Terms and Conditions:

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

ATTACHMENT A
SWC170000015 – Addendum No. 7

Questions:

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

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

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

A7: Revised pricing pages attached.

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

A8: Responses to vendor questions are hereto attached.

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

A9: Yes.

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

A10: Yes.

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

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

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

A12: Revised pricing pages attached.

Q13: The estimated quantity of machines is different for the purchase, 24 month, 36 month, and 48 months. Is that estimated for different month rental options so for Band 1 it is 1 for the 24 month rental, 16 for 36 month and 17 for 48 month rentals? So are you estimating a total of 21 Band 1 machines for all the options etc.?

A13: As per Section 4.3 in the specifications, the Pricing Pages contain a list of estimated quantities that may be purchased or leased. The estimated quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Q14: For the Per Click charge by band are you wanting the price to include the estimated copies so for Band 1 it is 500. Do you want the price to be for 500 copies and then a Cost per copy click charge for copies over 500 per month or is the price to include all copies used for each band?

A14: Revised pricing pages attached. See Clarifications below.

Q15: 3.1.13.2 Section C- Are staples to be included in the per click charge?

A15: Yes.

Q16: 3.1.13.2 Section H- For any machines purchased without a service agreement, will Agency be permitted to purchase a service agreement at a later date?

A16: Agencies may purchase a service agreement at a later date by following their agency-delegated purchasing procedures.

Q17: 6.5- Please define the word 'defect' as used in Patent Defect and Latent Defect.

A17: The definition as found from the The Law Dictionary (featuring Black's Law Dictionary Free Online Legal Dictionary 2nd Ed.) for patent defect and latent defect are provided below –

Patent defect - A defect, or anomaly in any item that might cause it to malfunction. Can be found easily upon inspection.

Latent defect - Defect in an item found after the delivery of the item, discovered through the normal use of the item. This defect type is typically not found through normal inspection/investigation techniques. The defect can be in either the item's material and/or workmanship.

Q18: In the bands requiring electronic sorting or finisher/stapler, are finishers required? Most digital machines will sort without the use of a finisher/stapler.

A18: Yes.

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

4.2.6 Copier (including maintenance for ___ copies) — Vendor should list the brand name and Model No. of the copier that it is bidding for the item no. and band number in question. As indicated, the Unit Price on all leased copiers must include any service and maintenance costs for the number of copies per month listed. The space above has been left blank because each band has a different number of copies included. Vendor should multiply the Unit Price by the quantity specified to calculate the Total Price Per Month (Including Maintenance).

A19: Revised pricing pages attached.

Clarifications:

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

4.2.6 Copier (including maintenance for ___ copies) – Vendor should list the brand name and Model No. of the copier that it is bidding for the item no. and band number in question. As indicated, the Unit Price on all leased copiers must include any service and maintenance costs for the number of per click charge. The space above has been left blank because each band has a different number of copies included. Vendor should multiply the Unit Price by the quantity specified to calculate the Total Price Per Month (Including Maintenance).

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

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

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

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

REVISED PRICING PAGES

CRFQ SWC1700000015 - DIGCOP17A - 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			4		\$ -
		Scanning			4		\$ -
		Network Printing			4		\$ -
		Fax			4		\$ -
		Per Click Charge (includes maintenance and consumables)			500		\$ -
		Total for Band 1					\$ -
		Band 2					
		Copier			3		\$ -
		Scanning			3		\$ -
		Network Printing			3		\$ -
		Fax			3		\$ -
		Staple			3		\$ -
		Per Click Charge (includes maintenance and consumables)			2,200		\$ -
		Total for Band 2					\$ -
		Band 3					
		Copier			4		\$ -
		Scanning			4		\$ -
		Network Printing			4		\$ -
		Fax			4		\$ -
		Staple			4		\$ -
		Per Click Charge (includes maintenance and consumables)			4,500		\$ -
		Total for Band 3					\$ -
		Band 4					
		Copier			1		\$ -
		Scanning			1		\$ -
		Network Printing			1		\$ -
		Fax			1		\$ -
		Staple			1		\$ -
		Per Click Charge (includes maintenance and consumables)			7,000		\$ -
		Total for Band 4					\$ -

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

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

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
3	24 Month Lease (cont.)	Monochrome							
		Band 4							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			7,000		\$ -	\$ -	
		Total for Band 4					\$ -	\$ -	
		Band 5							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000		\$ -	\$ -	
		Total for Band 5					\$ -	\$ -	
		Band 6							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000		\$ -	\$ -	
		Total for Band 6					\$ -	\$ -	
		Band 7							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000		\$ -	\$ -	
		Total for Band 7					\$ -	\$ -	
		Total Monthly Lease Price of Monochrome Bands 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	Total Annual Cost
4	24 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Staple			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

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

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

Item No.	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
5	36 Month Lease (cont.)						
	Monochrome						
	Band 5						
	Copier			16		\$ -	\$ -
	Scanning			16		\$ -	\$ -
	Network Printing			16		\$ -	\$ -
	Fax			16		\$ -	\$ -
	Staple			16		\$ -	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000		\$ -	\$ -
	Total for Band 5					\$ -	\$ -
	Band 6						
	Copier			6		\$ -	\$ -
	Scanning			6		\$ -	\$ -
	Network Printing			6		\$ -	\$ -
	Fax			6		\$ -	\$ -
	Staple			6		\$ -	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000		\$ -	\$ -
	Total for Band 6					\$ -	\$ -
	Band 7						
	Copier			2		\$ -	\$ -
	Scanning			2		\$ -	\$ -
	Network Printing			2		\$ -	\$ -
	Fax			2		\$ -	\$ -
	Staple			2		\$ -	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000		\$ -	\$ -
	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	Total Annual Cost
6	36 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			3		\$ -	\$ -
		Scanning			3		\$ -	\$ -
		Network Printing			3		\$ -	\$ -
		Fax			3		\$ -	\$ -
		Staple			3		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			14		\$ -	\$ -
		Scanning			14		\$ -	\$ -
		Network Printing			14		\$ -	\$ -
		Fax			14		\$ -	\$ -
		Staple			14		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

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

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

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
7	48 Month Lease (cont.)	Monochrome							
		Band 5							
		Copier			20		\$ -	\$ -	
		Scanning			20		\$ -	\$ -	
		Network Printing			20		\$ -	\$ -	
		Fax			20		\$ -	\$ -	
		Staple			20		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			12,000		\$ -	\$ -	
		Total for Band 5					\$ -	\$ -	
		Band 6							
		Copier			18		\$ -	\$ -	
		Scanning			18		\$ -	\$ -	
		Network Printing			18		\$ -	\$ -	
		Fax			18		\$ -	\$ -	
		Staple			18		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			18,000		\$ -	\$ -	
		Total for Band 6					\$ -	\$ -	
		Band 7							
		Copier			13		\$ -	\$ -	
		Scanning			13		\$ -	\$ -	
		Network Printing			13		\$ -	\$ -	
		Fax			13		\$ -	\$ -	
		Staple			13		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications			25,000		\$ -	\$ -	
		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	Total Annual Cost
8	48 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			7		\$ -	\$ -
		Scanning			7		\$ -	\$ -
		Network Printing			7		\$ -	\$ -
		Fax			7		\$ -	\$ -
		Staple			7		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			12		\$ -	\$ -
		Scanning			12		\$ -	\$ -
		Network Printing			12		\$ -	\$ -
		Fax			12		\$ -	\$ -
		Staple			12		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -

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

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

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC1700000015

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

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

Addendum Numbers Received:


(Check the box next to each addendum received)

- | | |
|--|--|
| <input 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 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.

Sharp Electronics Corporation

Company



Authorized Signature

7/10/17

Date

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



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

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

Proc Folder: 328007

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

Proc Type: Central Master Agreement

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

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN # 13-1968872

DATE

7/10/17

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

ADDITIONAL INFORMATION:

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

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide contract for digital copiers

SCHEDULE OF EVENTS

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

SWC170000015	Document Phase Final	Document Description Addendum No. 7 - SWC contract for digital copiers	Page 3 of 3
---------------------	--------------------------------	--	------------------------

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: 328007

Doc Description: Addendum No. 6 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-06-28	2017-07-11 13:30:00	CRFQ 0212 SWC1700000015	7

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle* FEIN # 13-1968872 DATE 7/10/17

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

ADDITIONAL INFORMATION:

Addendum No. 6 - To extend the bid opening from 06/29/2017 to 07/11/2017. Responses to vendor questions will be issued under separate addendum.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide contract for digital copiers

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Revised Technical question deadline	2017-05-18

SWC170000015	Document Phase Final	Document Description Addendum No. 6 - SWC contract for digital copiers	Page 3 of 3
---------------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015
Addendum Number: 6

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To extend the bid opening from 06/29/2017 to 07/11/2017.
2. Responses to vendor questions will be issued under separate addendum.

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 SWC1700000015

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

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

Addendum Numbers Received:

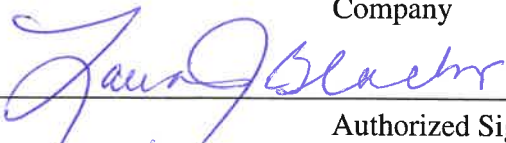
(Check the box next to each addendum received)

- | | |
|--|--|
| <input 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.

Sharp Electronics Corporation

Company



Authorized Signature

7/10/17

Date

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



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

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

Proc Folder: 328007

Doc Description: Addendum No. 5 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-06-16	2017-06-29 13:30:00	CRFQ 0212 SWC1700000015	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:
 Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle* FEIN # 13-1968872 DATE 6/21/17

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

ADDITIONAL INFORMATION:

Addendum No. 5 - To extend the bid opening from 06/21/2017 to 06/29/2017. Responses to vendor questions will be issued under separate addendum.

OFFICE 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	Revised Technical question deadline	2017-05-18

SWC1700000015	Document Phase Final	Document Description Addendum No. 5 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

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: 328007

Doc Description: Addendum No. 5 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-06-16	2017-06-29 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 6/21/17

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

ADDITIONAL INFORMATION:

Addendum No. 5 - To extend the bid opening from 06/21/2017 to 06/29/2017. Responses to vendor questions will be issued under separate addendum.

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	Revised Technical question deadline	2017-05-18

SWC170000015	Document Phase Draft	Document Description Addendum No. 5 - SWC contract for digital copiers	Page 3 of 3
---------------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015

Addendum Number: 5

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To extend the bid opening from 06/21/2017 to 06/29/2017.
2. Responses to vendor questions will be issued under separate addendum.

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.: CRFO SWC1700000015

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input 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.

Sharp Electronics Corporation

Company

Laura J. Blackner

Authorized Signature

6/21/17

Date

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



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

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

Proc Folder: 328007

Doc Description: Addendum No. 4 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-06-05	2017-06-21 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Laura Blackw*

FEIN # 13-1968872

DATE 6/5/17

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

ADDITIONAL INFORMATION:

Amendment No. 4 - To extend the bid opening from 06/08/2017 to 06/21/2017. Responses to vendor questions will be issued under separate amendment.

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	Revised Technical question deadline	2017-05-18

8WC1700000015	Document Phase Draft	Document Description Addendum No. 4 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015

Addendum Number: 4

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To extend the bid opening from 06/08/2017 to 06/21/2017.
2. Responses to vendor questions will be issued under separate addendum.

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.: CRFO SWC1700000015

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input 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 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.

Sharp Electronics Corporation

Company

Laura J. Blackner

Authorized Signature

6/5/17

Date

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



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

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

Proc Folder: 328007

Doc Description: Addendum No. 4 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-06-05	2017-06-21 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature *Laura J. Blackmer* FEIN # 13-1968872 DATE 6/5/17

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

ADDITIONAL INFORMATION:

Addendum No. 4 - To extend the bid opening from 06/08/2017 to 06/21/2017. Responses to vendor questions will be issued under separate addendum.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide contract for digital copiers

SCHEDULE OF EVENTS

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

SWC1700000015	Document Phase Final	Document Description Addendum No. 4 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

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: 328007

Doc Description: Addendum No. 3 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-25	2017-06-08 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle* FEIN # 13-1968872 DATE 6/5/17

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

ADDITIONAL INFORMATION:

Addendum No. 3 - To extend the bid opening from 05/30/2017 to 06/08/2017. Responses to vendor questions will be issued under separate addendum.

/OICE 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	Revised Technical question deadline	2017-05-18

SWC1700000015	Document Phase Final	Document Description Addendum No. 3 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

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: 328007

Doc Description: Addendum No. 3 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-25	2017-06-08 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 6/5/17

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

ADDITIONAL INFORMATION:

Amendment No. 3 - To extend the bid opening from 05/30/2017 to 06/08/2017. Responses to vendor questions will be issued under separate amendment.

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	Revised Technical question deadline	2017-05-18

SWC1700000015	Document Phase Draft	Document Description Addendum No. 3 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015

Addendum Number: 3

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

Applicable Addendum Category:

- [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. To extend the bid opening from 05/30/2017 to 06/08/2017.
2. Responses to vendor questions will be issued under separate addendum.

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.: CRFO SWC1700000015

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input 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 type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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

Sharp Electronics Corporation

Company

Juan J. Blacanes

Authorized Signature

6/5/17

Date

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



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

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

Proc Folder: 328007

Doc Description: Addendum No. 2 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-12	2017-05-30 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 5/15/17

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

ADDITIONAL INFORMATION:

Addendum No. 2 - To extend the vendor question deadline from 05/15/2017 to 05/18/2017. To extend the bid opening from 05/25/2017 to 05/30/2017.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide contract for digital copiers

SCHEDULE OF EVENTS

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

SWC1700000015	Document Phase Final	Document Description Addendum No. 2 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

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: 328007

Doc Description: Addendum No. 2 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-12	2017-05-30 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 466-6319 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN # 13-1968872

DATE 5/15/17

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

ADDITIONAL INFORMATION:

Amendment No. 2 - To extend the vendor question deadline from 05/15/2017 to 05/18/2017. To extend the bid opening from 05/25/2017 to 05/30/2017.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide contract for digital copiers

SCHEDULE OF EVENTS

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

SWC1700000015	Document Phase Draft	Document Description Addendum No. 2 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015

Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To extend vendor question deadline from 05/15/2017 to 05/18/2017.
2. To extend the bid opening from 05/25/2017 to 05/30/2017.

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

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO SWC170000015

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:

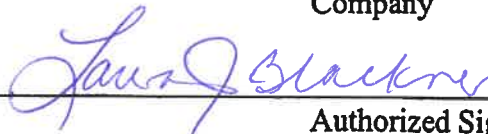
(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input 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 type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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

Sharp Electronics Corporation

Company



Authorized Signature

5/15/17

Date

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



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

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

Proc Folder: 328007

Doc Description: Addendum No. 1 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-04	2017-05-25 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nickie Calcagni
 Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X

Tara Lyle

FEIN #

13-1968872

DATE

5/8/17

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

SWC1700000015	Document Phase Final	Document Description Addendum No. 1 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

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: 328007

Doc Description: Addendum No. 1 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-04	2017-05-25 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN #

13-1968872

DATE

5/8/17

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

ADDITIONAL INFORMATION:

Addendum No. 1 - To extend the vendor question deadline from 05/09/2017 to 05/15/2017. To extend the bid opening from 05/18/2017 to 05/25/2017.

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide contract for digital copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Revised Technical question deadline	2017-05-15

SWC1700000015	Document Phase Draft	Document Description Addendum No. 1 - SWC contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015
Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To extend vendor question deadline from 05/09/2017 to 05/15/2017.
2. To extend the bid opening from 05/18/2017 to 05/25/2017.

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

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC1700000015

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Sharp Electronics Corporation

Company



Authorized Signature

5/8/17

Date

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



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

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

Proc Folder: 328007

Doc Description: Statewide contract for digital copiers

Proc Type: Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
2017-04-28	2017-05-18 13:30:00	CRFQ 0212 SWC1700000015	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:

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 5/2/17

Offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

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

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

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

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide contract for digital copiers

SWC1700000015	Document Phase Draft	Document Description Statewide contract for digital copiers	Page 3 of 3
---------------	--------------------------------	---	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

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

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

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

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

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

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

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

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

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

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

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

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

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

Question Submission Deadline: May 9, 2017 by 4:00 pm

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

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

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

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

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

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

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

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

BID TYPE: (This only applies to CRFP)

- Technical
 Cost

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

Bid Opening Date and Time: May 18, 2017 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 and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and 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 to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

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

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

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

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

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

GENERAL TERMS AND CONDITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

Term Contract

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

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

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

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

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

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

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

Other: See attached.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of:

Automobile Liability Insurance in at least an amount of: _____

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

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

Cyber Liability Insurance in an amount of: _____

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

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

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

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

for _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised 04/07/2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open 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.

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

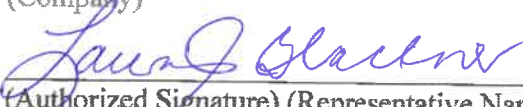
The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor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

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

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.

Nicki Calcagni
(Name, Title)
Industry & Government Account Manager
(Printed Name and Title)
100 Paragon Drive, Montvale, NJ 07645
(Address)
301-466-6219
(Phone Number) / (Fax Number)
calcagnin@sharpsec.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.

Sharp Electronics Corporation
(Company)

(Authorized Signature) (Representative Name, Title)

Laura Blackmer, Senior Vice President SIICA Sales
(Printed Name and Title of Authorized Representative)

5/2/17
(Date)

201-529-8529
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

SPECIFICATIONS

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

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

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

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – Digital copiers

3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must be have the following minimum specifications:

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

3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must be have the following minimum specifications:

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

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must be have the following minimum specifications:

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

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – Digital copiers

3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must be have the following minimum specifications:

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

3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must be have the following minimum specifications:

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

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must be have the following minimum specifications:

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

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must be have the following minimum specifications:

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

3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must be have the following minimum specifications:

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

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must be have the following minimum specifications:

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

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – 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.

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – Digital copiers

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

3.1.13.2 Service and Maintenance

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

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

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

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

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

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – Digital copiers

Monday through Friday, with the exception of State holidays.

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

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

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

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

3.1.13.5 Paper Requirement: A stack feed bypass (allows insertion of 20 to 150 sheets at a time and provides multi-copy capability) may be counted as meeting the minimum paper source

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A - Digital copiers

specification. However, a sheet bypass (single, hand-fed sheets) shall not meet the minimum paper source specifications.

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

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

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

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

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

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

- 3.1.13.10 Published Specifications:** All copiers quoted must have published copy volumes per month and copies per minute. Vendors must provide published descriptive literature to

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

illustrate compliance with the minimum, mandatory band specifications, which include copy volumes per month, copies/minute data, available memory, paper sources and paper capacity prior to award. Vendor should highlight all standard features on within the literature provided for each copier bid.

- 3.1.13.11 Parts Availability:** Vendors must guarantee that all parts and service on all purchased units shall be available for a period of seven years from the date of purchase and for the term of the rental on all rental units. All parts shall not be used.
- 3.1.13.12 Scan Charges:** Scanning charges, in addition to, or as a part of the per copy charge, shall not be allowed. Scanning can only be billed as an accessory that may increase the monthly cost per unit as shown on the Pricing Pages. There shall be no charge for scans which do not produce a physical document.
- 3.1.13.13 Power Protection:** Vendors should include, as part of their available accessories for digital copiers, surge and ground noise protection units. Units shall be ESP QC Power protection, or equal, for Bands 4 through 7, and ESP Majac Power protection, or equal, for Bands 1 through 3. Vendors must provide manufacturer literature for any "or equal" power protection unit bid prior to award.
- 3.1.13.14 Power Requirements:** If a copier requires a dedicated power line, it is the joint responsibility of the vendor and Agency to determine if this requirement can be met. Vendor is not responsible for providing power if the necessary power outlets or junctions are not available.
- 3.1.13.15 Network Connection:** All network connected units must include all cable, cards, etc. for connection to the Agency's network at no additional cost to the Agency. Vendor's equipment must be capable of connecting to an Ethernet/Fast-Ethernet network that has either Microsoft or Novell as the network operating system.

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – Digital copiers

3.1.13.16 Firmware/Software: Vendors shall ensure that it provides all necessary firmware/software with each copier to allow Agency to obtain full use of the copier being installed. The cost of any firmware/software shall be included in the base price of the copier being bid. Vendor and agency must obtain approval from the appropriate entity prior to connecting any firmware/software to a State network. Vendor must provide a copy of any firmware/software agreement for approval prior to award of this Contract.

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

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

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

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

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

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – Digital copiers

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

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

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

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

4. CONTRACT AWARD:

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

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

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

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

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

Purchased Machines (Item No. 1 and 2)

4.2.1 Copier – Vendor should list the brand name and Model No. of the single copier that it is bidding for the item no. and band number in question. Vendor should also list the unit price for each item number bid. Then, the vendor should multiply the unit price by the Estimated quantity to get the Total price for each line item, if not completing the Pricing Pages electronically.

4.2.2 Accessories – Scanning, Network Printing, Fax, and Staple are listed as common accessories on the Pricing Pages. Vendor should include the brand name of the accessory (if applicable), the model number of the accessory (if applicable), and the Unit Price for each accessory. Vendor should also list the total price for the accessory based on the estimated quantity if not completing the pricing pages electronically. *In the event that Vendor's copier already includes one or more of the listed accessories, Vendor should write "included" in the space for the brand name of the accessory and list the Unit Price as \$0 for the accessory in question.* The cost of

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – Digital copiers

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

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

Leased Machines (Item Nos. 3 through 8)

- 4.2.6 Copier (including maintenance for ___ copies)** – Vendor should list the brand name and Model No. of the copier that it is bidding for the item no. and band number in question. As indicated, the Unit Price on all leased copiers must include any service and maintenance costs for the number of copies per month listed. The space above has been left blank because each band has a different number of copies included. Vendor should multiply the Unit Price by the quantity specified to calculate the Total Price Per Month (Including Maintenance).
- 4.2.7 Copier** – Same as above.
- 4.2.8 Accessories** – Same as above.
- 4.2.9 Total for Band 1** – Same as above.
- 4.2.10 Per Click Copy Charge (Monochrome)** – Vendor should list the per click copy charge for monochrome copies in the Unit Price column for this line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. The Total Annual Cost column is a sum of the Total Price per Month multiplied by 12 for 12 months.

REQUEST FOR QUOTATION
CRFQ SWC170000015 - DIGCOP17A – Digital copiers

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

4.2.12 Total Monthly Lease Price of Monochrome Bands 1 through 7 for ____ Month Lease – This line item represents a combined total of all monochrome bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

4.2.13 Total Monthly Lease Price of Color Bands 1 through 4 for ____ Month Lease – This line item represents a combined total of all color bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

Final Pricing Page

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

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

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

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

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

5. ORDERING AND PAYMENT:

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

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

- 5.2 Authorizing Documentation:** Vendor is prohibited from filling orders without a fully executed WV39 or Agency Delivery Order (ADO).
- 5.3 Maintenance Option:** Agencies have the option of not entering into a maintenance/service contract on purchased copiers. If maintenance is not obtained through this Contract, Agency may obtain it through a separate procurement on a per call, time and materials basis.
- 5.4 Short Term Rental:** Any Agency requiring a copier for less than a 24-month term shall bid the procurement on the open market in accordance with State of West Virginia, Department of Administration, Purchasing Division rules and regulations.
- 5.5 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

- 5.6 Invoicing/Meter Read:** Normal invoicing shall be monthly in arrears. However, upon mutual agreement of the Vendor and Agency, invoicing may be done on a quarterly basis in arrears. If quarterly billing is done, the monthly copy volume shall be aggregated for the quarter to determine per copy overage charges. For example, if the monthly copy volume included in the base charge is 30,000 copies per month, 90,000 copies for a three month period will be allowed before an overage charge is billed, regardless of how many copies were completed in each of the three months of the three month period.

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

6. DELIVERY AND RETURN:

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

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

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- The Vendor must assume all shipping and installation charges and all insurance charges associated with the delivery of the equipment. Any delivery or installation charge, including connection to the end user's network, if desired, shall be incorporated into the base price of the equipment. Prices must include initial training and start-up supplies. Start-up supplies shall be the normal quantity to begin operation of the equipment.

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A - Digital copiers

- 6.4 Installation and Removal Charges:** All Contract Items sold or leased to an Agency under this Contract shall be installed and removed free of charge. This applies to all situations or de-installations.
- 6.5 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

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

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

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

7. MISCELLANIOUS:

- 7.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the RFQ. Vendor shall not supply substitute items without Purchasing Division approval.
- 7.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

- 7.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 7.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract.
- 7.5 Minimum Qualification Experience:** Vendors must have a minimum of five (5) years of relevant experience in copier sales and service and must be an authorized manufacturer representative. Vendors must provide a written manufacturers' certification evidencing authorization to sell and service the copiers that will be offered in each band. Failure to provide required information when requested by the Purchasing Division may result in disqualification of the bid.
- 7.6 Subcontracts/Joint Ventures:** The Vendor is solely responsible for all work performed under the Contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this Contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this Contract; however, the Vendor is totally responsible for payment of the subcontractor.
- 7.7 Rental Term:** Prices for all standard rental units are to be for a 24, 36, and 48 month term. In addition, rental orders may be extended on a month to month basis upon mutual written agreement of the parties. Month to month extension should only be used when an agency has a compelling reason such as anticipation of an office move or closing. After expiration of this Contract, month to month extensions are not permitted, but lease agreements entered into under this Contract prior to expiration shall remain in effect for the remainder of the lease term.
- 7.8 Damages:** Agencies shall be responsible for damages or loss of rental equipment caused by misuse, abuse, vandalism, theft, fire, flood, or any other occurrence where necessary care was not taken by the agency to prevent loss to the vendor.

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

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price	Total Price	
2	Purchase	Color						
		Band 1						
		Copier			1		\$ -	
		Scanning			1		\$ -	
		Network Printing			1		\$ -	
		Fax			1		\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			200		\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			500		\$ -	
		Total for Band 1					\$ -	
		Band 2						
		Copier			2		\$ -	
		Scanning			2		\$ -	
		Network Printing			2		\$ -	
		Fax			2		\$ -	
		Staple			2		\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			1,000		\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	
		Total for Band 2					\$ -	
		Band 3						
		Copier			1		\$ -	
		Scanning			1		\$ -	
		Network Printing			1		\$ -	
		Fax			1		\$ -	
		Staple			1		\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			2,000		\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	
		Total for Band 3					\$ -	
		Band 4						
		Copier			6		\$ -	
		Scanning			6		\$ -	
		Network Printing			6		\$ -	
		Fax			6		\$ -	
		Staple			6		\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			4,000		\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	
		Total for Band 4					\$ -	
		Total Purchase Price of Color Bands 1-4						\$ -

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

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
3	24 Month Lease (cont.)	Monochrome							
		Band 4							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables)			1		\$ -	\$ -	
		Total for Band 4			7,000		\$ -	\$ -	
							\$ -	\$ -	
		Band 5							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables)			1		\$ -	\$ -	
		Total for Band 5			12,000		\$ -	\$ -	
							\$ -	\$ -	
		Band 6							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables)			1		\$ -	\$ -	
		Total for Band 6			18,000		\$ -	\$ -	
							\$ -	\$ -	
		Band 7							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables)			1		\$ -	\$ -	
		Total for Band 7			25,000		\$ -	\$ -	
							\$ -	\$ -	
		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	Total Annual Cost	
4	24 Month Lease	Color							
		Band 1							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			200		\$ -	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			500		\$ -	\$ -	
		Total for Band 1					\$ -	\$ -	
		Band 2							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			1,000		\$ -	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	\$ -	
		Total for Band 2					\$ -	\$ -	
		Band 3							
		Copier			1		\$ -	\$ -	
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Staple			1		\$ -	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			2,000		\$ -	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	\$ -	
		Total for Band 3					\$ -	\$ -	
		Band 4							
		Copier			4		\$ -	\$ -	
		Scanning			4		\$ -	\$ -	
		Network Printing			4		\$ -	\$ -	
		Fax			4		\$ -	\$ -	
		Staple			4		\$ -	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			4,000		\$ -	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	\$ -	
		Total for Band 4					\$ -	\$ -	
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease						\$ -	\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
5	36 Month Lease	Monochrome						
		Band 1						
		Copier			18		\$ -	\$ -
		Scanning			18		\$ -	\$ -
		Network Printing			18		\$ -	\$ -
		Fax			18		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			6		\$ -	\$ -
		Scanning			8		\$ -	\$ -
		Network Printing			6		\$ -	\$ -
		Fax			6		\$ -	\$ -
		Staple			6		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			6		\$ -	\$ -
		Total for Band 2			2,200		\$ -	\$ -
		Band 3						
		Copier			14		\$ -	\$ -
		Scanning			14		\$ -	\$ -
		Network Printing			14		\$ -	\$ -
		Fax			14		\$ -	\$ -
		Staple			14		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			14		\$ -	\$ -
		Total for Band 3			4,500		\$ -	\$ -
		Band 4						
		Copier			15		\$ -	\$ -
		Scanning			15		\$ -	\$ -
		Network Printing			15		\$ -	\$ -
		Fax			15		\$ -	\$ -
		Staple			15		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			15		\$ -	\$ -
		Total for Band 4			7,000		\$ -	\$ -

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost	
5	36 Month Lease (cont.)	Monochrome							
		Band 5							
		Copier			18		\$ -	\$ -	
		Scanning			18		\$ -	\$ -	
		Network Printing			18		\$ -	\$ -	
		Fax			18		\$ -	\$ -	
		Staple			18		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables)			12,000		\$ -	\$ -	
		Total for Band 5					\$ -	\$ -	
		Band 6							
		Copier			6		\$ -	\$ -	
		Scanning			6		\$ -	\$ -	
		Network Printing			6		\$ -	\$ -	
		Fax			6		\$ -	\$ -	
		Staple			6		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables)			18,000		\$ -	\$ -	
		Total for Band 6					\$ -	\$ -	
		Band 7							
		Copier			2		\$ -	\$ -	
		Scanning			2		\$ -	\$ -	
		Network Printing			2		\$ -	\$ -	
		Fax			2		\$ -	\$ -	
		Staple			2		\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables)			25,000		\$ -	\$ -	
		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	Total Annual Cost	
6	36 Month Lease	Color							
		Band 1							
		Copier							
		Scanning			1		\$ -	\$ -	
		Network Printing			1		\$ -	\$ -	
		Fax			1		\$ -	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			1		\$ -	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			200		\$ -	\$ -	
		Total for Band 1			500		\$ -	\$ -	
		Band 2							
		Copier							
		Scanning			3		\$ -	\$ -	
		Network Printing			3		\$ -	\$ -	
		Fax			3		\$ -	\$ -	
		Staple			3		\$ -	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			3		\$ -	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	\$ -	
		Total for Band 2			1,000		\$ -	\$ -	
		Band 3							
		Copier							
		Scanning			14		\$ -	\$ -	
		Network Printing			14		\$ -	\$ -	
		Fax			14		\$ -	\$ -	
		Staple			14		\$ -	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			14		\$ -	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			2,000		\$ -	\$ -	
		Total for Band 3			1,000		\$ -	\$ -	
		Band 4							
		Copier							
		Scanning			16		\$ -	\$ -	
		Network Printing			16		\$ -	\$ -	
		Fax			16		\$ -	\$ -	
		Staple			16		\$ -	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			16		\$ -	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			4,000		\$ -	\$ -	
		Total for Band 4			1,000		\$ -	\$ -	
							\$ -	\$ -	
		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	Total Annual Cost
7	48 Month Lease	Monochrome						
		Band 1						
		Copier			17		\$ -	\$ -
		Scanning			17		\$ -	\$ -
		Network Printing			17		\$ -	\$ -
		Fax			17		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			17		\$ -	\$ -
		Scanning			17		\$ -	\$ -
		Network Printing			17		\$ -	\$ -
		Fax			17		\$ -	\$ -
		Staple			17		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			2,200		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			48		\$ -	\$ -
		Scanning			48		\$ -	\$ -
		Network Printing			48		\$ -	\$ -
		Fax			48		\$ -	\$ -
		Staple			48		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			4,500		\$ -	\$ -
		Total for Band 3					\$ -	\$ -
		Band 4						
		Copier			19		\$ -	\$ -
		Scanning			19		\$ -	\$ -
		Network Printing			19		\$ -	\$ -
		Fax			19		\$ -	\$ -
		Staple			19		\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			7,000		\$ -	\$ -
		Total for Band 4					\$ -	\$ -

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

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month	Total Annual Cost
8	48 Month Lease	Color						
		Band 1						
		Copier			1		\$ -	\$ -
		Scanning			1		\$ -	\$ -
		Network Printing			1		\$ -	\$ -
		Fax			1		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			200		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			500		\$ -	\$ -
		Total for Band 1					\$ -	\$ -
		Band 2						
		Copier			7		\$ -	\$ -
		Scanning			7		\$ -	\$ -
		Network Printing			7		\$ -	\$ -
		Fax			7		\$ -	\$ -
		Staple			7		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			1,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	\$ -
		Total for Band 2					\$ -	\$ -
		Band 3						
		Copier			12		\$ -	\$ -
		Scanning			12		\$ -	\$ -
		Network Printing			12		\$ -	\$ -
		Fax			12		\$ -	\$ -
		Staple			12		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			2,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	\$ -
		Total for Band 3					\$ -	\$ -
		Band 4						
		Copier			25		\$ -	\$ -
		Scanning			25		\$ -	\$ -
		Network Printing			25		\$ -	\$ -
		Fax			25		\$ -	\$ -
		Staple			25		\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			4,000		\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000		\$ -	\$ -
		Total for Band 4					\$ -	\$ -
		Total Monthly					e 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: _____



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

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

Proc Folder: 328007

Doc Description: Statewide contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-28	2017-05-18 13:30:00	CRFQ 0212 SWC1700000015	1

BID RECEIVING LOCATION

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

VENDOR

Sharp Electronics Corporation
 100 Paragon Drive
 Montvale, NJ 07645
 Contact: Nicki Calcagni Phone: 301-466-6219 Email: calcagnin@sharpsec.com

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Tara Lyle*

FEIN # 13-1968872

DATE 5/8/17

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

SWC1700000015	Document Phase Final	Document Description Statewide contract for digital copiers	Page 3 of 3
----------------------	--------------------------------	---	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Sharp Pricing

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
1	Purchase	Monochrome						
		Band 1						
		Copier	Sharp Electronics Corp.	MX-M266N SYSTEM1	4	per year	\$ 2,052.00	\$ 8,208.00
		Scanning	Sharp Electronics Corp.	Included	4	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	4	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	4	per year	\$ 324.00	\$ 1,296.00
		Per Click Charge (includes maintenance and consumables)	Sharp Electronics Corp.		500	per month	\$ 0.006500	\$ 156.00
		Total for Band 1						\$ 9,660.00
		Band 2						
		Copier	Sharp Electronics Corp.	MX-M266N SYSTEM2	3	per year	\$ 2,572.00	\$ 7,716.00
		Scanning	Sharp Electronics Corp.	Included	3	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	3	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	3	per year	\$ 324.00	\$ 972.00
		Staple	Sharp Electronics Corp.	Included	3	per year	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp Electronics Corp.		2,200	per month	\$ 0.006500	\$ 514.80
		Total for Band 2						\$ 9,202.80
		Band 3						
		Copier	Sharp Electronics Corp.	MX-M316N SYSTEM	4	per year	\$ 2,678.00	\$ 10,712.00
		Scanning	Sharp Electronics Corp.	Included	4	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	4	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	4	per year	\$ 324.00	\$ 1,296.00
		Staple	Sharp Electronics Corp.	Included	4	per year	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp Electronics Corp.		4,500	per month	\$ 0.006500	\$ 1,404.00
		Total for Band 3						\$ 13,412.00
		Band 4						
		Copier	Sharp Electronics Corp.	MX-M464N SYSTEM	1	per year	\$ 3,644.00	\$ 3,644.00
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 324.00	\$ 324.00
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp Electronics Corp.		7,000	per month	\$ 0.005200	\$ 436.80
		Total for Band 4						\$ 4,404.80

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
1	Purchase (cont.)	Monochrome						
		Band 5						
		Copier	Sharp Electronics Corp.	MX-M564N SYSTEM	1	per year	\$ 4,122.00	\$ 4,122.00
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 324.00	\$ 324.00
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp Electronics Corp.		12,000	per month	\$ 0.005200	\$ 748.80
		Total for Band 5						\$ 5,194.80
		Band 6						
		Copier	Sharp Electronics Corp.	MX-M654N SYSTEM	1	per year	\$ 6,430.00	\$ 6,430.00
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 324.00	\$ 324.00
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp Electronics Corp.		18,000	per month	\$ 0.004900	\$ 1,058.40
		Total for Band 6						\$ 7,812.40
		Band 7						
		Copier	Sharp Electronics Corp.	MX-M754N SYSTEM	1	per year	\$ 6,961.00	\$ 6,961.00
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 324.00	\$ 324.00
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp Electronics Corp.		25,000	per month	\$ 0.004900	\$ 1,470.00
		Total for Band 7						\$ 8,755.00
								Total Purchase Price of Monochrome Bands 1 through 7
								\$ 58,441.80

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
2	Purchase	Color						
		Band 1						
		Copier	Sharp Electronics Corp.	MX-C301W SYSTEM1	1	per year	\$ 1,828.00	\$ 1,828.00
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp Electronics Corp.		200	per month	\$ 0.060000	\$ 144.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp Electronics Corp.		500	per month	\$ 0.011000	\$ 66.00
		Total for Band 1						\$ 2,038.00
		Band 2						
		Copier	Sharp Electronics Corp.	MX-3050N SYSTEM1	2	per year	\$ 3,355.00	\$ 6,710.00
		Scanning	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	2	per year	\$ 324.00	\$ 648.00
		Staple	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp Electronics Corp.		1,000	per month	\$ 0.045000	\$ 1,080.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 168.00
		Total for Band 2						\$ 8,606.00
		Band 3						
		Copier	Sharp Electronics Corp.	MX-3050N SYSTEM2	1	per year	\$ 3,631.00	\$ 3,631.00
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	1	per year	\$ 324.00	\$ 324.00
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp Electronics Corp.		2,000	per month	\$ 0.045000	\$ 1,080.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 84.00
		Total for Band 3						\$ 5,119.00
		Band 4						
		Copier	Sharp Electronics Corp.	MX-4050N SYSTEM	6	per year	\$ 4,693.00	\$ 28,158.00
		Scanning	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -
		Network Printing	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	6	per year	\$ 324.00	\$ 1,944.00
		Staple	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp Electronics Corp.		4,000	per month	\$ 0.045000	\$ 12,960.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 504.00
		Total for Band 4						\$ 43,566.00
								Total Purchase Price of Color Bands 1-4 \$ 59,329.00

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
3	24 Month	Monochrome								
		Band 1								
		Copier	Sharp Electronics Corp.	MX-M266N SYSTEM1	1	per year	\$ 91.12	\$ 91.12	24	\$ 2,186.88
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 14.39	\$ 14.39	24	\$ 345.36
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		500	per month	\$ 0.006500	\$ 3.25	24	\$ 78.00
		Total for Band 1						\$ 108.76		\$ 2,610.24
		Band 2								
		Copier	Sharp Electronics Corp.	MX-M266N SYSTEM2	2	per year	\$ 114.21	\$ 228.42	24	\$ 5,482.08
		Scanning	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	2	per year	\$ 14.39	\$ 28.78	24	\$ 690.72
		Staple	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		2,200	per month	\$ 0.006500	\$ 14.30	24	\$ 686.40
		Total for Band 2						\$ 271.50		\$ 6,859.20
		Band 3								
		Copier	Sharp Electronics Corp.	MX-M316N SYSTEM	2	per year	\$ 118.92	\$ 237.84	24	\$ 5,708.16
		Scanning	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	2	per year	\$ 14.39	\$ 28.78	24	\$ 690.72
		Staple	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		4,500	per month	\$ 0.006500	\$ 29.25	24	\$ 1,404.00
		Total for Band 3						\$ 295.87		\$ 7,802.88

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
3	24 Month Lease (cont.)	Monochrome								
		Band 4								
		Copier	Sharp Electronics Corp.	MX-M464N SYSTEM	1	per year	\$ 161.81	\$ 161.81	24	\$ 3,883.44
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 14.39	\$ 14.39	24	\$ 345.36
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		7,000	per month	\$ 0.005200	\$ 36.40	24	\$ 873.60
		Total for Band 4						\$ 212.60		\$ 5,102.40
		Band 5								
		Copier	Sharp Electronics Corp.	MX-M564N SYSTEM	1	per year	\$ 183.04	\$ 183.04	24	\$ 4,392.96
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 14.39	\$ 14.39	24	\$ 345.36
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		12,000	per month	\$ 0.005200	\$ 62.40	24	\$ 1,497.60
		Total for Band 5						\$ 259.83		\$ 6,235.92
		Band 6								
		Copier	Sharp Electronics Corp.	MX-M654N SYSTEM	1	per year	\$ 285.53	\$ 285.53	24	\$ 6,852.72
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 14.39	\$ 14.39	24	\$ 345.36
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		18,000	per month	\$ 0.004900	\$ 88.20	24	\$ 2,116.80
		Total for Band 6						\$ 388.12		\$ 9,314.88
		Band 7								
		Copier	Sharp Electronics Corp.	MX-M754N SYSTEM	1	per year	\$ 309.10	\$ 309.10	24	\$ 7,418.40
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	1	per year	\$ 14.39	\$ 14.39	24	\$ 345.36
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		25,000	per month	\$ 0.004900	\$ 122.50	24	\$ 2,940.00
		Total for Band 7						\$ 445.99		\$ 10,703.76
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease						\$ 1,982.67		\$ 48,629.28

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
4	24 Month Lease	Color								
		Band 1								
		Copier	Sharp Electronics Corp.	MX-C301W SYSTEM1	1	per year	\$ 81.18	\$ 81.18	24	\$ 1,948.32
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		200	per month	\$ 0.060000	\$ 12.00	24	\$ 288.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		500	per month	\$ 0.011000	\$ 5.50	24	\$ 132.00
		Total for Band 1						\$ 98.68		\$ 2,368.32
		Band 2								
		Copier	Sharp Electronics Corp.	MX-3050N SYSTEM1	1	per year	\$ 148.98	\$ 148.98	24	\$ 3,575.52
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	1	per year	\$ 14.39	\$ 14.39	24	\$ 345.36
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.045000	\$ 45.00	24	\$ 1,080.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	24	\$ 168.00
		Total for Band 2						\$ 215.37		\$ 5,168.88
		Band 3								
		Copier	Sharp Electronics Corp.	MX-3050N SYSTEM2	1	per year	\$ 161.24	\$ 161.24	24	\$ 3,869.76
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	1	per year	\$ 14.39	\$ 14.39	24	\$ 345.36
		Staple	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		2,000	per month	\$ 0.045000	\$ 90.00	24	\$ 2,160.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	24	\$ 168.00
		Total for Band 3						\$ 272.63		\$ 6,543.12

	Band 4								
	Copier	Sharp Electronics Corp.	MX-4050N SYSTEM	4	per year	\$ 208.39	\$ 833.56	24	\$ 20,005.44
	Scanning	Sharp Electronics Corp.	Included	4	per year	\$ -	\$ -	24	\$ -
	Network Printing	Sharp Electronics Corp.	Included	4	per year	\$ -	\$ -	24	\$ -
	Fax	Sharp Electronics Corp.	MX-FX15	4	per year	\$ 14.39	\$ 57.56	24	\$ 1,381.44
	Staple	Sharp Electronics Corp.	Included	4	per year	\$ -	\$ -	24	\$ -
	Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		4,000	per month	\$ 0.045000	\$ 180.00	24	\$ 17,280.00
	Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	24	\$ 672.00
	Total for Band 4						\$ 1,078.12		\$ 39,338.88
	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease						\$ 1,664.80		\$ 53,419.20

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
5	36 Month Lease	Monochrome								
		Band 1								
		Copier	Sharp Electronics Corp.	MX-M266N SYSTEM1	16	per year	\$ 64.03	\$ 1,024.48	36	\$ 36,881.28
		Scanning	Sharp Electronics Corp.	Included	16	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	16	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	16	per year	\$ 10.11	\$ 161.76	36	\$ 5,823.36
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		500	per month	\$ 0.006500	\$ 3.25	36	\$ 1,872.00
		Total for Band 1						\$ 1,189.49		\$ 44,576.64
		Band 2								
		Copier	Sharp Electronics Corp.	MX-M266N SYSTEM2	6	per year	\$ 80.25	\$ 481.50	36	\$ 17,334.00
		Scanning	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	6	per year	\$ 10.11	\$ 60.66	36	\$ 2,183.76
		Staple	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		2,200	per month	\$ 0.006500	\$ 14.30	36	\$ 3,088.80
		Total for Band 2						\$ 556.46		\$ 22,606.56
		Band 3								
		Copier	Sharp Electronics Corp.	MX-M316N SYSTEM	14	per year	\$ 83.55	\$ 1,169.70	36	\$ 42,109.20
		Scanning	Sharp Electronics Corp.	Included	14	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	14	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	14	per year	\$ 10.11	\$ 141.54	36	\$ 5,095.44
		Staple	Sharp Electronics Corp.	Included	14	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		4,500	per month	\$ 0.006500	\$ 29.25	36	\$ 14,742.00
		Total for Band 3						\$ 1,340.49		\$ 61,946.64

	Band 4								
	Copier	Sharp Electronics Corp.	MX-M464N SYSTEM	15	per year	\$ 113.70	\$ 1,705.50	36	\$ 61,398.00
	Scanning	Sharp Electronics Corp.	Included	15	per year	\$ -	\$ -	36	\$ -
	Network Printing	Sharp Electronics Corp.	Included	15	per year	\$ -	\$ -	36	\$ -
	Fax	Sharp Electronics Corp.	MX-FX11	15	per year	\$ 10.11	\$ 151.65	36	\$ 5,459.40
	Staple	Sharp Electronics Corp.	Included	15	per year	\$ -	\$ -	36	\$ -
	Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		7,000	per month	\$ 0.005200	\$ 36.40	36	\$ 19,656.00
	Total for Band 4						\$ 1,893.55		\$ 86,513.40

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
5	36 Month Lease (cont.)	Monochrome								
		Band 5								
		Copier	Sharp Electronics Corp.	MX-M564N SYSTEM	16	per year	\$ 128.61	\$ 2,057.76	36	\$ 74,079.36
		Scanning	Sharp Electronics Corp.	Included	16	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	16	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	16	per year	\$ 10.11	\$ 161.76	36	\$ 5,823.36
		Staple	Sharp Electronics Corp.	Included	16	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		12,000	per month	\$ 0.005200	\$ 62.40	36	\$ 35,942.40
		Total for Band 5						\$ 2,281.92		\$ 115,845.12
		Band 6								
		Copier	Sharp Electronics Corp.	MX-M654N SYSTEM	6	per year	\$ 200.61	\$ 1,203.66	36	\$ 43,331.76
		Scanning	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	6	per year	\$ 10.11	\$ 60.66	36	\$ 2,183.76
		Staple	Sharp Electronics Corp.	Included	6	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		18,000	per month	\$ 0.004900	\$ 88.20	36	\$ 19,051.20
		Total for Band 6						\$ 1,352.52		\$ 64,566.72
		Band 7								
		Copier	Sharp Electronics Corp.	MX-M754N SYSTEM	2	per year	\$ 217.18	\$ 434.36	36	\$ 15,636.96
		Scanning	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	2	per year	\$ 10.11	\$ 20.22	36	\$ 727.92
		Staple	Sharp Electronics Corp.	Included	2	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		25,000	per month	\$ 0.004900	\$ 122.50	36	\$ 8,820.00
		Total for Band 7						\$ 577.08		\$ 25,184.88
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease						\$ 9,191.51		\$ 421,239.96

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
6	36 Month Lease	Color								
		Band 1								
		Copier	Sharp Electronics Corp.	MX-C301W SYSTEM1	1	per year	\$ 57.03	\$ 57.03	36	\$ 2,053.08
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		200	per month	\$ 0.060000	\$ 12.00	36	\$ 432.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		500	per month	\$ 0.011000	\$ 5.50	36	\$ 198.00
		Total for Band 1						\$ 74.53		\$ 2,683.08
		Band 2								
		Copier	Sharp Electronics Corp.	MX-3050N SYSTEM1	3	per year	\$ 104.68	\$ 314.04	36	\$ 11,305.44
		Scanning	Sharp Electronics Corp.	Included	3	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	3	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	3	per year	\$ 10.11	\$ 30.33	36	\$ 1,091.88
		Staple	Sharp Electronics Corp.	Included	3	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.045000	\$ 45.00	36	\$ 4,860.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	36	\$ 756.00
		Total for Band 2						\$ 396.37		\$ 18,013.32
		Band 3								
		Copier	Sharp Electronics Corp.	MX-3050N SYSTEM2	14	per year	\$ 113.29	\$ 1,586.06	36	\$ 57,098.16
		Scanning	Sharp Electronics Corp.	Included	14	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	14	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	14	per year	\$ 10.11	\$ 141.54	36	\$ 5,095.44
		Staple	Sharp Electronics Corp.	Included	14	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		2,000	per month	\$ 0.045000	\$ 90.00	36	\$ 45,360.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	36	\$ 3,528.00
		Total for Band 3						\$ 1,824.60		\$ 111,081.60

		Band 4								
		Copier	Sharp Electronics Corp.	MX-4050N SYSTEM	16	per year	\$ 146.43	\$ 2,342.88	36	\$ 84,343.68
		Scanning	Sharp Electronics Corp.	Included	16	per year	\$ -	\$ -	36	\$ -
		Network Printing	Sharp Electronics Corp.	Included	16	per year	\$ -	\$ -	36	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	16	per year	\$ 10.11	\$ 161.76	36	\$ 5,823.36
		Staple	Sharp Electronics Corp.	Included	16	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		4,000	per month	\$ 0.045000	\$ 180.00	36	\$ 103,680.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	36	\$ 4,032.00
		Total for Band 4						\$ 2,691.64		\$ 197,879.04
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease						\$ 4,987.14		\$ 329,657.04

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
7	48 Month Lease	Monochrome								
		Band 1								
		Copier	Sharp Electronics Corp.	MX-M266N SYSTEM1	17	per year	\$ 50.50	\$ 858.50	48	\$ 41,208.00
		Scanning	Sharp Electronics Corp.	Included	17	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	17	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	17	per year	\$ 7.97	\$ 135.49	48	\$ 6,503.52
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		500	per month	\$ 0.006500	\$ 3.25	48	\$ 2,652.00
		Total for Band 1						\$ 997.24		\$ 50,363.52
		Band 2								
		Copier	Sharp Electronics Corp.	MX-M266N SYSTEM2	17	per year	\$ 63.30	\$ 1,076.10	48	\$ 51,652.80
		Scanning	Sharp Electronics Corp.	Included	17	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	17	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	17	per year	\$ 7.97	\$ 135.49	48	\$ 6,503.52
		Staple	Sharp Electronics Corp.	Included	17	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		2,200	per month	\$ 0.006500	\$ 14.30	48	\$ 11,668.80
		Total for Band 2						\$ 1,225.89		\$ 69,825.12
		Band 3								
		Copier	Sharp Electronics Corp.	MX-M316N SYSTEM	48	per year	\$ 65.91	\$ 3,163.68	48	\$ 151,856.64
		Scanning	Sharp Electronics Corp.	Included	48	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	48	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	48	per year	\$ 7.97	\$ 382.56	48	\$ 18,362.88
		Staple	Sharp Electronics Corp.	Included	48	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		4,500	per month	\$ 0.006500	\$ 29.25	48	\$ 67,392.00
		Total for Band 3						\$ 3,575.49		\$ 237,611.52
		Band 4								
		Copier	Sharp Electronics Corp.	MX-M464N SYSTEM	19	per year	\$ 89.69	\$ 1,704.11	48	\$ 81,797.28
		Scanning	Sharp Electronics Corp.	Included	19	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	19	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	19	per year	\$ 7.97	\$ 151.43	48	\$ 7,268.64
		Staple	Sharp Electronics Corp.	Included	19	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		7,000	per month	\$ 0.005200	\$ 36.40	48	\$ 33,196.80
		Total for Band 4						\$ 1,891.94		\$ 122,262.72

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
7	48 Month Lease (cont.)	Monochrome								
		Band 5								
		Copier	Sharp Electronics Corp.	MX-M564N SYSTEM	20	per year	\$ 101.45	\$ 2,029.00	48	\$ 97,392.00
		Scanning	Sharp Electronics Corp.	Included	20	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	20	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	20	per year	\$ 7.97	\$ 159.40	48	\$ 7,651.20
		Staple	Sharp Electronics Corp.	Included	20	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		12,000	per month	\$ 0.005200	\$ 62.40	48	\$ 59,904.00
		Total for Band 5						\$ 2,250.80		\$ 164,947.20
		Band 6								
		Copier	Sharp Electronics Corp.	MX-M654N SYSTEM	18	per year	\$ 158.25	\$ 2,848.50	48	\$ 136,728.00
		Scanning	Sharp Electronics Corp.	Included	18	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	18	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	18	per year	\$ 7.97	\$ 143.46	48	\$ 6,886.08
		Staple	Sharp Electronics Corp.	Included	18	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		18,000	per month	\$ 0.004900	\$ 88.20	48	\$ 76,204.80
		Total for Band 6						\$ 3,080.16		\$ 219,818.88
		Band 7								
		Copier	Sharp Electronics Corp.	MX-M754N SYSTEM	13	per year	\$ 171.32	\$ 2,227.16	48	\$ 106,903.68
		Scanning	Sharp Electronics Corp.	Included	13	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	13	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX11	13	per year	\$ 7.97	\$ 103.61	48	\$ 4,973.28
		Staple	Sharp Electronics Corp.	Included	13	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		25,000	per month	\$ 0.004900	\$ 122.50	48	\$ 76,440.00
		Total for Band 7						\$ 2,453.27		\$ 188,316.96
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease						\$ 15,474.79		\$ 1,053,145.92

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
8	48 Month Lease	Color								
		Band 1								
		Copier	Sharp Electronics Corp.	MX-C301W SYSTEM1	1	per year	\$ 44.99	\$ 44.99	48	\$ 2,159.52
		Scanning	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	Included	1	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		200	per month	\$ 0.060000	\$ 12.00	48	\$ 576.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		500	per month	\$ 0.011000	\$ 5.50	48	\$ 264.00
		Total for Band 1						\$ 62.49		\$ 2,999.52
		Band 2								
		Copier	Sharp Electronics Corp.	MX-3050N SYSTEM1	7	per year	\$ 82.57	\$ 577.99	48	\$ 27,743.52
		Scanning	Sharp Electronics Corp.	Included	7	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	7	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	7	per year	\$ 7.97	\$ 55.79	48	\$ 2,677.92
		Staple	Sharp Electronics Corp.	Included	7	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.045000	\$ 45.00	48	\$ 15,120.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	48	\$ 2,352.00
		Total for Band 2						\$ 685.78		\$ 47,893.44
		Band 3								
		Copier	Sharp Electronics Corp.	MX-3050N SYSTEM2	12	per year	\$ 89.36	\$ 1,072.32	48	\$ 51,471.36
		Scanning	Sharp Electronics Corp.	Included	12	per year	\$ -	\$ -	48	\$ -
		Network Printing	Sharp Electronics Corp.	Included	12	per year	\$ -	\$ -	48	\$ -
		Fax	Sharp Electronics Corp.	MX-FX15	12	per year	\$ 7.97	\$ 95.64	48	\$ 4,590.72
		Staple	Sharp Electronics Corp.	Included	12	per year	\$ -	\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		2,000	per month	\$ 0.045000	\$ 90.00	48	\$ 51,840.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	48	\$ 4,032.00
		Total for Band 3						\$ 1,264.96		\$ 111,934.08

Band 4								
Copier	Sharp Electronics Corp.	MX-4050N SYSTEM	25	per year	\$ 115.50	\$ 2,887.50	48	\$ 138,600.00
Scanning	Sharp Electronics Corp.	Included	25	per year	\$ -	\$ -	48	\$ -
Network Printing	Sharp Electronics Corp.	Included	25	per year	\$ -	\$ -	48	\$ -
Fax	Sharp Electronics Corp.	MX-FX15	25	per year	\$ 7.97	\$ 199.25	48	\$ 9,564.00
Staple	Sharp Electronics Corp.	Included	25	per year	\$ -	\$ -	48	\$ -
Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		4,000	per month	\$ 0.045000	\$ 180.00	48	\$ 216,000.00
Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Sharp Electronics Corp.		1,000	per month	\$ 0.007000	\$ 7.00	48	\$ 8,400.00
Total for Band 4						\$ 3,273.75		\$ 372,564.00
Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease						\$ 5,286.98		\$ 535,391.04

Total Price for All Items		
Item 1	Total Purchasing Price of Monochrome Bands 1 through 7	\$ 58,441.80
Item 2	Total Purchas Price of Color Bands 1-4	\$ 59,329.00
Item 3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$ 48,629.28
Item 4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$ 53,419.20
Item 5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$ 421,239.96
Item 6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$ 329,657.04
Item 7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$ 1,053,145.92
Item 8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$ 535,391.04
Overall Bid Price for All Items		\$ 2,559,253.24

Vendor Information:

Vendor Name: Sharp Electronics Corporation

Contact Name: Nicki Calcagni

Address: 100 Paragon Drive
Montvale, NJ 07645

Phone No: 301-466-6219

Fax No: 201-529-9496

Authorized Signature:



Laura Blackmer, Senior Vice President SIICA Sales

Purchasing Affidavit

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: Sharp Electronics Corporation

Authorized Signature: *Juan J. Blatner* Date: 5/18/17

State of New Jersey

County of Bergen, to-wit:

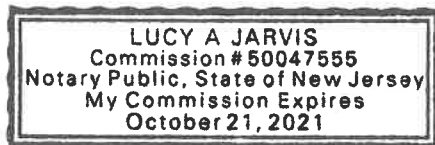
Taken, subscribed, and sworn to before me this 18 day of May, 2017.

My Commission expires October 21, 2017

AFFIX SEAL HERE

NOTARY PUBLIC

Lucy A. Jarvis
Lucy A Jarvis



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.

Sharp Security



HEIGHTENED SECURITY ENSURES CONFIDENTIALITY

Sharp's industry-leading document and device protection ensures confidentiality and safeguards your assets.



As MFPs and printers become a part of an organization's integrated document workflows and business processes, security becomes a serious concern. Securely managing business and user data is critical for corporations to be successful but that can add greater complexity as they are associated with various sources and formats.

Sharp helps IT managers minimize such concerns and optimize security management by providing integrated security features.

Data and Information Security

Standard MFP security coupled with the optional Data Security Kit (DSK) protects and controls the major MFP systems and subsystems (print, copy, scan, fax jobs, network settings, memory components, local user interface). The Sharp data encryption method uses the Advanced Encryption Standard (AES) algorithm 256* bit on all data before it is written to RAM and the hard disk drive. It also provides overwriting routines for deleted data to ensure that all information is virtually irretrievable by unauthorized users.

MEETING SECURITY STANDARDS AND CERTIFICATIONS

Security for Private Sector and Corporate Organizations

Sharp MFPs provide robust, complete control over information access, transmission and tracking to facilitate compliance with stringent mandates. By implementing the Sharp Security Suite, Sharp MFPs can help banks and investment institutions meet the privacy requirements of the Gramm-Leach-Bliley (GLB) Act. Insurance and healthcare providers can maintain Health Insurance Portability and Accountability Act (HIPAA) compliance with confidence. Businesses across all industries will benefit from the strict controls over financial information required under the Sarbanes-Oxley (SOX) Act.

Security for Public Sector and Government Organizations

Threats to government infrastructure are rapidly growing and the number of attacks continue to rise. On one hand, information sharing is critical for the efficiency of these organizations. On the other hand, security management is becoming more challenging for IT managers. Sharp can help your organization meet US government information security requirements through ISO 15408/Common Criteria certifications or features such as Common Access Card (CAC)/ Personal Identity Verification (PIV) authentication to maintain security clearance to protect classified data.



Protect Your Data

As the leader in office equipment security, Sharp makes it easy for any business or government entity to safely deploy and facilitate secure printed documents.

* Encryption level is varies per model.



Sharp Environmental Conservation



ENVIRONMENTAL CONSERVATION

Sharp's ongoing commitment and dedication to developing eco-friendly document systems set a high standard for the industry



An Environmentally Responsible Approach to Product Design

Our document systems utilize Sharp's advanced micro-fine toner technology, which offers a lower consumption rate and produces less waste, resulting in longer replacement intervals. Sharp supplies are packaged using fully recyclable materials. Long-life consumable parts help minimize service intervals and downtime, resulting in lower operating costs. Energy-saving modes allow power to be reduced or shut off at set intervals. And, Sharp document systems are RoHS compliant to meet the latest green initiatives.



Special Recognition for Energy Efficient Product Design

In 2014, Sharp received special recognition by the US Environmental Protection Agency (EPA) for Energy Efficient Product Design. Sharp is recognized for its participation in providing valuable insight and information in ENERGY STAR's specification revision process and by demonstrating creativity in helping the EPA address and resolve technical challenges to build robust specifications.



Sharp Business Products are EPEAT® Certified

EPEAT (Electronic Product Environmental Assessment Tool) is a 3rd party global rating system for greener electronics that requires ongoing independent verification of manufacturer claims. Businesses, government agencies, schools, hospitals and other institutions are using EPEAT as the environmental benchmark to help them make informed purchasing decisions. By using EPEAT standards to purchase greener electronics, you will be assuring your organization's environmental sustainability goals and help to preserve our natural resources.

Sharp's Environmental Leadership

As a testament to our commitment to the environment, Sharp was a former recipient of the Excellence in Partnership Green Contractor Award and the Evergreen Award from the U.S. Government's General Services Administration and the Coalition for Government Procurement.



The **Green Contractor Award** recognizes contractors that have made the best overall commitment to the environment by offering environmentally friendly products and services or adhering to environmentally sound manufacturing procedures.

The **Evergreen Award** identifies environmentally-friendly businesses and their efforts in recycling and waste reduction practices. Please visit www.sharppusa.com/environment to learn more about our environmental leadership.

Sharp's commitment to the environment sets a high standard for the industry.

Toner Recycling Program

As part of our commitment to preserving the environment, Sharp has partnered with a zero waste to landfill recycler for recycling all Sharp consumables including cartridges, bottles, waste collection containers and drum units. Customers can participate in Sharp's free Stop, Drop, Recycle Program by visiting our website: www.sharppusa.com/recycle.



Sharp Authorized Dealers For the State of West Virginia

West Virginia Sharp Authorized Dealers

Centric Business Systems, Inc.

1702 Red Run Blvd.
Owings Mille, MA
Covers: Berkeley, Jefferson

Compton Office Machine Co.

1829 Bigley Avenue
Charleston, WV
Covers: Boone, Braxton, Cabell, Clay, Fayette, Greenbrier, Jackson, Kanawha, Lincoln, Logan, Mason, McDowell, Mercer, Mingo, Nicholas, Putnam, Raleigh, Roane, Summers, Wayne, Webster, Wyoming

Lewisburg Office Equipment

267 Dawkins Drive, Suite B
Lewisburg WV
Covers: Greenbrier, Monroe, Pocahontas, Summers

MOS Office Systems

3153 Belmont Street
Bellaire, OH
Covers: Marshall, Ohio, Brooke, Hancock

Phillips Office Solutions

501 Fulling Mill Road
Middletown, PA
Covers: Morgan Jefferson, Berkeley

Professional Service Techniques

833 James Street
Zanesville, OH
Covers: Wood

Queen City Business Systems

505 National Highway
Covers: Grant, Hardy, Harrison, Mineral, Monongalia, Tucker, Hampshire, Marion, Preston, Taylor, Upshur, Randolph, Morgan, Barbour, Pendleton

Reliable Office Technologies, Corp

211 South Jefferson Street
Frederick, MD
Covers: Berkeley, Jefferson, Morgan

Valley Business Systems

610 Glenmore Loop Road
Elkins, WV
Covers: Upshur, Barbour, Gilmer, Grant, Hardy, Harrison, Lewis, Randolph, Taylor, Tucker

Brochures

SHARP®

VERSATILE FEATURES IN A COMPACT DESKTOP DESIGN



MX-B201D



The Sharp MX-B201D Digital Multifunction Document System is big on performance, but compact in size. Designed for small offices and workgroups, the MX-B201D delivers all the required features for fast-paced, small office environments. With 20 page-per-minute copying/printing and integrated color PC scanning, your office workflow won't miss a beat. A 50-sheet document feeder provides standard 2-sided scanning for extra efficiency, as well as duplex printing and copying. The cost-effective, consumable system utilizes a three-component system that's easy to replace and easy on your wallet. And since business never stands still, the MX-B201D offers flexible options to add Super G3 faxing, networking and web-based management...so you'll be ready for anything.

HIGH-PRODUCTIVITY FEATURES

- 20-ppm compact desktop printer/copier with high-quality 600 dpi output
- Electronic sorting and offset output stacking allows copying of multiple sets quickly and efficiently
- 50-sheet Reversing Single Pass Feeder with standard 2-sided PC scanning
- Flexible paper handling includes a 250-sheet paper supply, upgradeable to 500 sheets
- 50-sheet multi-purpose bypass tray handles different size paper ranging from 8 1/2" x 5 1/2" up to 8 1/2" x 14" as well as envelopes, labels, and transparencies
- Scan and send documents to a variety of destinations for easy distribution
- Optional Network Expansion Kit with 10/100 base TX Ethernet, Network PCL®6 Printing and Network Scanning
- Optional PostScript®3™ compatible Expansion Kit
- Optional Super G3 Fax Kit with 100 auto-dial destinations
- 25% to 400% zoom magnification with eight preset modes for easy image-to-paper sizing

BUILT-IN COLOR SCANNING WITH SHARPDISK®

Streamline your workflow and increase productivity by converting both color and black and white documents into digital files that can be printed, stored or e-mailed. Scanning is quick and easy with Button Manager software, a built-in utility that automatically scans your files to Sharpdesk®, E-mail, Fax, OCR, Microsoft Word® or other designated application. Easily edit, store and share scanned files with Sharpdesk Document Management software, now with Windows® 7 support. And for even more functionality, simply add the optional Network Expansion Kit to distribute files with convenient network scanning. Share documents with Scan to FTP, Scan to E-mail, Scan to Desktop and Scan to USB.

Scan to FTP

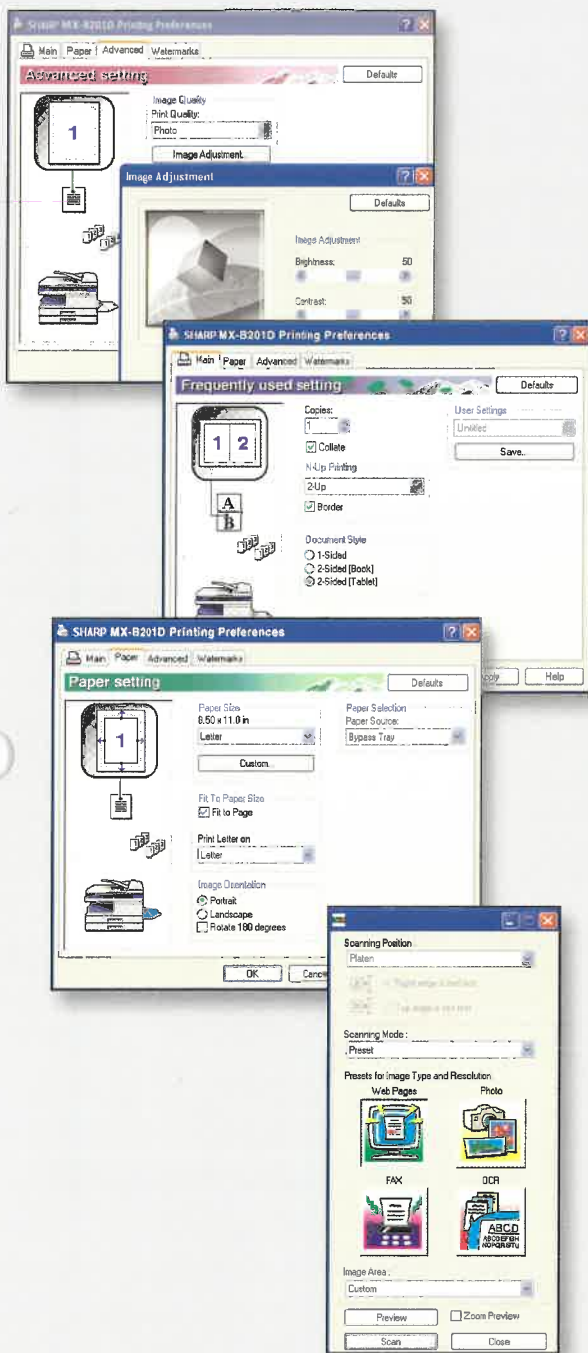
Scan to USB



Scan to E-mail

Scan to Desktop

STREAMLINE DOCUMENT WORKFLOW AND ENHANCE PRODUCTIVITY WITH ADVANCED FEATURES



HIGH-QUALITY PRINTING

The Sharp MX-B201D offers impressive 600-dpi resolution for crisp, razor-sharp text. Standard USB printing with JBIG compression and a high-performance print controller automatically compresses files so even large jobs print quickly and efficiently. With built-in electronic sorting, offset stacking and auto duplexing, it's easy to produce multiple-page documents in a snap. Robust paper handling abilities include a 50-sheet Reversing Single Pass Feeder, standard 250-sheet paper supply and an optional 250-sheet paper cassette. Add even more versatility with the optional Network Expansion Kit. With PCL6 emulation and optional Postscript 3, the MX-B201D can support cross-platform workgroups with ease.

EASY-TO-USE SHARP UTILITIES

Sharp's user friendly, integrated software makes managing your MX-B201D Document System effortless. With Sharp Remote Device Management (SRDM), IT professionals can remotely manage any SNMP compliant printer on your network. Designed for desktop users, Printer Status Monitor allows users to view printer conditions, check paper status and more...all through an easy-to-use interface.

24/7 TRAINING WITH MY SHARP™

Managing all of the advanced features of your Sharp product is simple and easy with My Sharp. This dedicated customer training website is customized to your MX-B201D and allows you to locate resources and find information specific to your configuration, truly helping you maximize your investment.

CONVENIENT, WEB-BASED MANAGEMENT

Sharp's online management tools offer both users and administrators time-saving features, including scan destination management, Remote E-mail Diagnostics, device configuration, and more. A familiar, easy-to-use interface provides sophisticated controls for monitoring printer usage and managing security features*.



* Some feature may require optional equipment and/or software.

MX-B201D SPECIFICATIONS

COPIER SPECIFICATIONS

Type	Desktop multi-function digital document system
Functions	Copy, print, network print, PC Scan, network scan, fax ¹
Copy System	Dry electrostatic transfer system
Originals	Sheets, bound documents
Original Size (Max)	8 1/2" x 14"
Copy Size	Min. 5 1/2" x 8 1/2", Max. 8 1/2" x 14"
Copy Speed	20 ppm (Letter)
Continuous Copy	Max. 99 copies
First Copy Out Time	8.0 sec. (when CHECK RSPF OPEN is set to OFF), 10.7 sec. (when CHECK RSPF OPEN is set to ON)
Warm Up Time	0 sec. ² (when Energy Saver mode is not enabled)
Zoom Range	25% to 400% in 1% increments (with RSPF 50%-200%)
Fixed Zoom Mode	25%, 50%, 64%, 78%, 100%, 129%, 200%, 400%
Exposure System	Fixed optical source, slit exposure (stationary platen)
Paper Feed System	Standard: 250-sheet paper cassette with automatic feed and 50-sheet manual bypass tray Optional: 250-sheet paper feed unit
Original Feed System	50-sheet reversing single pass feeder (RSPF)/document glass
RSPF Feeding	Approx. 13 originals per minute (letter/100%/simplex), original weight 15 to 24 lb. Bond
Paper Type	Paper Cassettes: 15-21 lb. standard or recycled bond paper Bypass Tray: up to 50 sheets 15-34 lb. standard or recycled bond paper; postcards/envelopes (#10 Monarch)/OHP film/labels one sheet feed
Memory	64 MB (shared)
Copy Resolution	Scan: 600 dpi, output: 600 dpi
Exposure Modes	Photo mode: 600 x 600 dpi Auto exposure: 600 x 300 dpi (manual 5 steps)
Gray Scale	256 gradations/2 levels
Copy Features	ID card copy, electronic sorting, 2-in-1 copy, offset stacking, auto tray switching, margin shift, zoom, variable memory adjustment, auto shut off, and duplex copy/print
Output Tray Capacity	200 sheets (face down)
Offset Stacking	Standard paper shifter (offset stacks sets by 1 inch in output tray)
Fusing System	Heat roller
Developer System	Magnetic brush development
Light Source	Tri-color CCD light source (RGB)
Power Requirement	AC 100-127 V, 50/60 HZ, 8 Amps
Power Consumption	Max 1000W
Operating Conditions	Temperature: 50 degrees to 86 degrees F, Humidity: 20% to 85%
Weight	41.7 lbs.
Dimensions	20-3/8" x 18-1/8" x 14-3/4"

JBIG SPEED-ENHANCED PRINTER FUNCTION (STANDARD)

Emulation	Sharp SPLC host-based controller with JBIG compression
Print Speed	20 pages per minute (letter) with ROPM
First Print Time	8 seconds (without data transfer time; ready)
Resolution	600 dpi
Operating System	Windows® 2000, XP, Vista®, 7, XP x64, Vista® x64, 7 x64
Software	Print driver, Printer Status Monitor
Scan Once Print Man	Yes
Interface	Standard: USB 2.0
Memory	Shared
Features	Offset print, status monitor, 2-up/4-up printing, fit to page, watermark, duplex printing

SCANNER FUNCTION (STANDARD)

Type	Flat head full color/monochrome PC scanning system
Resolution	Basic: 600 x 600 dpi, setting range 50 - 9600 dpi
Operating System	Windows 2000, XP, Vista, 7
Original Type	Sheets/books up to letter/legal size
Scanning Method	Platen glass or RSPF
Output	RGB 1 bit or 8 bit/pixel
Protocol	TWAIN, WIA (Windows XP, Vista, 7)
Interface	USB 2.0 (compatible with USB 1.1)
Software	Sharpdesk® document management software, Button Manager, Sharp Composer (single user)
PC Scan Destinations	6 preset PC scan destinations can be configured using Button Manager
File Formats	BMP/TIFF/PDF

¹ Some features may require optional equipment and/or software.

² Specification may vary depending on product configuration, machine settings and operating and/or environmental conditions.

³ Based on ITU-T Test Chart # 1 standard resolution. Actual transmission time will vary according to line conditions.

PCL®6 NETWORK PRINTING/SCANNING EXPANSION KIT (OPTIONAL)

Features	PCL®6 network printing and network scanning with web-based management function
Standard Memory	128 MB standard
Client PC Requirements	IBM PC/AT compatible (P3/500 MHz recommended), 100 MB available hard disk space, and 800 x 600 dpi screen resolution
Operating Systems	Windows 2000, XP, Vista, 7, Server 2003, Server 2008, XP x64, Vista x64, 7 x64, Server 2003 x64, Server 2008 x64, Mac OS® X 10.2 - 10.6
Network Protocols	TCP/IP, IPV4
Interface	RJ45 Ethernet; 10Base-T/100Base-TX
Utilities	Web-based management, NIC Manager, integrated software installer, Sharp Remote Device Manager (SRDM), Printer Status Monitor, Online manual
Print Emulation	PCL6/PS3 (option)
Print Speed	20 ppm (Letter)
Print Resolution	600 dpi
Print Features	N-up printing, fit to page, auto paper select, front cover print (with MX-PK10), watermarks, and duplex print
Scanning Resolution	Up to 600 dpi
Operating Systems for Scanning	Windows 2000, XP, Vista, 7, Server 2003, Server 2008, XP x64, Vista x64, 7 x64, Server 2003 x64, Server 2008 x64, Mac OS® X 10.2 - 10.6
Scanning Features	Scan to USB, Scan to E-mail, Scan to Desktop, Scan to FTP and Scan to URL
Scanning Formats	JPEG/TIFF/PDF
Scanning Software	Sharpdesk document management software, includes OCR and Sharp Composer (3-user license)

SUPER G3 FAX KIT (OPTIONAL)

Modem Speed	Super G3 (up to 33.6 kbps) ³
Transmission Time	3 Seconds ³
Compression Type	MH, MR, MMR, JBIG
Max. Original Size	Legal
Resolution	Standard/Fine/Superfine
Memory	2 MB
Job Memory	Up to 50
Rapid Dials	18
Speed Dials	100
Group Dials/Broadcasting	18 groups/100 destinations

OPTIONAL EQUIPMENT AND SUPPLIES

MX-CS10	250-sheet paper tray
MX-FX12	Super G3 Fax Kit (requires MX-NB11)
MX-NB11	PCL6 Network Printing/Network Scanning Expansion Kit
MX-PK10	PostScript®3 Compatible Expansion Kit (requires MX-NB11)
MX-201ABD	Copier Stand (with door)
MX-B20NT1	Toner Cartridge
MX-B20NV1	Developer
AR-152DR	OPC Drum
MX-USX1	Sharpdesk 1 License Kit
MX-USX5	Sharpdesk 5 License Kit
MX-US10	Sharpdesk 10 License Kit
MX-US50	Sharpdesk 50 License Kit
MX-USA0	Sharpdesk 100 License Kit



SHARP®

SHARP®

ENHANCED PRODUCTIVITY WITH RELIABLE PERFORMANCE



MX-M266N MX-M316N MX-M356N

11x17

Sharp's compact, ledger-size monochrome document systems elevate workgroup productivity with dependable performance.

CRISP HIGH QUALITY OUTPUT—FEATURE RICH—STRONG VALUE

connectivity

In today's fast-paced office environment, businesses need to operate at peak efficiency. With Sharp's MX-M266N, MX-M316N, MX-M356N monochrome document systems, businesses can raise office productivity to a new level. Offering enhanced versatility, Sharp's new monochrome document systems deliver the essential features needed to get ahead, including up to 35 pages per minute copying and printing, color network scanning, and integrated multi-tasking – all this, at an affordable cost.

Key Features

- **Multi-Functional** – Offers essential features right out of the box, such as color network scanning, network printing and enhanced data security, including an End-of-Lease feature to delete all data and user history at time of trade-in.
- **Easy to Operate** – 7" (diagonally measured) color touch-screen display provides an intuitive, user-friendly interface enabling quick access to features and functions.
- **Mobile Compatibility** – Easily print or scan documents with smart phones, tablets and other mobile devices with the convenient Sharpdesk® Mobile app and your wireless network.

The MX-M266N/M316N/M356N document systems produce crisp, clear documents in-house, helping you save time and money. With Sharp's advanced device management tools, controlling access and usage remotely is easier than ever. To make integration with network applications easy, the MX-M266N/M316N/M356N document systems support the Sharp OSA® development platform. Sharp's industry-leading security helps assure the confidentiality of your intellectual property.* That's the Sharp difference.



*Some features require optional equipment and/or software.



Advanced features plus multi-functional capability allow you to meet tomorrow's document needs today.

- **True multi-tasking** document system with multi-processor design
- Quick 20-second warmup time along with **first copy out time** of less than 5 seconds for increased productivity
- ImageSEND function scans documents at up to **56 pages per minute** in both black and color
- Flexible paper handling system feeds **up to 28 lb. bond** through paper trays and up to **110 lb. index** through the bypass tray
- On-board paper storage capacity for up to 2,100 sheets from up to 5 paper sources with options
- Micro-fine toner technology offers sharp, **high quality images** page after page
- **1200 x 600 dpi** printing provides clear, crisp image output
- Standard network printing with **PCL®6** and **optional PostScript®3™** delivers robust performance
- **High resolution touch-screen** color display with graphical navigation

INTUITIVE NAVIGATION

MULTI-TASKING

MOBILE CONNECTIVITY

FINISHING CAPABILITIES

DATA SECURITY



- Optional **Super G3 fax** with available inbound routing*
- Advanced **web-based device management** offers both administrator level and user level login control
- Available **Document Filing System** with thumbnail view and image preview features*
- Supports the Sharp OSA development platform, enabling businesses to streamline document workflow and help **enhance productivity** with **speed and efficiency***
- Efficient design offers **low power consumption, fast warm up, compact footprint** and long-life parts and supplies
- Standard **End-of-Lease** feature can erase all user data, job status data and address book data at trade-in time



INTUITIVE FEATURES HELP BOOST PRODUCTIVITY



High-resolution touch-screen

High-performance features help maximize efficiency for busy workgroups.

The Flexibility and Performance You Need

With a **high resolution touch-screen color display** and a **true multi-tasking controller**, the MX-M266N/M316N/M356N monochrome document systems can help elevate your office productivity to the next level. The intuitive menu navigation system with razor sharp graphics makes operating the MX-M266N/M316N/M356N simple and easy. With Sharp's multi-tasking controller, complex print jobs can be processed quickly, even while documents are being scanned. But that's just the beginning—with a standard **100-sheet reversing document feeder**, automatic duplex, electronic sorting and integrated offset stacking, you'll complete even large jobs in a snap.

High Quality Output You Can Rely On

The MX-M266N/M316N/M356N monochrome document systems combine enhanced second-generation micro-fine toner technology with **1200 x 600 dpi** print resolution to produce documents with crisp, clear images. **Sharp's Image Stabilization System** helps ensure uniform density and balance for high quality output page after page.



Available paper capacity of up to 2,100 sheets with options

Professional Performance Your Business Can Depend On

The Sharp MX-M266N/M316N/M356N monochrome document systems deliver professional performance and optimal productivity to satisfy your daily production needs. Copy and print **speeds of up to 26, 31, and 35 pages per minute** help you meet project deadlines with time to spare. The flexible paper handling system can feed up to 28 lb. bond stock through the paper trays and up to 110 lb. index bond through the bypass tray. With available on-line paper capacity of up to 2,100 sheets, the MX-M266N/M316N/M356N document systems are ready when you are.

*Innovative Document Filing For Easy Access**

Sharp's available **Document Filing System** provides up to 250 GB of hard disk drive space to store frequently used files like forms and templates. Plus, with Sharp's thumbnail preview mode, stored jobs can be located and retrieved quickly. An advanced backup system and PIN-access security helps ensure that stored files are safe.



Sharp's easy-to-use Document Filing System with thumbnail preview*

Advanced Finishing Adds The Final Touch

The MX-M266N/M316N/M356N offer an optional high-performance, compact stapling inner finisher that can give documents a professional look and feel. Save time and money by minimizing outsourced jobs such as proposals, presentations or newsletters.



*Requires optional MX-HD15 Hard Disk Drive Expansion Kit.

HIGH IMPACT VERSATILITY FOR OPTIMAL RESULTS

The MX-M266N/M316N/M356N monochrome document systems utilize a powerful monochrome print engine to execute large print and copy jobs at speeds of up to 35 pages per minute.

compact productivity

Reversing Single Pass Feeder (RSPF)

100-sheet reversing single pass document feeder scans at speeds up to 56 IPM.

Easy-to-use Touch-screen

7" (diagonally measured) high-resolution touch-screen with intuitive menu navigation makes it easy to access features.

Advanced Network Scanning

Sharp's ImageSEND™ feature provides one-touch document distribution to multiple destinations.*

Inner Finisher

Sharp offers an optional compact inner finisher that provides stapling and offset stacking of jobs without increasing the footprint of the MFP.

Optional On-board Document Storage

Sharp's easy-to-use Document Filing System enables users to store frequently used files (HDD required).

Paper Cassettes

Available paper cassettes add an additional 500 to 1,000 sheets of paper for a total on-line capacity of up to 2,100 sheets.

100-Sheet Multi-Bypass Tray

Feeds paper from 5-1/2" x 8-1/2" to 11" x 17" and media up to 110 lb. index (200 gsm).

Enhanced Security Features

256-bit data encryption and 10 times data overwrite (with available hard disk drive), as well as Sharp's convenient End-of-Lease feature.*

Quality Output

1200 x 600 dpi resolution with standard PCL compatibility; optional PostScript 3 driver delivers robust performance.



The MX-M316N shown with job separator.

*Some features require optional equipment.



Sharp OSA technology streamlines document workflow.

Integrating with Network Applications Has Never Been So Easy

With the addition of the Application Communication and External Accounting modules, the MX-M266N/M316N/M356N document systems offer **enhanced document workflow** capabilities to help businesses leverage their network infrastructure.* While others are limited to a small circle of productivity, the Sharp OSA development platform allows businesses to leverage the power of their network applications, back-end systems, right from the touch-screen panel.

Save Time, Increase Efficiency

Save time and increase the efficiency of everyday tasks with Sharp OSA technology. An MX-M266N/M316N/M356N anywhere in the organization can display choices that were once only available on a desktop PC. With virtually seamless **one-touch access** to business applications via Sharp OSA integration, users can start and finish a document distribution task without worry.

**Some features require optional equipment and/or software/services.*

Customized Integration

Sharp OSA technology also provides **powerful customization**. With the ability to personalize applications and processes specific to your business, Sharp OSA technology can help eliminate redundancy and **streamline workflow**, helping to save time and **optimize productivity**. And since Sharp OSA technology utilizes industry-standard network protocols such as SOAP and XHTML, third party software developers can deliver customized solutions faster than ever.

The Convenience You Want with the Security You Need

The MX-M266N/M316N/M356N document systems enabled with the Sharp OSA development platform are the logical choice for providing fast, **flexible access to documents and applications** almost anywhere in the office. Users also get the **controlled access** and **tracking ability** required with **tighter integration** capabilities for **network security** and accounting applications.



DEVICE MANAGEMENT TOOLS MAXIMIZE EFFICIENCIES

The MX-M266N/M316N/M356N monochrome document systems enhance operational efficiency through versatile device management capabilities.



*Sharp Remote Device Manager (SRDM)**

Make management of your MX-M266N/M316N/M356N simple and straightforward with Sharp Remote Device Manager (SRDM). This easy-to-use software allows you to take control of the versatile system features and simplifies installation and management.

- With **Printer Status Monitor**, network users can view printer conditions, check paper levels, toner and more, all through an easy-to-use interface.
- With Sharp Remote Device Manager, administrators can easily manage the setup, configuration, device settings, cloning and more. Advanced features such as **Remote Front Panel** allow administrators and support personnel to view and control the LCD panel of the machine remotely from virtually any PC on the network. Plus, with event-driven, real-time service alerts, administrators and supervisors can achieve higher productivity. SRDM makes it easier than ever to view service logs, click counts, history reports and more.
- Experience the convenience of an **Embedded Web Page** right from your desktop. This advanced web-based management tool allows users to create and manage their own network **scanning destinations**, profiles and web links. Administrators can access device settings, quality control, account information and security settings.

Take Charge of Usage and Costs

With Sharp's device management system, administrators and supervisors can **define user groups** on the MX-M266N/M316N/M356N to manage and restrict features, such as copying, scanning or printing. Easily set up a custom user group to manage page counts (copy, print, scan or fax operations). This helps simplify the cost management of imaging. The MX-M266N/M316N/M356N can store profiles for up to 1,000 users.

24/7 Training with My Sharp™ Web-based Support

Managing all of the advanced features of your Sharp product is simple and easy. Ask your Authorized Sharp Dealer about the **My Sharp** website. This dedicated customer training website is customized to your MX-M266N/M316N/M356N and allows you to locate resources and find information specific to your configuration, truly helping you maximize your investment.



SHARP



Convenient color network scanning simplifies workflow.

**Not available at time of launch.*



To help protect your data, the MX-M266N/M316N/M356N offer several layers of **standard security**, making Sharp the optimum choice to help protect employees' privacy and intellectual property. As a leader in office equipment security, Sharp makes it easy for virtually any business or government entity to safely deploy digital copying, printing, scanning and faxing.

Authority Groups

Advanced account management enables administrators to set authority groups for access to features of the MX-M266N/M316N/M356N. Administrators can control which department, for instance, has full access to copying, printing, scanning and/or fax. Walk-up users enter a Code, Local Name and Password, or LDAP User Authentication to access the features assigned to their group.

Data Overwrite and Encryption

To help protect your data, the MX-M266N/M316N/M356N can encrypt document data using **AES** (Advanced Encryption Standard) **256-bit data encryption**. The MX-M266N/M316N/M356N can also erase the encrypted data by overwriting it. When the optional hard disk drive is installed, encrypted data can be overwritten up to **10 times**, offering a high level of assurance.

Documents and All Other Data Remain Confidential

The MX-M266N/M316N/M356N offer **Confidential Printing**, which when used, requires users to enter a PIN code in order to print a queued document. To help protect your direct-print documents from unauthorized viewing, the MX-M266N/M316N/M356N offer encrypted PDF printing and scanning. Additionally, **Secure Fax Release** ensures received fax documents are held in memory until an authorized user enters a PIN code, so that compliance with healthcare regulations such as HIPAA is easier. A convenient **End-of-Lease** feature erases all data, including document filing area (when optional hard disk drive is installed), user data, job status data and address book.

Network Scanning Access Control

To help protect your network from unauthorized email communications, the MX-M266N/M316N/M356N support **User Authentication**, requiring users to login before performing any network scanning operations.

Control Device Access Over the Network

To help restrict access to the device over the network, the MX-M266N/M316N/M356N offer IPsec, SMB and extended support for **SSL Encryption** (Secure Sockets Layer), **IP/MAC address** filtering, IEEE 802.1x authentication, protocol enable/disable and port management for maximum security.

Tracking and Auditing Information

Tracking and auditing information legislation and industry policies require companies to be more aware of information flow from their offices. Sharp offers both built-in and additional hardware/software, which allows users to control, access and track usage of each device on the network.*

Data Security Kit (Optional)

For maximum protection, the optional data security kit offers additional features, such as **Data Overwrite On-demand** and at Power Up, Document Filing access control, Restricted Status Display and List Printing.

These scalable security offerings aim to protect your intellectual property, preserve confidential information and help your business meet regulatory requirements such as HIPAA and the Gramm-Leach-Bliley Act (GLB). For additional information visit: www.sharpsusa.com/security.

*Some features require optional equipment and/or software.

ENVIRONMENTAL COMMITMENT



An Environmentally Responsible Approach to Product Design

The MX-M266N/M316N/M356N utilize Sharp's advanced micro-fine toner technology, which offers a lower consumption rate and produces less waste than conventional toners, resulting in longer replacement intervals. Sharp supplies are packaged using fully recyclable materials. Long-life consumable parts help minimize service intervals and down time, resulting in lower operating costs. With two different energy saving modes, power can be reduced or shut off at set intervals. The MX-M266N/M316N/M356N document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. Sharp business products are rated by EPEAT®.



Toner Recycling Program

As part of our commitment to helping preserve the environment, Sharp offers our customers zero-waste-to-landfill recycling for Sharp consumables, including cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing a pre-paid Recycling Kit for their return to our facility.

Environmental Leadership

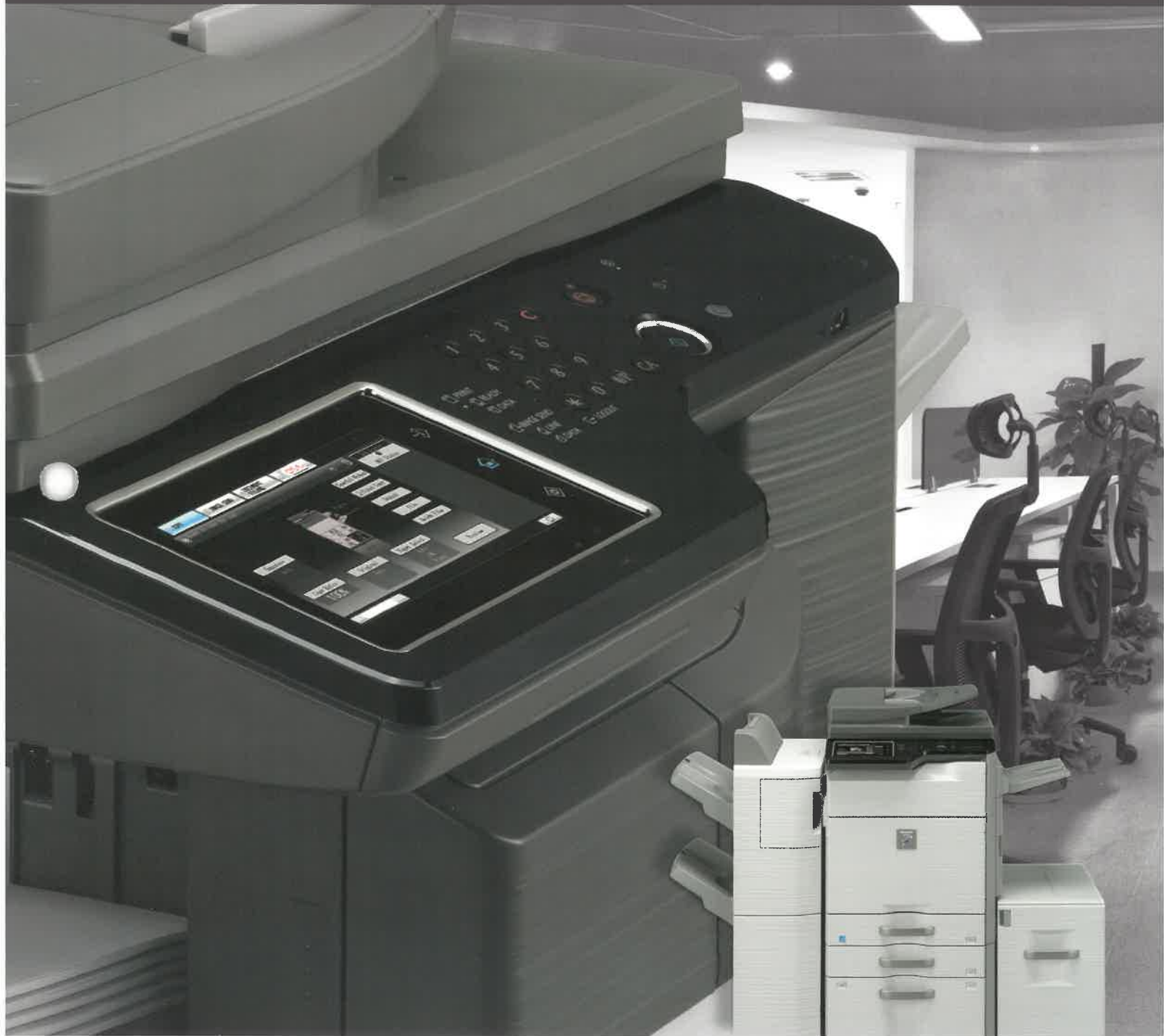
As a testament to our commitment to the environment, Sharp is a multi-year winner of the ENERGY STAR annual Excellence in Energy Proficiency Product Design. Sharp is also a multi-year winner of the SmartWay® Excellence Award, which recognizes companies for conserving energy and lowering greenhouse gas emissions in logistics and transportation. Sharp was also a previous recipient of the Excellence in Partnership Green Contractor Award and the Evergreen Award from the General Services Administration (GSA) and the Coalition for Government Procurement. These awards recognize environmentally responsible businesses and their efforts on recycling, waste reduction and affirmative procurement practices.

Global Initiatives


Sharp is committed to environmental sustainability and corporate responsibility including planning, design, manufacturing, distribution and product end-of-life management. For more information about Sharp's environmental leadership including information about energy efficient products, electronics or toner cartridge recycling, please visit www.sharpsusa.com/environment.

SHARP®

ESSENTIALS SERIES MONOCHROME DOCUMENT SYSTEMS

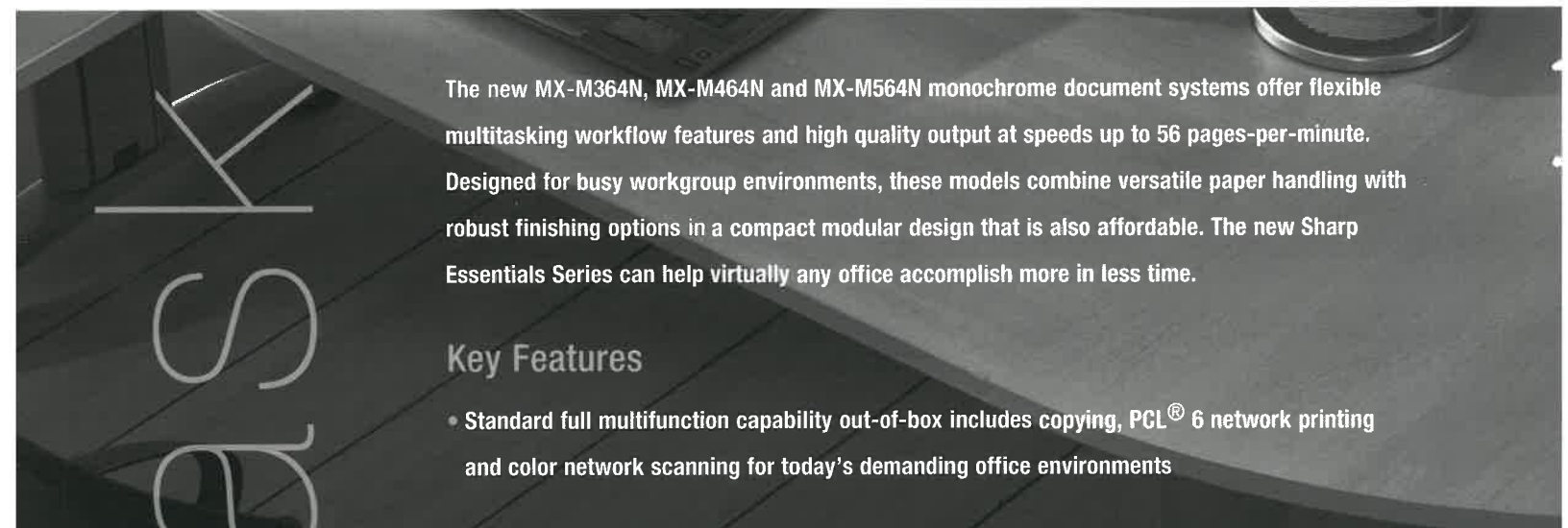


 **MX-M364N MX-M464N MX-M564N**



The new Sharp Essentials Series monochrome workgroup document systems deliver full multifunction capability and offer excellent value.

MULTITASKING PERFORMANCE WITH EXCEPTIONAL VERSATILITY



The new MX-M364N, MX-M464N and MX-M564N monochrome document systems offer flexible multitasking workflow features and high quality output at speeds up to 56 pages-per-minute. Designed for busy workgroup environments, these models combine versatile paper handling with robust finishing options in a compact modular design that is also affordable. The new Sharp Essentials Series can help virtually any office accomplish more in less time.

Key Features

- Standard full multifunction capability out-of-box includes copying, PCL® 6 network printing and color network scanning for today's demanding office environments
- High-capacity tandem paper drawer and productive inner finisher options provide high functionality in a compact footprint
- Heightened security, including 256-bit data encryption, up to seven-times overwrite protection, and a convenient End-of-Lease feature that erases all user data and job history at trade-in time

The new MX-M364N, MX-M464N and MX-M564N monochrome document systems have been built on the Sharp OSA® development platform, making integration with network applications and cloud services easier than ever. And Sharp's energy efficient design offers low power consumption and fast warm-up time.



multitasking

DESIGNED TO DELIVER PERFORMANCE AND PRODUCTIVITY



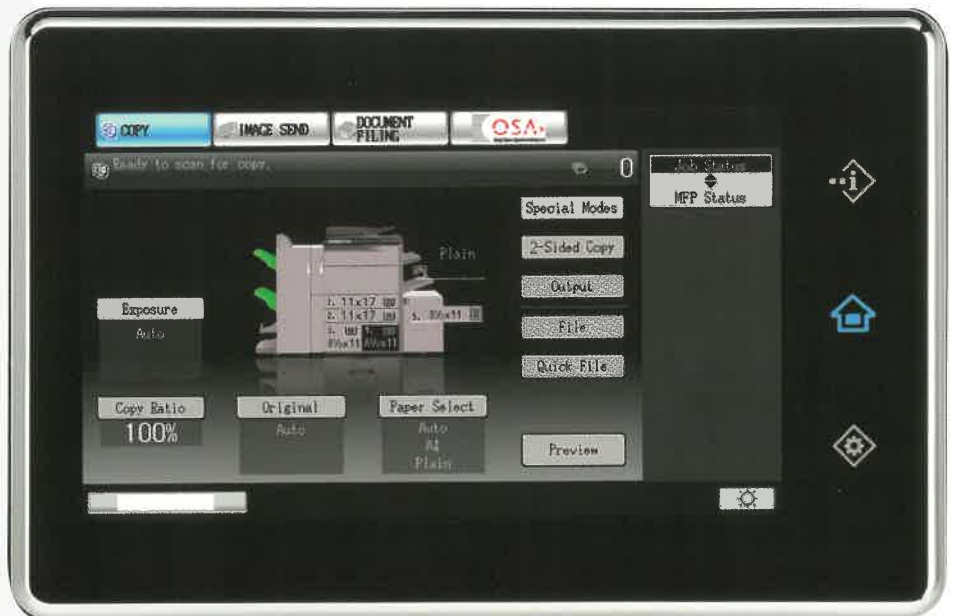
A flexible design plus multi-functional capability to help streamline your document workflow.

- **500 + 2,000-sheet tandem paper drawer** option expands maximum online paper capacity to **6,600 sheets**
- **Flexible paper handling** system feeds up to **80 lb. cover** through the paper trays and up to **110 lb. cover** through the bypass tray
- Scan documents at up to 56 IPM with the standard **100-sheet reversing single pass document feeder**
- 7" (diagonally measured) color **touch-screen display** with intuitive menu navigation

OUT-OF-BOX FULL
MULTIFUNCTION CAPABILITY

AVAILABLE TANDEM PAPER
DRAWER AND COMPACT
INNER FINISHER

STANDARD DATA
ENCRYPTION AND DATA
OVERWRITE PROTECTION



- **ImageSEND™** function scans documents to E-mail, network folders, USB devices and more
- Available **retractable keyboard** allows quick and easy data entry
- **600 x 600 dpi printing** provides clear, crisp images even on jobs with fine detail
- Network ready **PCL® 6** and available **PostScript® 3™** printing systems with **direct print** function
- Supports Sharp's **enhanced** security platform with **standard 256-bit data encryption**, up to 7 times **overwrite protection**, and convenient **End-of-Lease** feature
- Supports the **Sharp OSA® development platform**, enabling businesses to easily integrate with **network applications and cloud services**
- Energy efficient design offers **low power consumption** and fast warm-up



ESSENTIAL FEATURES TO MANAGE YOUR WORKFLOW



Standard 100-sheet RSPF scans up to 56 images-per-minute.



Up to 6,600-sheet paper capacity with available options.



Available compact inner finisher with 50-sheet staple capacity.

A full-featured MFP that is also a strong value – the **MX-M364N/M464N/M564N Essentials Series monochrome document systems** will exceed your expectations.

Out-of-Box Multifunction Capability

The MX-M364N/464N/564N Essentials Series comes standard with full multifunction capability, including **PCL 6 network printing** and **color network scanning**. Now, it is easier than ever to get the essential features you need. Sharp's PCL6 printing system provides clear, crisp output at 600 x 600 dpi. Print reports, presentations and other documents with professional looking results. For even more productivity, add the optional PostScript® 3™ expansion kit. **Sharp's ImageSENSE** feature enables users to scan documents to multiple destinations, including E-mail, desktop, FTP, network folders and more. The standard 100-sheet reversing single pass document feeder can scan both monochrome and color documents.

Configurations for Virtually Any Size Office or Workgroup

Sharp understands the importance of productivity, which is why the new Essentials Series monochrome document systems offer up to **6,600-sheet paper capacity** and support media types up to 80 lb. cover (220 gsm) through the paper drawers and up to 110 lb. cover (300 gsm) through the bypass tray. For high productivity in small spaces, add the tandem paper drawer, which expands the on-board paper capacity to 3,100 sheets without enlarging the footprint of the machine. For even more productivity in a small space, add the 500-sheet inner finisher. For advanced configurations, a **3,500-sheet large capacity cassette**, as well as a choice of floor-standing saddle-stitch finishers are also available.

Enhanced Security Features to Help Protect Your Data

The MX-M364N/464N/564N Essentials Series offers several layers of standard security to **protect your business and user information**. Standard features include data encryption, data overwrite protection, confidential printing and more. And, with Sharp's convenient **End-of-Lease feature**, all job data and user data can be easily erased at time of trade in.



Enhanced security to help protect your confidential data.

HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-M364N/M464N/M564N Essentials Series monochrome document systems utilize a multi-processor controller designed to quickly execute complex print and copy jobs at speeds up to 56 ppm.

versatile design

Easy-to-Use Color Touch-Screen
7" LCD provides quick access to features with intuitive menu navigation.*

Reversing Single Pass Feeder (RSPF)
Standard 100-sheet reversing feeder scans documents at up to 56 IPM.

Advanced Network Scanning
Sharp's ImageSEND™ feature provides one-touch document distribution to multiple destinations.

High Quality Printing
600 x 600 dpi resolution produces razor-sharp documents. Available PostScript drivers offer extensive job control.

Available Retractable Keyboard
QWERTY keyboard enables easy data entry.

100-Sheet Multi-Bypass
Feeds paper from 5-1/2" x 8-1/2" to 12" x 18" and media up to 110 lb. cover (300 gsm).

In-line Stapling
Produce professional-looking corner-staple or edge-staple documents up to 50 pages.

Enhanced Security Features
256-bit data encryption and data overwrite, as well as Sharp's convenient End-of-Lease feature.

Saddle-Stitch Finisher
Make high quality saddle-stitch booklets up to 60 pages.

On-board Document Storage
Sharp's easy-to-use document filing system enables users to store frequently used files.

Advanced Finishing
Sharp gives you a choice of four high-performance finishers to give your documents a professional look. Choose from a compact inner finisher to a high capacity, floor-standing saddle-stitch finisher.

Flexible Paper Handling
Offers a variety of paper feed options, including a 500 + 2,000-sheet tandem paper drawer for high productivity.

Large Capacity Cassette
Available large capacity cassette adds an additional 3,500 sheets of letter paper for a total on-line capacity of 6,600 sheets with options.



The MX-M564N shown with compact inner finisher.

*Diagonally measured.



Streamline your document workflow and enhance productivity with Sharp OSA technology.

Integrate with Network Applications and Cloud Services

With optional Sharp OSA modules, the MX-M364N/M464N/M564N Essentials Series offers **enhanced document workflow capabilities** to help businesses leverage their network infrastructure, cloud-enabled services and more.* While others are limited to a small circle of productivity, the Sharp OSA development platform allows businesses to leverage the power of their network applications, back-end systems, even cloud-enabled services, right from the touch-screen panel of this new series.

Save Time, Increase Efficiency

You'll save time and increase the efficiency of everyday tasks with Sharp OSA technology because it can be virtually seamless to the user. Any MX-M364N/M464N/M564N anywhere in the organization can display choices that were once only available on a desktop PC. With **one-touch access** to business applications via Sharp OSA integration, you can start and finish a document distribution task without worry.

Customized Integration

Sharp OSA technology also provides **powerful customization**. With the ability to personalize applications and processes specific to your business, Sharp OSA technology can help eliminate redundancy and **streamline workflow**, helping to save time and **optimize productivity**. The latest version of Sharp OSA technology can reach beyond the firewall, enabling cloud-based applications over the Internet. And since Sharp OSA technology utilizes industry-standard network protocols such as SOAP and XHTML, third party software developers can deliver customized solutions to your business faster than ever.

The Convenience You Want with the Security You Need

The MX-M364N/M464N/M564N Essentials Series with the Sharp OSA development platform is the logical choice for providing fast, **flexible access to documents and applications**...no matter where you are in the office. You also get the controlled access and tracking ability you require with tighter integration capabilities for network security and accounting applications.



**Some features require optional equipment and/or software/services.*

ADVANCED DEVICE MANAGEMENT TOOLS MAXIMIZE EFFICIENCY

The MX-M364N/M464N/M564N monochrome series document systems enhance operational efficiency through versatile device management capabilities.



Sharp Remote Device Manager (SRDM)*

Make management of your MX-M364N/M464N/M564N simple and straightforward with Sharp Remote Device Manager (SRDM). This easy-to-use software allows you to take control of the versatile system features and simplifies installation and management.

- With **Printer Status Monitor**, network users can view printer conditions, check paper levels, toner, and more, all through an easy-to-use interface.
- With Sharp Remote Device Manager, administrators can easily manage the setup, configuration, device settings, cloning and more. Advanced features such as **Remote Front Panel** allow administrators and support personnel to view and control the LCD panel of the machine remotely from virtually any PC on the network. Plus, with event-driven, real-time service alerts, administrators and supervisors can achieve higher productivity. Now it is easier than ever to view service logs, click counts, history reports and more.
- Experience the convenience of an **Embedded Web Page** right from your desktop. This advanced web-based management tool allows users to create and manage their own network **scanning destinations**, profiles and web links. Administrators can access device settings, quality control, account information and security settings.

Take Charge of Usage and Costs

With Sharp's device management system, administrators and supervisors can **define user groups** on the MX-M364N/M464N/M564N to manage and restrict features, such as copying, scanning or printing. Easily set up a custom user group to manage page counts (copy, print, scan or fax operations). This helps to simplify cost management of imaging. The MX-M364N/M464N/M564N can store profiles for up to 1,000 users.

24/7 Training with My Sharp™

Managing all of the advanced features of your Sharp product is simple and easy. Ask your Authorized Sharp Dealer about the **My Sharp** website. This dedicated customer training website is customized to your MX-M364N/M464N/M564N and allows you to locate resources and find information specific to your configuration, truly helping you maximize your investment.



SHARP



Available retractable keyboard simplifies data entry.

**Not available at time of launch.*

HEIGHTENED SECURITY HELPS PROTECT YOUR BUSINESS



To help protect your data, the MX-M364N/M464N/M564N offers several layers of **standard security**, making Sharp the optimum choice to help protect employees' privacy and intellectual property. As a leader in office equipment security, Sharp makes it easy for virtually any business or government entity to safely deploy digital copying, printing, scanning and faxing.

Authority Groups

Advanced account management enables administrators to set authority groups for access to features of the MX-M364N/M464N/M564N. Administrators can control which department, for instance, has full access to copying, printing, scanning and/or fax. Walk-up users enter a Code, Local Name and Password, or LDAP User Authentication to access the features assigned to their group.

Data Overwrite and Encryption

To help protect your data, the MX-M364N/M464N/M564N can encrypt document data using **AES (Advanced Encryption Standard) 256-bit encryption**. The MX-M364N/M464N/M564N can also erase the temporary memory on the hard drive by overwriting the encrypted data up to seven times, offering a heightened level of assurance. A convenient **End-of-Lease** feature overwrites all data, including document filing, user data, job status, date and address book.

Network Scanning Access Control

To help protect your network from unauthorized E-mail communications, the MX-M364N/M464N/M564N supports **User Authentication**, requiring users to login before performing any network scanning operations.

Control Device Access Over the Network

To help restrict access to the device over the network, the MX-M364N/M464N/M564N offers IPsec, SMB and extended support for **SSL Encryption** (Secure Sockets Layer), **IP/MAC address** filtering, IEEE 802.1x authentication, protocol enable/disable and port management for maximum security.

**Some features require optional equipment and/or software.*

Documents Remain Confidential

The MX-M364N/M464N/M564N offers **Confidential Printing**, which when used, requires users to enter a PIN code in order to print a queued document. To help protect your direct-print documents from unauthorized viewing, the MX-M364N/M464N/M564N offers encrypted PDF printing and scanning. Additionally, **Secure Fax Release** ensures received fax documents are held in memory until an authorized user enters a PIN code, so that compliance with healthcare regulations such as the Health Insurance Portability and Accountability Act (HIPAA) is easier.

Tracking and Auditing Information

Legislation and industry policies require companies to be more aware of information flow from their offices. Sharp offers both **built-in** and additional hardware/software, which allows users to control, access and track usage of each device on the network.*

Data Security Kit (Optional)

For maximum protection, the optional data security kit offers additional features, such as Data Overwrite On-demand and at Power Up, Document Filing access control, Restricted Status Display and List Printing.

These scalable security offerings aim to protect your intellectual property, preserve confidential information and help your business meet regulatory requirements such as HIPAA and the Gramm-Leach-Bliley Act (GLB). For additional information visit: www.sharppusa.com/security.

ENVIRONMENTAL COMMITMENT



An Environmentally Responsible Approach to Product Design

The MX-M364N/M464N/M564N utilizes Sharp's advanced micro-fine toner technology, which offers a lower consumption rate and produces less waste than conventional toners, resulting in longer replacement intervals. Sharp supplies are packaged using fully recyclable materials. Long-life consumable parts help minimize service intervals and down time, resulting in lower operating costs. With two different energy saving modes, power can be reduced or shut off at set intervals. The MX-M364N/M464N/M564N document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances.

Toner Recycling Program

As part of our commitment to helping preserve the environment, Sharp offers our customers zero-waste-to-landfill recycling for Sharp consumables, including cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing a pre-paid Recycling Kit for their return to our facility.

Environmental Leadership

As a testament to our commitment to the environment, Sharp is a multi-year winner of the ENERGY STAR annual Excellence in Energy Proficiency Product Design. Sharp is also a multi-year winner of the SmartWay® Excellence Award, which recognizes companies for conserving energy and lowering greenhouse gas emissions in logistics and transportation. Sharp was also a previous recipient of the Excellence in Partnership Green Contractor Award and the Evergreen Award from the General Services Administration (GSA) and the Coalition for Government Procurement. These awards recognize environmentally responsible businesses and their efforts on recycling, waste reduction and affirmative procurement practices.

Global Initiatives

Sharp is committed to environmental sustainability and corporate responsibility including planning, design, manufacturing, distribution and product end-of-life management. For more information about Sharp's environmental leadership including information about energy efficient products, electronics or toner cartridge recycling, please visit www.sharppusa.com/environment.

MX-M364N/M464N/M564N SPECIFICATIONS

Main Specifications

MX-M364N/ M464N/M564N	Base models include multitasking controller, 100-sheet RSPF, PCL*6 printing system, network scanning, auto duplexing, 1 x 500-sheet paper drawer and a 100-sheet bypass tray.
Type	Monochrome multi-function digital document system
Display	7" (diagonally measured) color dot matrix touch panel display. 800 x 480 dots (W-VGA).
Functions	Copy, print, network print, network scan, document filing and fax ¹
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Belt type fusing/white LED exposure
Originals	Sheets and bound documents
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"
Copy Size	Min. 5½" x 8½", Max. 11" x 17" + 12" x 18"
Copy Speed	36/46/56 ppm (8½" x 11") ²
Multiple Copy	Max. 999 copies
First Copy Time	MX-M364N MX-M464N MX-M564N
Seconds²	Platen Glass 4.5 3.9 3.7
Warm Up Time	12 seconds ²
Magnification	25% to 400% in 1% increments (with document feeder 25%~200%)
Original Feed	100-sheet RSPF with original size detection
Scan Speed	Copy: Up to 56 IPM ² Scan: Up to 56 IPM ²
Paper Capacity	Standard: 600 Sheets/Maximum: 6,600 Sheets
Paper Feed System	Standard: (1) 500-sheet paper drawer (letter/legal/ledger/statement) and 100-sheet bypass tray (letter/legal/ledger/statement/envelope). Optional: single, double or triple drawer paper deck (500 sheets each drawer), tandem paper deck (2,500 sheets) letter/legal/ledger/statement.
Paper Weights and Types	Paper drawers: 16 lb. bond to 80 lb. cover. Other paper types include plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 80-110 lb. cover (heavy paper), 20-24 lb. bond (Monarch/Com-10 envelope), tab paper (letter). Also label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead, color paper and OHP film.
Duplexing	Standard automatic duplex copying and printing
CPU	Up to 800 MHz multi-processor controller
Interface	RJ-45 Ethernet (10/100/1000Base-T), USB 2.0 (2 host ports, front and rear), USB 2.0 (1 device port, rear)
Memory	Standard 3 GB copy/print (shared)
Hard Disk Drive	320 GB
Copy Resolution	Scan: B&W/color: 600 x 600 dpi; Copy Output: 600 x 600 dpi
Copy Modes	Monochrome/Grayscale
Exposure Control	Modes: Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual
Halftone	256 gradations/2 levels (monochrome)
Copy Features	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, book copy, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, reserve copy, rotated copy, stamp, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1/4-in-1 multi-shot
Account Control	Up to 1,000 users. Supports user-number authentication, login name/password or login name/LDAP password
Output Tray Capacity	Main output tray (top): 400 sheets (face down); optional right side exit tray: 100 sheets (face down)
Firmware	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
Management	Web-based management/cloning with user/administrator level login
Service/Functions	Remote front panel, remote access to service logs and click counts
Accessibility	Adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays, and disable screen timeout
Features	
Environmental Standards	International Energy Star Program Ver. 2.0, European RoHS
Power	AC 100-127 VAC, 60 HZ, 12 Amps
Power Consumption	1.44 kW or less
Weight	Approx. 145 lbs.
Dimensions	Approx. 24 1/4" (w) x 28" (d) x 33 1/4" (h)

Network Printing System

PDL	Standard PCL* 6, optional PostScript* 3™ compatible and optional XPS
Resolution	600 x 600 dpi
Print Speed	36/46/56 pages per minute (8½" x 11") ²
Print Drivers	Windows Server* 2003-2008, 2012, Windows XP, Windows XP x64, Windows Server 2003-2008 x64, 2012 x64, Windows Vista*, Windows Vista* x64, Windows 7, Windows 7 x64, Windows 8, Windows 8 x64, MAC OSX (including 10.4-10.8), all MAC PPD
Features	Auto configuration, bar code font printing, carbon copy print, chapter inserts, color adjustment settings, color mode, confidential print, continuous printing, different cover page/last page/other page, document control, document filing, duplex printing, electronic sorting, folding, form overlay, image rotation, image type, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print mode, punching, stapling, tab paper print, tab printing, toner save mode, transparency inserts, tray status, user authentication, watermarks, zoom print ¹
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, PDF, Encrypted PDF, PostScript and XPS. ¹ Methods: Sharpdesk Mobile, FTP, SMB, Web page, E-mail and USB
Resident Fonts	80 outline fonts (PCL), 136 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0
Operating Systems	Windows Server 2003-2012, Windows XP, Windows Vista, Windows 7, Windows 8, MAC OS X10.4, X10.5, X10.6, X10.7, X10.8, Novell* Netware* Unix*, Linux* and Citrix* (XenApp 5.0 6.0, 6.5) and Windows Terminal Services, SAP device types. ¹
Network Protocols	TCP/IP (IPv4, IPv6, IPSEC) SSL (HTTP, IPP, FTP), SNMPv3, SMTP, POP3, LDAP, 802.1x for Windows and Unix, LPD and LPR for Unix. iPX/SPX* for Novell environments. EtherTalk*, AppleTalk* for Macintosh* environments. ¹
Printing Protocols	LPR, IPP, IPPS, PAP, Raw TCP (port 9100), FTP, POP3, HTTP, and Novell Pserver/Rprinter
Network Security	IP/MAC address filtering, protocol filtering, port management, user authentication and document administration ¹
Security Standards	IEEE-2600™-2008, DoD (NSTISSP) #11 ¹
Network Scanning System	
Scan Modes	Standard: Color, monochrome, grayscale
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 100 dpi
Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS Color: Grayscale, Color TIFF, JPEG, PDF, PDF/A, Encrypted PDF, XPS; Internet Fax: TIFF-FX, TIFF-F, TIFF-S ¹
Image Compression	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)
Scan Destinations	E-mail, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option)
One-touch Destinations	Up to 1,000 (combined scan destinations)
Group Destinations	Up to 500
Programs	48 (combined)
Max. Jobs	Up to 94
Network Protocols	TCP/IP and SSL (includes HTTP, SMTP, LDAP, FTP, POP3), SMB, ESMTMP and 802.1x
Network Security	E-mail server user authentication for LDAP and Active Directory
Software	Sharpdesk* desktop personal document management software (1 user license included), Sharpdesk Mobile (download)

B&W Super G3 Fax Kit (option)

Transmission Mode	Super G3, G3
Modem Speed	33.6 KBPS ²
Compression	JBIG, MMR, MR, MH
Scanning Method	Sheet fed simplex or duplex or book
Max. Resolution	400 dpi
Transmit Speed	Approx. 2 seconds with Super G3/JBIG ⁴
Auto Dialing	Up to 1,000 (combined scan destinations)
Group Dial	Up to 500 destinations
Inbound Fax Routing	Forwards received fax data to E-mail, FTP, SMB, Desktop, Fax, I-Fax ³
Long Originals	Up to 33 1/4" (for transmission)
Programs	48 (combined)
Memory	1 GB
Halftone	256 levels

1K Saddle Stitch Finisher (option)

Type	Console finisher with dual exit trays (mounts on left side of host machine)
Output Trays	Upper tray: Offset stack tray Lower tray: Book tray for saddle stitch
Output Capacity	1,000 sheets (letter/statement size) or 500 sheets (legal, ledger, letter)
Stapling	Up to 50 sheets (letter/statement size) or 25 sheets (legal, ledger or mixed)
Output Delivery	Face down
Stapling Media	Plain paper, letter/legal/ledger size or mixed
Stapling Positions	1 front, 1 rear, or both
Saddle Stitch	Center stitch/center folding (2 staples)
Function	letter/legal/ledger paper sizes
Saddle Stitch Max. Sets	Up to 10 sets (11-15 sheets per set)/15 sets (6-10 sheets per set)/20 sets (1-5 sheets per set)
Power	Approx. 70 W or less
Consumption	
Hole Punching	Optional three-hole punch unit MX-PNX5B (MX-FN10)
Weight	Approx. 88 lbs.
Dimensions	MX-FN10 (with tray extended): Approx. 26" (w) x 25" (d) x 39" (h)

Inner Finisher (option)

Type	Built-in type stacking finisher
Output Tray	Offset stacking tray
Output Capacity	500 sheets (letter size, non-stapled)
Stapling	Three position; Up to 50 sheets (letter/statement)
Power	Approx. 50 W
Consumption	
Hole Punching	Optional three-hole punch unit MX-PN11B
Weight	Approx. 26.5 lbs.
Dimensions	(MX-FN11): Approx. 20" (w) x 25" (d) x 43" (h)

Optional Equipment

MX-DE12	Stand/1 x 500-sheet Paper Drawer
MX-DE13	Stand/2 x 500-sheet Paper Drawer
MX-DE14	Stand/3 x 500-sheet Paper Drawer
MX-DE20	Stand/500 + 2,000-sheet Tandem Paper Drawer
MX-LT10	Long Paper Feeding Tray
MX-36ABD	Rolling Cabinet Base
MX-LC11	Large Capacity Tray
MX-FN17	Inner Finisher
MX-PN11B	3 Hole Punch Unit (MX-FN17)
MX-SCX1	Staple Cartridge (MX-FN17)
MX-FN10	1K Saddle Stitch Finisher
MX-RB22	Paper Pass Unit (Required for MX-FN10, MX-FN11 and MX-FN18)
MX-PNX5B	3 Hole Punch Unit (MX-FN10)
AR-SC3	Staple Cartridge (MX-FN10/MX-FN18)
MX-FN11	4K Stacking Finisher
MX-FN18	4K Saddle Stitch Finisher
MX-PNX6B	3 Hole Punch Unit (MX-FN11/MX-FN18)
AR-SC2	Staple Cartridge (MX-FN11/MX-FN18)
MX-TR13N	Right-side Exit Tray Unit
MX-TU12	Center Exit Tray Unit
MX-PK11	PostScript3 Expansion Kit
MX-PUX1	XPS Expansion Kit (Requires MX-SHP2GBXPS)
MX-SHP2GBXPS	2 GB Memory Upgrade (Required for MX-PUX1)
MX-KB14N	Retractable Keyboard
MX-FX11	Fax Expansion Kit
MX-FWX1	Internet Fax Kit
MX-PF10	Bar Code Font Kit
AR-SU1	Stamp Unit
AR-SV1	Stamp Cartridge (Requires AR-SU1 Stamp Unit)
MX-AMX1	Application Integration Module
MX-AMX2	Application Communication Module
MX-AMX3	External Accounting Module
MX-FR45U	Commercial Data Security Kit (Available shortly after launch)
DVENDFS	Generic Vendor Interface Kit
Supplies	
MX-560NT	Toner Cartridge
MX-560NW	Developer
MX-560DR	Drum

¹ Some features require optional equipment. See your local dealer.

² May vary depending on product configuration, machine settings and operating and/or environmental conditions.

³ Actual transmission time will vary based on line conditions.

⁴ Based on Sharp Standard Test Chart with approximately 700 characters, letter size in standard resolution.



SHARP ELECTRONICS CORPORATION
1 Sharp Plaza, Suite 11
Mahwah, NJ 07495-1123
1-800-BE-SHARP • www.sharppusa.com

Design and specifications subject to change without notice. Sharp, Sharp OSA, Sharpdesk, My Sharp, and all related trademarks are trademarks or registered trademarks of Sharp Corporation and/or its affiliated companies. Windows and Windows Server are trademarks or registered trademarks of Microsoft Corporation. PostScript 3 is a trademark or registered trademark of Adobe Systems Inc. All other trademarks are the property of their respective owners.



SHARP®

HIGH-SPEED MONOCHROME WORKGROUP DOCUMENT SYSTEMS



MX-M654N MX-M754N

Better Buys
for Business
EDITOR'S
CHOICE
2015

The Sharp MX-M654N and MX-M754N monochrome workgroup document systems deliver high productivity and strong versatility.

POWERFUL PERFORMANCE WITH EXCEPTIONAL IMAGE QUALITY

The MX-M654N and MX-M754N monochrome workgroup document systems offer powerful multitasking workflow features and exceptional image quality at speeds up to 75 pages per minute. Designed for large workgroups and departmental environments, these models combine a versatile modular design with tablet-style menu navigation and powerful output capabilities that can help virtually any office accomplish more in less time.

Key Features

- **Easy to Operate** – Sharp's tablet-style touch-screen display offers a user-friendly graphical interface enabling quick access to features and functions when setting up jobs.
- **Advanced Workflow Capabilities** – Equipped with the latest version of Sharp OSA[®] technology and Cloud Portal Office content management for easy integration with network applications and cloud services.
- **Standard Wireless Networking** – Provides flexible access from mobile devices for scanning and printing directly to the MFP using Sharpdesk[®] Mobile, a free downloadable app.

The MX-M654N and MX-M754N monochrome workgroup document systems also support Sharp's industry-leading security features, which include standard 256-bit data encryption and up to **10 times overwrite protection** and a convenient **End-of-Lease** feature that erases all data, address books, and personal information at time of trade in.



intuitive

DESIGNED TO DELIVER PERFORMANCE AND PRODUCTIVITY

An advanced design plus multi-functional capability allow you to meet tomorrow's document needs today.

- Flexible modular design provides a **selection of configurations** from basic workgroup copying and printing to **professional folding** and **booklet making**
- **3,200-sheet** standard paper capacity **expandable to 6,700 sheets** with options
- **Versatile paper handling** system feeds up to **80 lb. cover** through the paper trays and up to **110 lb. cover** through the bypass tray
- Standard **150-sheet duplexing document feeder** scans both sides of a document in a single pass at speeds up to **200 images per minute (IPM)**
- Large 10.1" (diagonally measured) **tablet-style touch-screen display** offers **image preview** feature with flick, tap and slide navigation, and pinch-and-zoom capability

TABLET-STYLE MENU NAVIGATION

ENHANCED INTEGRATION WITH NETWORK APPLICATIONS AND CLOUD SERVICES

POWERFUL FINISHING CAPABILITIES

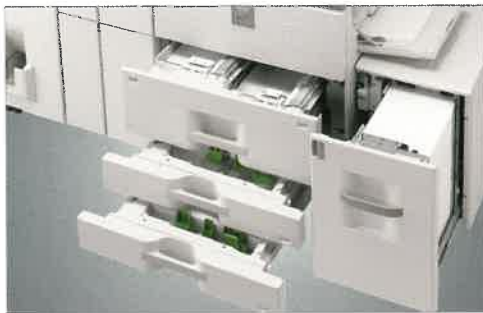
STANDARD WIRELESS NETWORKING



- **1200 x 1200 dpi printing** provides clear, crisp images even on jobs with fine detail
- Network ready **PCL®6** and **genuine Adobe® PostScript®3™** printing systems give you the added assurance that your documents will print exactly as you expect
- **On-the-fly toner cartridge replacement** while your job is running helps maximize your productivity.
- Supports **Cloud Portal Office**, a content management software service from Sharp for storing and sharing scanned documents and other electronic files
- Supports Sharp's **enhanced security platform** with **standard 256-bit data encryption**, up to **10 times overwrite protection**, and convenient **End-of-Lease** feature
- Standard **Compact PDF** feature dramatically reduces the file size of scanned color documents, resulting in decreased network traffic and **more efficient use of disk and cloud storage**
- Full-size, **retractable keyboard** allows quick and easy data entry



INNOVATIVE FEATURES TO ENHANCE YOUR WORKFLOW



Available paper capacity stores up to 6,700 sheets.



Built-in wireless network interface offers a point-to-point mode for convenient scanning and printing from mobile devices.



Work more efficiently and collaborate more easily with Cloud Portal Office.

* Go to www.sharppusa.com for a list of supported operating systems.

A flexible design from paper handling to networking – the MX-M654N and MX-M754N monochrome workgroup document systems will exceed your expectations.

A Smart Touch-Screen Helps You Get Your Work Done Fast

The MX-M654N/M754N document systems feature a **10.1"** (diagonally measured) **high-resolution LCD** that goes beyond basic touch-screen menu navigation. With advanced features that include **flick, tap, slide, pinch and zoom**, you can quickly access the powerful functions of this series. In addition, a **tilting display panel** provides enhanced accessibility. A built-in full-size retractable keyboard makes data entry quick and easy.

Configurations for Virtually Any Size Office or Workgroup

Sharp understands the importance of productivity, which is why the MX-M654N/M754N document systems offer up to **6,700-sheet paper capacity** and support media types up to **80 lb. cover** (220 gsm) through the paper drawers and **up to 110 lb. cover** (300 gsm) through the bypass tray. For high productivity in small spaces, add the **500-sheet inner finisher**, or for more advanced configurations, add one of the floor-standing saddle-stitch and stacking finishers.

Standard Wireless Networking for Today's Contemporary Office Environments

The MX-M654N/M754N document systems offer several secure methods to connect to your network environment. You can choose a traditional wired Ethernet connection or you can use the **built-in wireless network interface** to connect to a wireless network. For environments that use a wired connection but would like to also provide scanning and printing to mobile users, the Sharp wireless network interface can be configured in a **point-to-point mode**. This convenient feature enables users to scan or print directly to the machine using **Sharpdesk Mobile**, a free downloadable app available for most common mobile devices.*

Connect Your Workforce with Cloud Portal Office and Collaborate More Easily

Cloud Portal Office is a comprehensive document storage and sharing service that provides a convenient way to **seamlessly connect to your business content** and easily **share and collaborate** with team members. You can also capture, index and archive both paper and electronic documents in a single repository. Most importantly, IT administrators can **manage and control user access** in order to safeguard company data.

The MX-M654N/M754N are Cloud Portal Office ready, and include 1 user license with 1 GB of storage for 1 year.



HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-M654N/M754N monochrome document systems utilize a powerful multi-processor controller designed to quickly execute complex print and copy jobs at speeds up to 75 ppm.

versatile design

Duplexing Single Pass Feeder (DSPF)

Standard 150-sheet dual head document feeder scans both sides of a document in a single pass at speeds up to 200 IPM.

Advanced Network Scanning

Sharp's ImageSEND™ feature provides one-touch document distribution to multiple destinations.

Easy-to-Use Smart Touch-Screen

10.1" (diagonally measured) high-resolution touch-screen with tablet-style menu navigation makes it easy to access features.

High Quality Printing

1200 x 1200 dpi resolution produces razor-sharp documents. Genuine Adobe PostScript drivers offer extensive job control.

Built-in Retractable Keyboard

Full size QWERTY keyboard enables easy data entry.

In-line Stapling

Produce professional-looking corner-staple or edge-staple documents up to 100 pages.

Saddle-Stitch Finishers

Make high quality saddle-stitch booklets up to 80 pages long.

Multiple Finishing Options

Sharp gives you a choice of five high-performance finishers to give your documents a professional look. Choose from a compact inner finisher to a high capacity, floor-standing saddle-stitch finisher.

Multi-folding Unit

Provides a variety of folds, including Z-fold, C-fold, accordion-fold, double-fold, and half-fold.

Enhanced Security Features

256-bit data encryption and 10 times data overwrite, as well as Sharp's convenient End-of-Lease feature.

On-board Document Storage

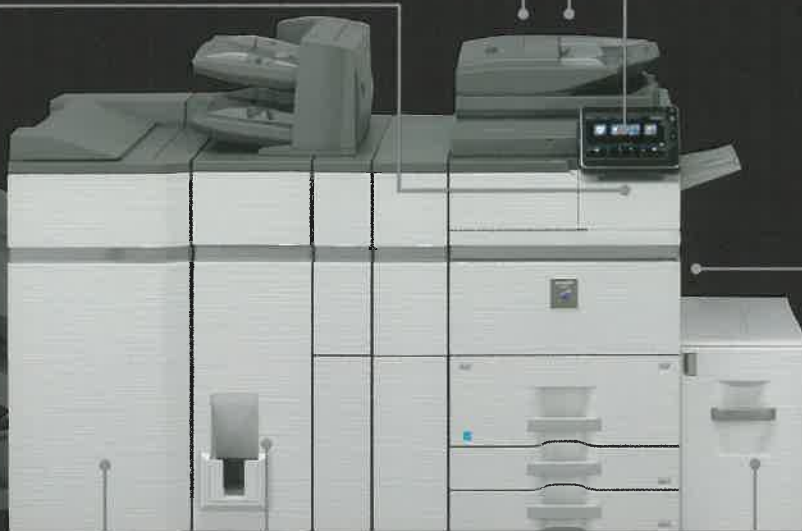
Sharp's easy-to-use Document Filing System enables users to store frequently used files.

100-Sheet Multi-Bypass

Feeds paper from 5-1/2" x 8-1/2" to 12" x 18" and media up to 110 lb. cover (300 gsm).

Large Capacity Cassette

Available large capacity cassettes add an additional 3,000 to 3,500 sheets of paper for a total on-line capacity of up to 6,700 sheets.



The MX-M754N shown with compact inner finisher.



Streamline your document workflow and enhance productivity with Sharp OSA technology.

Integrating with Network Applications and Cloud Services Has Never Been So Easy

With standard Application Communication and External Accounting modules, the MX-M654N/M754N document systems offer **enhanced document workflow capabilities** to help businesses leverage their network infrastructure, cloud-enabled services and more.* While others are limited to a small circle of productivity, the Sharp OSA development platform allows businesses to leverage the power of their network applications, back-end systems, even cloud-enabled services, right from the touch-screen panel.

Save Time, Increase Efficiency

Save time and increase the efficiency of everyday tasks with Sharp OSA technology. Any MX-M654N/M754N anywhere in the organization can display choices that were once only available on a desktop PC. With virtually seamless **one-touch access** to business applications via Sharp OSA integration, you can start and finish a document distribution task without worry.

**Some features require optional equipment and/or software/services.*

Customized Integration

Sharp OSA technology also provides **powerful customization**. With the ability to personalize applications and processes specific to your business, Sharp OSA technology can help eliminate redundancy and **streamline workflow**, helping to save time and **optimize productivity**. The latest version of Sharp OSA technology can reach beyond the firewall, enabling cloud-based applications over the Internet. And since Sharp OSA technology utilizes industry-standard network protocols such as SOAP and XHTML, third party software developers can deliver customized solutions to your business faster than ever.

The Convenience You Want with the Security You Need

The MX-M654N/M754N document systems enabled with the Sharp OSA development platform are the logical choice for providing fast, **flexible access to documents and applications** no matter where you are in the office. You also get the **controlled access and tracking ability** you require with **tighter integration capabilities for network security** and accounting applications.



ADVANCED DEVICE MANAGEMENT TOOLS MAXIMIZE EFFICIENCY

The MX-M654N/M754N monochrome series document systems enhance operational efficiency through versatile device management capabilities.



Sharp Remote Device Manager (SRDM)*

Make management of your MX-M654N/M754N simple and straightforward with Sharp Remote Device Manager (SRDM). This easy-to-use software allows you to take control of the versatile system features and simplifies installation and management.

- With **Printer Status Monitor**, network users can view printer conditions, check paper levels, toner, and more, all through an easy-to-use interface.
- With Sharp Remote Device Manager, administrators can easily manage the setup, configuration, device settings, cloning and more. Advanced features such as **Remote Front Panel** allow administrators and support personnel to view and control the LCD panel of the machine remotely from virtually any PC on the network. Plus, with event-driven, real-time service alerts, administrators and supervisors can achieve higher productivity. Now it is easier than ever to view service logs, click counts, history reports and more.
- Experience the convenience of an **Embedded Web Page** right from your desktop. This advanced web-based management tool allows users to create and manage their own network **scanning destinations**, profiles and web links. Administrators can access device settings, quality control, account information and security settings.

Take Charge of Usage and Costs

With Sharp's device management system, administrators and supervisors can **define user groups** on the MX-M654N/M754N to manage and restrict features, such as copying, scanning or printing. Easily set up a custom user group to manage page counts (copy, print, scan or fax operations). This helps to simplify cost management of imaging. The MX-M654N/M754N can store profiles for up to 1,000 users.

24/7 Training with My Sharp™ Web-based Support

Managing all of the advanced features of your Sharp product is simple and easy. Ask your Authorized Sharp Dealer about the **My Sharp** website. This dedicated customer training website is customized to your MX-M654N/M754N and allows you to locate resources and find information specific to your configuration, truly helping you maximize your investment.



SHARP



Standard retractable keyboard simplifies data entry.

**Not available at time of launch.*

HEIGHTENED SECURITY HELPS PROTECT YOUR BUSINESS



To help protect your data, the MX-M654N/M754N offer several layers of **standard security**, making Sharp the optimum choice to help protect employees' privacy and intellectual property. As a leader in office equipment security, Sharp makes it easy for virtually any business or government entity to safely deploy digital copying, printing, scanning and faxing.

Authority Groups

Advanced account management enables administrators to set authority groups for access to features of the MX-M654N/M754N. Administrators can control which department, for instance, has full access to copying, printing, scanning and/or fax. Walk-up users enter a Code, Local Name and Password, or LDAP User Authentication to access the features assigned to their group.

Data Overwrite and Encryption

To help protect your data, the MX-M654N/M754N can encrypt document data using **AES (Advanced Encryption Standard) 256-bit encryption**. The MX-M654N/M754N can also erase the temporary memory on the hard drive by overwriting the encrypted data up to **ten times**, offering a heightened level of assurance. A convenient **End-of-Lease** feature overwrites all data, including document filing, user data, job status, date and address book.

Network Scanning Access Control

To help protect your network from unauthorized E-mail communications, the MX-M654N/M754N support **User Authentication**, requiring users to login before performing any network scanning operations.

Control Device Access Over the Network

To help restrict access to the device over the network, the MX-M654N/M754N offer IPsec, SMB and extended support for **SSL Encryption** (Secure Sockets Layer), **IP/MAC address** filtering, IEEE 802.1x authentication, protocol enable/disable and port management for maximum security.

Documents Remain Confidential

The MX-M654N/M754N offer **Confidential Printing**, which when used, requires users to enter a PIN code in order to print a queued document. To help protect your direct-print documents from unauthorized viewing, the MX-M654N/M754N offer encrypted PDF printing and scanning. Additionally, **Secure Fax Release** ensures received fax documents are held in memory until an authorized user enters a PIN code, so that compliance with healthcare regulations such as the Health Insurance Portability and Accountability Act (HIPAA) is easier.

Tracking and Auditing Information

Legislation and industry policies require companies to be more aware of information flow from their offices. Sharp offers both built-in and additional hardware/software, which allows users to control, access and track usage of each device on the network.*

Data Security Kit (Optional)

For maximum protection, the optional data security kit offers additional features, such as Data Overwrite On-demand and at Power Up, Document Filing access control, Restricted Status Display and List Printing.

These scalable security offerings aim to protect your intellectual property, preserve confidential information and help your business meet regulatory requirements such as HIPAA and the Gramm-Leach-Bliley Act (GLB). For additional information visit: www.sharppusa.com/security.

*Some features require optional equipment and/or software.

ENVIRONMENTAL COMMITMENT



An Environmentally Responsible Approach to Product Design

The MX-M654N/M754N utilize Sharp's advanced micro-fine toner technology, which offers a lower consumption rate and produces less waste than conventional toners, resulting in longer replacement intervals. Sharp supplies are packaged using fully recyclable materials. Long-life consumable parts help minimize service intervals and down time, resulting in lower operating costs. With two different energy saving modes, power can be reduced or shut off at set intervals. The MX-M654N/M754N document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. Sharp business products are EPEAT® certified.



Toner Recycling Program

As part of our commitment to helping preserve the environment, Sharp offers our customers zero-waste-to-landfill recycling for Sharp consumables, including cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing a pre-paid Recycling Kit for their return to our facility.

Environmental Leadership

As a testament to our commitment to the environment, Sharp is a multi-year winner of the ENERGY STAR annual Excellence in Energy Proficiency Product Design. Sharp is also a multi-year winner of the SmartWay® Excellence Award, which recognizes companies for conserving energy and lowering greenhouse gas emissions in logistics and transportation. Sharp was also a previous recipient of the Excellence in Partnership Green Contractor Award and the Evergreen Award from the General Services Administration (GSA) and the Coalition for Government Procurement. These awards recognize environmentally responsible businesses and their efforts on recycling, waste reduction and affirmative procurement practices.

Global Initiatives

Sharp is committed to environmental sustainability and corporate responsibility including planning, design, manufacturing, distribution and product end-of-life management. For more information about Sharp's environmental leadership including information about energy efficient products, electronics or toner cartridge recycling, please visit www.sharppusa.com/environment.

SHARP®

DESKTOP COLOR DOCUMENT SYSTEMS



MX-C250 MX-C300W

On a desktop or cabinet, the compact design of the new MX-C250 and MX-C300W make them ideal for any size office or workgroup.

THE TOOLS YOU NEED TO GAIN THE COMPETITIVE ADVANTAGE



The MX-C250 and MX-C300W desktop color document systems are designed to be compact and powerful, bringing performance and productivity to individuals and small workgroups. These models are capable of output speeds of up to 30 pages per minute (PPM), regardless of whether you're working with monochrome or color documents.

- Offering print, copy, scan and fax features, these business-quality multifunction document systems enhance day-to-day workflows.
- The compact size of the MX-C250 and MX-C300W enable them to fit into tight workspaces without sacrificing the advanced technology that provides professional quality output.
- Standard wireless networking on the MX-C300W allows users to connect to the multifunction device without having to be near a wired network connection.
- Sharpdesk Mobile compatibility offers cutting edge mobile scanning and printing that connects the MX-C250/C300W to mobile products such as iPad®, iPhone®, Android™, Windows® 8, or Windows® RT devices.

The compact design of the MX-C250/C300W series was achieved using breakthrough technologies developed internally by Sharp, which include a high performance lens, downsized scanning unit, side-by-side toner cartridges and a reduction in overall parts. These technologies have helped Sharp offer one of the lowest costs-per-copy (CPC) in this category!

compact

VERSATILE FUNCTIONS RIGHT AT YOUR FINGERTIPS



SOPHISTICATED
COMPACT DESIGN

PROFESSIONAL
OUTPUT QUALITY

VALUE-ADDED
LOW COST-PER-COPY

CONVENIENT WIRELESS
CONNECTIVITY

Features that keep you ready for business.

- 50-page Reversing Single Pass Document Feeder (MX-C300W), 35-page Single Pass Document Feeder (MX-C250)
- Standard auto **duplex printing**
- Paper Capacity: standard 250 sheet tray and 50-sheet bypass, expandable to 800 sheets total with **optional 500-sheet high capacity cassette**
- Productive Printing and Copying: **25 PPM/CPM** (MX-C250) and **30 PPM/CPM** (MX-C300W)
- Standard PCL®6 and PostScript® 3™ printing systems for both **PC and Mac printing environments**
- High Quality **600 x 600 dpi** copy and print
- Simplified user interface utilizing a **5-line LCD operation panel**
- Full Color Scanning to E-mail, **FTP server, network folder**, USB memory or desktop
- **Compact Design:** does not require a special cabinet and easily fits into today's small office environments



MX-C300W control panel.



- Sharpdesk Mobile offers **powerful mobile scanning and printing** for users' mobile products including iPad, iPhone, Android, Windows 8 and Window RT devices
- Front USB port for **easy scan to USB** memory or printing from USB
- ID card shot feature for easy **copying of insurance cards**, credit cards or drivers license
- IPv6 support ensures the latest **compatibility with network environments**
- Inbound fax routing to network folder saves printing costs and guards **privacy of incoming data (MX-C300W)**
- **Sharp Remote Device Manager** compatible for easy management of all your Sharp MFP products



POWERFUL MFP FEATURES IN A SMALL FOOTPRINT



Compact yet powerful enough for workgroup environments.



Convenient access to paper path from side panel door makes it easy to clear misfeeds.

Designed for Workgroups or Individual Offices

Low Cost of Ownership

From the ground up, Sharp designed these compact desktop color document systems to keep your everyday costs low starting with a unique dual component developer system that offers **one of the lowest costs-per-copy** in the category. Sharp understands that the initial cost of office equipment is only part of the equation you consider when making an important buying decision. Be sure to ask a Sharp representative to analyze your office usage and let them show you savings specific to your office!

Easy-to-Use Control Panel

The MX-C250/C300W use a 5-line LCD panel and **ergonomic keypad for quick entry** of copying, scanning or faxing requirements. The customizable program keys allow users to save the frequently used settings/destinations. For example, if you often scan to a network folder in a PDF format at 200 dpi, this can all be accomplished with the touch of one button.

Compact Design

These MX models offer a small footprint that is perfect for **tight work environments** or individual office desktops. With a compact size of 17"(w) x 20"(d) x 15 3/4"(h), finding a location for a new full-function device has never been easier.

Sharp Developments

The sophisticated features, **low cost-per-copy** and size of the MX-C250/C300W are only possible with a 100% new clean sheet design by Sharp engineers. This series offers a compact scanner with custom lenses that don't sacrifice resolution, side-by-side toner cartridges for easy changing, and a reduction in the overall number of parts compared with previous generation Sharp models.



MX-C300W shown with optional 500-sheet paper tray (left) and standard configuration (right).

VERSATILE BUSINESS TECHNOLOGIES



Sharp's integrated network scanning offers one-touch document distribution to multiple destinations (Fax on MX-C300W only).



An easily accessible USB connector on the front of the MFP allows simplified access to common USB thumb drives.



Micro-fine Toner Technology helps provide optimum color balance and density as well as enhanced edge definition.

Jump-start your productivity with advanced technologies at your fingertips.

Standard SPF/RSPF

The MX-C250 comes equipped with a standard 35-sheet Single Pass Document Feeder and the MX-C300W comes equipped with a standard **50-sheet Reversing Single Pass Document Feeder**. Each feeder allows for 9 pages-per-minute color and 18 pages-per-minute black & white scanning so processing important documents is quick and easy. In combination with the built-in stackless duplex module, these feeders allow users to easily print on both sides of the paper.

Wireless Connectivity

With the standard wireless connectivity on the MX-C300W, users can **easily scan or print from up to 5 wireless devices simultaneously** such as a PC, laptop, smartphone, or tablet. Using Sharpdesk Mobile or standard wireless communication protocols users can easily communicate with the MX-C300W without the hassle of a wired connection. Users no longer have to transfer files or images to a local machine prior to printing. Additionally, wireless connectivity enables the MFP to be placed in locations that may not have a wired network outlet.

Advanced Color Scanning

MX-C250/C300W scanning provides a multitude of functional ways to distribute scanned documents to your business partners. Scanning options include:

- Scan to E-mail sends documents as an E-mail attachment
- Scan to FTP Server scans documents directly to an FTP server for storage
- Scan to Network Folder (SMB) sends files to a shared folder on a networked Windows PC
- Scan to Desktop sends scanned documents directly to your PC desktop via Sharpdesk
- Scan to USB Memory scans documents directly to USB memory devices

Out-of-box Network Printing

Standard **PCL® 6** and **PostScript® 3™** compatible printing offer enhanced productivity for busy offices and workgroups. The MX-C250/C300W provide high quality rendering of both PC and Mac files without adding additional cost. PostScript output makes the MX-C250/C300W an excellent choice for photo or PDF proof printing.

Sharp Micro-fine Toner Technology

The MX-C250/C300W utilize the latest micro-fine toner technology, enabling faithful reproduction of graphics and documents with fine detail. The MX-C250/C300W use a dual-component developing system while still being one of the smallest and lightest in its class, even compared with competitive mono-component system models. And the Sharp dual-component developing system can **reproduce clearer dot images and smoother lines** than typical mono-component systems. In addition, the granularity produced by a dual-component developing system is superior to that by a mono-component system.

50-sheet RSPF shown.

SHARPDESK AND SHARPDESK MOBILE



Streamline your document workflow and enhance productivity.

SHARPDESK

Sharpdesk software is an easy-to-use personal document management application that lets users browse, edit, search, compose, process and forward scanned and native electronic documents.



Manage Document Workflow

Sharpdesk simplifies the creation and distribution of proposals, reports and more. Simply drag and drop your files onto Sharpdesk software's work area and you'll be able to browse through them in a single window. Each file type can be displayed as a thumbnail for quick visual location and identification of a document. Over 200 types of files, such as Excel, Word, PowerPoint, TIFF, JPEG and BMP, are supported.

Sharpdesk Desktop Key Benefits:

- Save time and steps, by providing easy to use scanning directly to your desktop
- Search results with thumbnail, filename and keyword for fast and easy recognition
- Combine, split and rotate image files for printing
- Compressing files saves memory space and provides faster network communication

SHARPDESK MOBILE

Sharpdesk Mobile is a powerful, cutting edge mobile scanning and printing app that connects Sharp MFPs via wireless to mobile products such as iPad, iPhone, Android, Windows 8 and Windows RT devices.

Hassle-free Printing

Connect to a Wi-Fi network, select a document, preview and print directly to a supported Sharp MFP from a smartphone or tablet.

Simplified Scanning

Scan hard-copy documents to PDF for **easy access** by simply scanning from a Sharp MFP to your device. Your smartphone or tablet profile can be stored as a "scan-to" location on the MFP for **one-touch operation**.

Seamless Collaboration with Other Applications

Sharpdesk Mobile allows seamless file sharing with other applications. Users can attach scanned files to E-mail, share documents with other applications or print files from other apps.

Sharpdesk Mobile:

- Receive, preview and store scanned images
- Print data from mobile devices
- Send data on mobile devices as an attachment of E-mail
- Share data on mobile devices with other applications



SHARP REMOTE DEVICE MANAGER

Enhance efficiency and maximize your time through Sharp's versatile device management.

Management Software

Sharp Remote Device Manager is a device management software, developed by Sharp, which allows the operator to **browse and operate an MFP via a web browser**. This advanced access **allows** for easy setup and configuration of the MFP, enabling users to get the most of the advanced features the MX-C250/C300W have to offer!



Sharp Remote Device Manager

Superior Features

- Graphical device management screen by list/icon display
- Status indicators of toner and paper tray
- Notification of MFP status by E-mail alert
- Easy access to MFP features via embedded Web page
- Device discovery based on a specific IP address, an IP search range on a designated subnet





SECURITY THAT HELPS PROTECT YOUR BUSINESS

To help protect your data, the MX-C250/C300W offer several layers of standard security, making Sharp the optimum choice to help protect employees' privacy and intellectual property. As a leader in office equipment security, Sharp makes it easy for virtually any business or government entity to safely deploy digital copying, printing, scanning and faxing.

User Authentication

To limit access to authorized users, the MX-C250/C300W support user authentication for up to 30 users.

Control Device Access over the Network

To help restrict access to the device over the network, the MX-C250/C300W offer IPsec, SMB and IP/MAC address filtering.

Documents Remain Confidential

The MX-C250/C300W offer confidential printing that when used, requires users to enter a PIN code in order to print a queued document.

Fax Filtering/Blocking

To aid in reducing unwanted incoming faxes, the MX-C300W fax filtering and blocking function rejects faxes from designated numbers/senders; easily preventing junk faxes and wasting supplies.

Port Controls

To ensure proper configuration and enhance network security, the MX-C250/C300W support the enabling and disabling of selected network ports, and/or the changing of port numbers. In addition, network filter settings allow the MX-C250/C300W to be configured to allow network access from only authorized PCs and/or servers.

ENVIRONMENTAL COMMITMENT



An Environmentally Responsible Approach to Product Design

The MX-C250/C300W utilize Sharp's advanced micro-fine toner technology, which offers a lower consumption rate and produces less waste than conventional toners, resulting in longer replacement intervals. Sharp supplies are packaged using fully recyclable materials. Long-life consumable parts help minimize service intervals and downtime, resulting in lower operating costs. With two different energy saving modes, power can be reduced or shut off at set intervals. The MX-C250/C300W document systems are ENERGY STAR® qualified and RoHS compliant to help meet the latest green initiatives.

Toner Recycling Program

As part of our commitment to helping preserve the environment, Sharp offers our customers zero-waste-to-landfill recycling for all Sharp consumables, including cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing a pre-paid Recycling Kit for their return to our facility.

Environmental Leadership

As a testament to our commitment to the environment, Sharp is a multi-year winner of the ENERGY STAR annual Excellence in Energy Proficiency Product Design. Sharp is also a multi-year winner of the SmartWay® Excellence Award, which recognizes companies for conserving energy and lowering greenhouse gas emissions in logistics and transportation. Sharp was also a previous recipient of the Excellence in Partnership Green Contractor Award and the Evergreen Award from the General Services Administration (GSA) and the Coalition for Government Procurement. These awards recognize environmentally responsible businesses and their efforts on recycling, waste reduction and affirmative procurement practices.

Global Initiatives

Sharp is committed to environmental sustainability and corporate responsibility including planning, design, manufacturing, distribution and product end-of-life management. For more information about Sharp's environmental leadership including information about energy efficient products, electronics or toner cartridge recycling, please visit www.sharppusa.com/environment.

MX-C250/C300W SPECIFICATIONS

Main Specifications

MX-C250/ MX-C300W	Base models include multitasking controller, 50-sheet RSPF (MX-C300W)/35-sheet SPF (MX-C250), PCL®6 and PostScript® 3™ compatible printing systems, network scanning, auto duplexing, 1 x 250-sheet paper drawers, 50-sheet bypass tray. Black and color toner and developer is included.		
Type	Color multi-function digital document system		
Display	5 Line dot matrix high-resolution display with backlight (white LED).		
Functions	Copy, print, network print, network scan, scan to e-mail and fax (MX-C300W only)		
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Belt type fusing/white LED exposure		
Originals	Sheets and bound documents		
Max Original Size	8.5" x 14"		
Copy Size Min.	5½" x 8½"		
Copy Speed	Copy/Print Speed 25/25 ppm (MX-C250), 30/30 ppm (MX-C300W) B&W/Color (8½" x 11")		
Multiple Copy	Max. 999 copies		
First Copy Time (in Seconds)		MX-C250	MX-C300W
	B&W	Color	B&W
	Platen Glass	10	18
	Doc. Feeder	14	22
		16	25
Warm Up Time	29 seconds or less		
Magnification	25% to 400% in 1% increments (with document feeder 25%-200%)		
Original Feed	MX-C300W 50-sheet RSPF/MX-C250: 35-sheet SPF with original size detection.		
Scan Speed	SPF Copy/Scan: Up to 19 IPM simplex RSPF Copy: Up to 19 IPM simplex (B&W) (Color) RSPF Scan: Up to 9.5 IPM duplex (B&W/Color) Original Sizes 5½" x 8½", 8½" x 11", 8½" x 14"		
Paper Capacity	Standard: 300 Sheets/Maximum: 800 Sheets		
Paper Feed System	Standard: (1) 250-sheet paper drawer (letter/statement size) and 50-sheet bypass tray (letter/statement). Optional: 500-sheet letter/statement size.		
Paper Weights and Types	Paper drawers: 16 lb. bond to 28 lb. cover. Other paper types include and types plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond to 80 lb. cover (heavy paper), 20-24 lb. bond (Monarch/Com-10 envelope). Also label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead and color paper.		
Duplexing	Standard automatic duplex copying and printing (MX-C300W), manual copy duplex, Standard duplex printing (MX-C250)		
CPU	Up to 600 MHz multi-processor design		
Interface	RJ-45 Ethernet (10Base-T, 100Base-TX), USB 2.0 (1 host ports, front), USB 2.0 (1 device port, rear)		
Memory	Standard 512MB copy/print (shared)		
Hard Disk Drive	N/A		
Color Modes	Full Color Mode, Monochrome (B/W)		

Copy Resolution	Scan: B&W/color: 600 x 600 dpi; Copy Output: B&W/color: 600 x 600 dpi. Default resolution is 600 x 400 dpi when using document glass; 600 x 300 dpi when using RSPF/SPF.
Exposure Control	Modes: Text, Text/Printed-Photo, Photo
Halftone	256 gradations/5 levels (monochrome)
Copy Features	Scan-Once Print-Many, electronic sorting, Auto Tray Switching (ATS), ID Card Copy, Card Shot, Sharpness, 2-in-1 / 4-in-1 multi shot
Account Control	Up to 30 users. Supports user-number authentication
Output Tray	Main output tray (top): 150 sheets (face down)
Firmware Management	Flash ROM with local (USB)
Device Setup	Web-based management/cloning with user/administrator level login
Service/Functions	Remote access to service logs and click counts
Accessibility	Section 508, concave key, operation position, BEEP sound on standard values, adjustment of key touch speed, adjustment of key touch sound, Platen cover/free stop of document feeder, key repeat prohibited, screen timeout prohibited, program
Environmental Standards	International Energy Star Program Ver. 1.2, Canadian EcoLogo Program (CCD-035), Blue Angel (RAL-UZ171), European RoHS
Power	AC 100-127 VAC, 50/60 HZ, Amps 9
Power Consumption	1.1kW
Weight	MX-C250: 61.73 lbs./MX-C300W: 63.93 lbs.
Dimensions Approx.	MX-C250: 17" (w) x 20" (d) x 15 3/4" (h) MX-C300W: 17" (w) x 20" (d) x 16 3/4" (h)
Network Printing System	
PDL	Standard PCL® 6, PostScript® 3™ compatible
Resolution	600 x 600 dpi
Print Speed	25 ppm (MX-C250), 30 ppm (MX-C300W) B&W/Color (8½" x 11")
Print Drivers	Windows XP, Windows XP x64, Windows Server® 2003, Windows Server® 2003 x64, Windows Server® 2008, Windows Server 2008 x64, Windows Vista®, Windows Vista x64, Windows 7, Windows 7 x64, Windows 8, Windows 8 x64, Windows Server 2012 x64, MAC OSX® (including 10.4 to 10.8)
Features	Windows cluster print, ROPM, duplex printing, color adjustment settings, driver delivery functions, toner save mode, electronic sorting, N-up printing, watermarks, image rotation, job retention.
Direct Printing File Types	TIFF, JPEG, PCL, PRN, TXT, PDF, Encrypted PDF, PostScript
Methods	FTP, USB memory
Resident Fonts	80 outline fonts (PCL), 136 fonts (PS)
Interface	RJ-45 Ethernet 10/100 Base-T, USB 2.0
Operating Systems	Windows Server 2003, Windows Server 2008, Windows XP, Windows Vista, Windows Systems 7, Windows 8, Mac OS X10.4, X10.5, X10.6, X10.7, X10.8¹
Printing Protocols	LPR, IPP, Raw TCP (port 9100) and FTP

Network Protocols	TCP/IP (IPv4, IPv6, IPSEC) SSL (HTTP), SMTP, LDAP, LPD and LPR for Unix.
Network Security	IP/MAC address filtering, protocol filtering, port management and user authentication
Network Scanning System	
Scan Modes Standard	Color, monochrome, grayscale
Max Original	8.5" x 14"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Image Formats	Monochrome: TIFF, PDF Color/Grayscale: Color TIFF, JPEG, PDF
Image Compression	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low)
Scan Destinations	E-mail, Desktop, FTP, Network Folder (SMB), USB Memory
Group Destinations	Up to 300
Max. Jobs	Up to 100
Network Protocols Software	TCP/IP (includes SMTP, LDAP, FTP) and SMB Sharpdesk® desktop personal document management software (1 user license included), Sharpdesk Mobile (download)
Super G3 Fax (MX-C300W only)	
Transmission Mode	Super G3, G3
Modem Speed	33.6 KBPS
Compression Methods	MMR, MR, MH
Scanning Method	Sheet fed simplex or duplex or book
Max. Resolution	400 dpi
Transmit Speed	Approx. 2 seconds with Super G3/JBIG4
Auto Dialing	Up to 300
Group Dial	Up to 100
Inbound	SMB
Fax Routing Programs	9
Memory	8MB
Halftone	256 levels
Optional Equipment	
MX-CS11	500-Sheet Paper Drawer
Supplies	
MX-C30NTB	Black Toner Cartridge
MX-C30NTC	Cyan Toner Cartridge
MX-C30NTM	Magenta Toner Cartridge
MX-C30NTY	Yellow Toner Cartridge
MX-C30NVB	Black Developer
MX-C30NVC	Cyan Developer
MX-C30NVM	Magenta Developer
MX-C30NVY	Yellow Developer
MX-C30DR	Drum
MX-C30HB	Toner Collection Container



SHARP®

SHARP ELECTRONICS CORPORATION
1 Sharp Plaza, Suite 1
Mahwah, NJ 07495-1123
1-800-BE-SHARP • www.sharppusa.com

Design and specifications subject to change without notice. Sharp, Sharpdesk, My Sharp, and all related trademarks are trademarks or registered trademarks of Sharp Corporation and/or its affiliated companies. Windows, Windows Server and Windows Vista are trademarks or registered trademarks of Microsoft Corporation. All other trademarks are the property of their respective owners. iPhone and iPad are registered trademarks of Apple Inc. Android is a trademark of Google Inc.



SHARP®

DESKTOP COLOR WORKGROUP DOCUMENT SYSTEM



MX-C301W



Better Buys for Business
"Editor's Choice"
Award



"Highly Recommended"
Rating



"Reliability Certified"



MX-C301W

The MX-C301W offers advanced connectivity to network applications, cloud services and more.

POWERFUL WORKFLOW CAPABILITY FOR THE DESKTOP

The MX-C301W desktop color workgroup document system offers multitasking workflow features while offering a compact footprint that fits in small spaces. Designed with leading-edge features typically found on larger machines, the MX-C301W makes managing your workflow easier than ever.

Key Features

- 7" high-resolution touch-screen provides easy-to-access key features.*
- Standard out-of-box wireless networking and Adobe® PostScript® 3™ compatible printing provides enhanced productivity.
- Supports Cloud Portal Office, a new content management software service from Sharp for storing and sharing scanned documents and other electronic files.

The compact MX-C301W desktop color workgroup document system has been built on the Sharp OSA® development platform, making integration with network applications and cloud services easier than ever. Sharp's enhanced security platform with standard SSL support, 256-bit data encryption and up to 7 times data overwrite protection helps assure that your intellectual property is well protected.



A large, high resolution touch-screen makes it easy to access features.

*Screen measured diagonally.



COMPACT DESIGN THAT DELIVERS HIGH PRODUCTIVITY

CONVENIENT WIRELESS NETWORKING

HIGH-RESOLUTION COLOR TOUCH SCREEN

INTEGRATES WITH NETWORK APPLICATIONS AND CLOUD SERVICES.*



Powerful features plus connectivity to cloud and mobile apps enable your business to run more efficiently.

- Robust 7" (diagonally measured) **high-resolution touch-screen** color display with graphical navigation
- Automatic document feeder with scan speed of up to 37 ppm
- Wireless and wired network connectivity with PCL®6 and **Adobe® PostScript® 3™** compatible printing systems
- Sharp enhanced security with extended **SSL support, data encryption and data overwrite protection**
- **ImageSEND™** function scans documents to E-mail, network folders and USB devices
- **Sharpdesk® Mobile compatibility** via free app offers powerful mobile scanning and printing for mobile devices including iPad®, iPhone®, Android™, Windows® 10 and Windows® RT devices
- **End-of-Lease** feature can erase all files on the hard disk drive, all user data, job status data and address book data at trade-in time
- Standard **Super G3 fax** with intelligent inbound routing
- Out-of-the-box support of **Sharp OSA development platform**, enabling businesses to streamline document workflow and help enhance productivity
- 250 GB hard drive supports convenient **Document Filing System** with image preview for easy access to frequently used documents
- 300-sheet standard paper capacity, **expandable to 800 sheets** with optional 500-sheet high capacity cassette
- **Remote front panel** feature allows users and administrators to view and control machine operations from a PC workstation
- **True 600 x 600 dpi** printing combined with Sharp's **micro-fine toner technology** provides clear, crisp image output
- **Environmentally-friendly** design offers lower power consumption, fast warm up, compact design and efficient dual component supply system

*Some features require optional equipment and/or software.

INTUITIVE FEATURES AND POWERFUL FUNCTIONALITY



Multi-position tilt screen allows for adjustment to a convenient viewing position.



Expandable paper capacity stores up to 800 sheets.



Work more efficiently and collaborate more easily with Sharp Cloud Portal Office.

Enhanced productivity for small offices and workgroups.

The Flexibility You Need

With a **high-resolution touch screen color display** and a powerful **multi-tasking controller**, the MX-C301W color workflow document system can help elevate your office productivity even in work environments with limited space. Intuitive menu navigation with razor sharp graphics, makes operating the MX-C301W simple and easy.

High-Quality Output You Can Rely On

The MX-C301W color workflow document system combines micro-fine toner technology with **true 600 x 600 dpi** print resolution to produce documents with crisp, clear, high-quality color images. **Sharp's Image Stabilization** helps ensure uniform density and color balance for beautiful output, page after page.

Performance Your Business Can Depend On

The Sharp MX-C301W color workflow document system delivers enhanced performance and reliable productivity to meet the needs of today's busy office environments. Copy/print **speeds up to 30 ppm** (in both color and B&W) help you to meet project deadlines with time to spare. The flexible paper handling system can feed up to 28 lb. bond paper through the paper trays and up to 80 lb. cover stock through the bypass tray.

Innovative Document Filing For Easy Access

Sharp's easy-to-use **Document Filing System** can store frequently used files like forms and templates. Plus, with Sharp's thumbnail preview mode, stored jobs can be located and retrieved quickly.

Connect Your Workforce with Cloud Portal Office and Collaborate More Easily

Cloud Portal Office is a comprehensive document storage and sharing service that provides a convenient way to **seamlessly connect to your business content** and easily **share and collaborate** with team members.* You can also capture, index and archive both paper and electronic documents in a single repository. Most importantly, IT administrators can **manage and control user access** in order to safeguard company data.



Outstanding Achievement
In Innovation
Cloud Portal Office

*Some features not available at time of launch.

POWERFUL PERFORMANCE

A small MFP that delivers big results.

Exceptional Print Quality with Professional Output


With the MX-C301W, your business can produce brilliant, **high-quality color documents, as well as crisp B&W documents**. With standard PCL6 compatible printing, standard PostScript® 3™ compatible and available XPS option, documents are printed with superb performance and efficiency.

A True Multi-Tasking Document System

The MX-C301W features a **high-performance, multi-tasking** controller that delivers copy, scan, fax and print jobs continuously for optimum efficiency. Some controllers only perform one operation at a time, but the MX-C301W continually processes incoming jobs even while existing jobs are output. The result? A workflow that virtually never slows down – even at crunch time.

Direct USB Printing Adds Convenience and Portability

With Direct USB printing, users can print color or B&W image files in a variety of popular formats directly from USB memory devices. Need to print PDF brochures in a hurry for a big meeting? It's easy with the MX-C301W. Just plug in your portable USB memory device, select the file, and your job prints immediately.




An easily accessible USB connector allows for simplified printing of PDF files from common USB thumb drives.

FLEXIBLE DOCUMENT DISTRIBUTION FOR SEAMLESS RESULTS

On-the-go distribution.

Integrated Network Scanning



Sharp's powerful **ImageSend™** technology allows for one-touch distribution that centralizes document workflow, helps reduce mail costs and saves time. With up to **seven destinations** – E-mail, Desktop, FTP, Network Folders (SMB), USB, Fax and Internet Fax – getting your document where it needs to go is as easy as pushing a button. For increased efficiency, **send to Group** mode allows you to mix group broadcasts to E-mail, Fax, and Internet Fax.*


Convenient E-mail Distribution

With Lightweight Directory Access Protocol (LDAP), there's no need to manually enter a recipient's complete E-mail address. Simply enter the first few characters and the MX-X301W automatically searches and displays a list of matching names. **Unique File Naming** allows users to enter specific file names with custom subject fields, for easy recall of stored files. With **Sharpdesk®** personal document management software, users can organize scanned documents and integrate them into everyday workflow.

Integrated Super G3 Fax and Internet Fax

The standard facsimile with Super G3 capability, features automatic inbound Fax Routing to E-mail. Sharp's innovative PC fax driver enables users to send fax documents right from their desktop. For Internet fax operation, add the optional B&W Internet fax expansion kit.

Versatile Application Integration



To help streamline document workflow and **enhance productivity**, the MX-C301W supports the Sharp OSA development platform. This technology allows users to **interact with network applications faster** than ever before – and right from the MFP panel!* Sharp OSA technology uses industry-standard network protocols, such as XML and SOAP, allowing the MX-C301W to communicate with many different applications. The Sharp OSA development platform is also scalable, so as your workflow needs change, Sharp's application integration can change as well.

*Some features require optional equipment and/or software.

VERSATILE DEVICE ACCESS



Streamline your document workflow and enhance productivity.

Flexible Networking for Today's Modern Office Environments

The MX-C301W desktop color workgroup document system offers several secure methods to connect to your network environment. You can choose a traditional wired Ethernet connection or you can use the **built-in wireless NIC** to connect to a wireless network. For environments that use a wired connection but would like to also provide scanning and printing to mobile users, the Sharp wireless NIC can be configured in a **Point-to-Point mode**.

SHARPDESK®

Sharpdesk software is an easy-to-use personal document management application that lets users browse, edit, search, compose, process and forward scanned and native electronic documents.



Manage Document Workflow

Sharpdesk simplifies the creation and distribution of proposals, reports and more. Simply drag and drop your files onto Sharpdesk software's work area and you'll be able to browse through them in a single window. Each file type can be displayed as a thumbnail for quick visual location and identification of a document. Over 200 types of files, such as Excel, Word, PowerPoint, TIFF, JPEG and BMP, are supported.

SHARPDESK® MOBILE

Sharpdesk Mobile is a free powerful, mobile scanning and printing app that connects Sharp MFPs via wireless to mobile devices such as iPad, iPhone, Android, Windows 8 and Windows RT devices.

Hassle-free Printing

Connect to a wireless network, select a document, preview and print directly to a supported Sharp MFP from a smartphone or tablet.

Simplified Scanning

Scan hard-copy documents to PDF for **easy access** by simply scanning from a Sharp MFP to your device. Your smartphone or tablet profile can be stored as a "scan-to" location on the MFP for **one-touch operation**.

Seamless Collaboration with Other Applications

Sharpdesk Mobile allows seamless file sharing with other applications. Users can attach scanned files to E-mail, share documents with other applications or print files from other apps.

Sharpdesk Mobile:

- Receive, preview and store scanned images
- Print data from mobile devices
- Send data on mobile devices as an attachment of E-mail
- Share data on mobile devices with other applications



DEVICE MANAGEMENT

Enhance efficiency and maximize your time through Sharp's versatile device management.

Sharp Remote Device Manager (SRDM)

SRDM is a device management application, developed by Sharp, which allows the operator to **browse and operate an MFP via a web browser**. This advanced access **allows** for easy setup and configuration of the MFP, enabling users to get the most of the advanced features the MX-C301W has to offer!

Key Features

- Graphical device management screen by list/icon display
- Status indicators of toner and paper tray
- Notification of MFP status by E-mail alert
- Easy access to MFP features via embedded Web page
- Device discovery based on a specific IP address, an IP search range on a designated subnet



Sharp Remote Device Manager.



HEIGHTENED SECURITY HELPS PROTECT YOUR BUSINESS



To help protect your data, the MX-C301W offers several layers of standard security, making Sharp the optimum choice to help protect employees' privacy and intellectual property. As a leader in office equipment security, Sharp makes it easy for virtually any business or government entity to safely deploy digital copying, printing, scanning and faxing.

Authority Groups

Advanced account management enables administrators to set authority groups for access to features of the MX-C301W. Administrators can control which department, for instance, has full access to copying, printing, scanning and/or faxing. Walk-up users enter a Code, Local Name and Password, or LDAP User Authentication to access the features assigned to their group.

Data Overwrite and Encryption

To help protect your data, the MX-C301W can encrypt document data using **AES (Advanced Encryption Standard) 256-bit encryption**. The MX-C301W can also erase the temporary memory on the hard drive by overwriting the encrypted data up to seven times, offering a heightened level of assurance. A convenient End-of-Lease feature overwrites all data, including document filing, user data, job status, date and address book.

Network Scanning Access Control

To help protect your network from unauthorized E-mail communications, the MX-C301W supports **User Authentication**, requiring users to login before performing any network scanning operations.

Control Device Access Over the Network

To help restrict access to the device over the network, the MX-C301W offers IPsec, SMB and extended support for **SSL Encryption** (Secure Sockets Layer), **MAC address** filtering, IEEE 802.1x authentication, protocol enable/disable and port management for maximum security.

**Some features require optional equipment and/or software.*

Documents Remain Confidential

The MX-C301W offers **Confidential Printing**, which when used, requires users to enter a PIN code in order to print a queued document. To help protect your direct-print documents from unauthorized viewing, the MX-C301W offers encrypted PDF printing and scanning. Additionally, **Secure Fax Release** helps ensure received fax documents are held in memory until an authorized user enters a PIN code, so that compliance with healthcare regulations such as the Health Insurance Portability and Accountability Act (HIPAA) is easier.

Tracking and Auditing Information

Legislation and industry policies require companies to be more aware of information flow from their offices. Sharp offers both built-in and additional hardware/software, which allows users to **control, access and track usage** of each device on the network.*

Data Security Kit (Optional)

For maximum protection, the optional data security kit offers additional features, such as Data Overwrite on-demand, Document Filing access control, Restricted Status Display and List Printing.

These scalable security offerings aim to protect your intellectual property, preserve confidential information and help your business meet regulatory requirements such as HIPAA and the Gramm-Leach-Bliley Act (GLB). For additional information visit: www.sharpusa.com/security.

ENVIRONMENTAL COMMITMENT



An Environmentally Responsible Approach to Product Design

The MX-C301W utilizes Sharp's advanced micro-fine toner technology, which offers a lower consumption rate and produces less waste than conventional toners, resulting in longer replacement intervals. Sharp supplies are packaged using fully recyclable materials. Long-life consumable parts help minimize service intervals and down time, resulting in lower operating costs. With multiple energy saving modes, power can be reduced or shut off at set intervals. The MX-C301W document system is ENERGY STAR® qualified, RoHS compliant, and EPEAT® registered.

Toner Recycling Program

As part of our commitment to help preserve the environment, Sharp offers our customers zero-waste-to-landfill recycling for Sharp consumables, including cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing a pre-paid Recycling Kit for their return to our facility.



Environmental Leadership

As a testament to our commitment to the environment, Sharp is a multi-year winner of the ENERGY STAR annual Excellence in Energy Proficiency Product Design. Sharp is also a multi-year winner of the SmartWay® Excellence Award, which recognizes companies for conserving energy and lowering greenhouse gas emissions in logistics and transportation. Sharp was also a previous recipient of the Excellence in Partnership Green Contractor Award and the Evergreen Award from the General Services Administration (GSA) and the Coalition for Government Procurement. These awards recognize environmentally responsible businesses and their efforts in recycling, waste reduction and affirmative procurement practices.

Global Initiatives

Sharp is committed to environmental sustainability and corporate responsibility including planning, design, manufacturing, distribution and product end-of-life management. For more information about Sharp's environmental leadership including information about energy efficient products, electronics or toner cartridge recycling, please visit www.sharpusa.com/environment.

MX-C301W SPECIFICATIONS

Main Specifications										
MX-C301W	Includes multi-tasking controller, 250 GB HDD with document filling system, PCL®6 network printing, network scanning, 50-sheet RSPF, auto-duplex, one 250-sheet paper drawer and 50-sheet bypass. Black and color developer are included.									
Type	Desktop, color multi-function digital document system									
Display	7" (diagonally measured) color dot matrix touch panel 800 x 480 dots (W-VGA)									
Functions	Copy, print, network print, network scan, document filling and fax ¹									
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Heat roller fusing/white LED exposure									
Originals	Sheets and bound documents									
Max. Original Size	8½" x 14"									
Copy Size	Min. 5½" x 8½"									
Copy Speed	30/30 ppm B&W/Color (8½" x 11")									
Multiple Copy	Max. 999 copies									
First Copy Time (in Seconds)	<table border="1"> <thead> <tr> <th></th> <th>B&W</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td>Platen Glass</td> <td>6.3</td> <td>7.4</td> </tr> <tr> <td>Doc. Feeder</td> <td>7.6</td> <td>11</td> </tr> </tbody> </table>		B&W	Color	Platen Glass	6.3	7.4	Doc. Feeder	7.6	11
	B&W	Color								
Platen Glass	6.3	7.4								
Doc. Feeder	7.6	11								
Warm Up Time	18 seconds or less ²									
Magnification	25% to 400% in 1% increments (with document feeder 25%-200%)									
Original Feed	50-sheet RSPF									
Scan Speed	Copy mode: Up to 37 opm (B&W) @ 600 x 300 dpi; Up to 37 opm (Color) @ 600 x 300 dpi. Network Scan: Up to 37 opm (B&W or Color) 200 x 200 dpi. All times based on single-side letter originals. Original Sizes 5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14" (13-28 lb. bond)									
Paper Capacity	Standard 300 sheets/Max. 800 sheets									
Paper Feed	Standard: (1) 250-sheet paper drawer (letter/statement) and 50-sheet bypass tray (letter/legal/statement/envelope). Optional: 500-sheet drawer (letter/statement size)									
Paper Weight and Types	Paper drawers: 16 lb. to 28 lb. bond. Other paper types include plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass Tray: 28 lb. bond to 80 lb. cover (heavy paper), 13-28 lb. bond (thin paper), 28 lb. to bond-80 lb. cover (heavy paper), 20-24 lb. bond (Monarch/Com-10 envelope). Also label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead, color paper and OHP film.									
Duplexing	Standard automatic duplex copying and printing									
CPU	Up to 600 MHz multi-tasking process									
Interface	RJ-45 Ethernet (10/100/1000Base-T), USB 2.0 (2 host ports, Front, Rear, USB 2.0 (1 device port))									
Memory	3 GB copy/print shared									
Hard Disk Drive	250 GB									
Copy Resolution	Platen color 600 x 600 dpi, B&W: 600 x 600 dpi; RSPF color 600 x 600 dpi, B&W: 600 x 300 dpi									
Color Modes	Auto Color Control (ACS), Full Color Mode, Monochrome (B/W)									
Exposure	Modes: Automatic Text, Text/Photo, Text/Printed-Photo, Control Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto exposure control or 9 step manual exposure.									
Halftone	256 gradations/2 levels (monochrome)									
Copy Features	Scan-Once Print-Many, electronic sorting, Auto Color Sensing (ACS), Auto Paper Sensing (APS), Auto Magnification Sensing (AMS), auto tray switching, reserve copy, margin shift, edge erase (only for edge/side), proof copy, job build, card shot, mirror image, black-white reversal, centering, 2-in-1/4-in 1, pamphlet, photo repeat, document filling, account management, job programs, date/character/page/stamp.									
Account Control	Up to 1000 users. Supports user-number authentication (on device), login name/password (on device) or login name/password (on device via LDAP server) for Copy, Print, Scan, Fax and document management.									

Main Specifications (continued)	
Main Output Tray	150 sheets face down (Internal)
Firmware	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Management)
Configuration Method	Web-based management with user/administrator level login, cloning (1 to N) with SRDM and remote front panel access
Service/Maintenance	Remote front panel access, remote access to service logs and click counts
Accessibility Features	Adjustment of Key Touch-Send and Speed, Concave Key, Job Programs, Remote Front Panel, Tilt Support (operation panel), and Disable Screen Timeout
Environmental Standards	The International Energy Star Program MFP (EPA) Ver.2.0, Law on Promoting Green Purchasing®, European RoHS (Restriction of Hazardous Substances)
Power	AC 100-127 VAC, 50/60 HZ, 12 Amps
Power Cons.	Maximum: 1.25kW
Weight	Approx. 72.8 lbs. (base model)
Dimensions	17" (w) x 22½" (d) x 18½" (h)

Network Printing System	
PDL	Standard PCL6 compatible, PostScript®3™ compatible, optional XPS
Resolution	600 x 600 dpi
Print Speed	30/30 B&W pages per minute (8½" x 11")
Print Drivers	Windows Server® 2003-2008, Windows® XP, Windows XP x64, Windows Server x64, Windows Vista®, Windows Vista® x64, Windows® 7 x64, Windows® 8 x64, Windows® 8.1 x64, MAC OS®, OSX (including 10.4, 10.5, 10.6, 10.7, 10.8, 10.9), all MAC PPD
Features	Windows cluster print, ROPM, duplex printing, auto configuration, continuous printing, electronic sorting, duplex printing, transparency inserts, margin shift, image rotation, job bypass print, job retention, confidential print, user authentication, image stamp and watermarks, form overlay, chapter inserts, page interleave and bar code font printing (requires MX-PF10 bar code font kit)
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, PDF, Encrypted PDF, PostScript (optional) XPS ¹ . Methods: FTP, Web page, E-mail and USB memory
Resident Fonts	80 outline fonts (PCL), 136 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, Wireless IEEE802.11 n/g/b and USB 2.0
Operating Systems	Windows Server 2003-2008, 2012, 2012 R2 Windows XP, Windows Vista, Windows 7, Windows 8, 8.1, MAC OSX 10.4, 10.5, 10.6, 10.7, 10.8 Novell® Netware® 3x, 4x, 5x, Sun® OS 4.1x, Solaris® 2x, Unix®, Linux® and Citrix® XenApp 5.0, 6.0, 6.1, (Metaframe, Presentation Server 4, 4.5) and Windows Terminal Services. ¹
Network Protocols	TCP/IP (IPv4, IPSEC) SSL (HTTP, IPP, FTP), SNMPv3, 802.1x for Windows and Unix. LPD and LPR for UNIX. IPX/SPX® for Novell environments. EtherTalk®, AppleTalk® for Macintosh® environments. ¹
Printing Protocols	LPR, IPP, IPPS, PAP, Raw TCP (port 9100), FTP and Novell Pserver/Rprinter
Network Security	IP/Mac address filtering, protocol filtering, port management, user authentication and document administration. ¹
Security Standards	IEEE-2600™ 2008 for MFP devices
Network Scanning System	
Scan Modes	Standard: Color, monochrome, grayscale
Max. Original Size	8½" x 14"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 100 dpi

Network Scanning System (continued)	
Image Formats	Monochrome: TIFF, PDF, Encrypted PDF, XPS Color: Grayscale/Color TIFF, JPEG, PDF, Encrypted PDF, X ¹ Internet Fax: TIFF-FX, FIFF-F, TIFF-S ¹
Image Compression	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option) (option), Super G3 fax
Scan Destinations	E-mail, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax
One-touch Destinations	Up to 1000 (combined scan destinations)
Group Destinations	Up to 500
Programs	48 (combined)
Max. Jobs	Up to 94
Network Protocols	TCP/IP and SSL (includes HTTP, SMTP, LDAP, FTP, POP3, SMB, ESMTMP and 802.1x).
Network Security Software	User authentication with LDAP and Active Directory Sharpdesk® desktop document management software (1 user license)

B&W Super G3 Fax	
Transmission Mode	Super G3, G3
Modem Speed	33.6 KBPS ³
Compression	JBIG, MMR, MR, MH
Methods	
Scanning Method	Sheet fed simplex or duplex or book
Max. Transmit Resolution	400 dpi
Transmit Speed	Approx. 2 seconds with Super G3/JBIG4
Auto Dialing	Up to 1000 (combined scan destinations)
Group Dial/Destinations	Up to 500
Inbound Fax Routing	Forwards received fax data to E-mail
Long Length	Up to 19½" (for transmission)
Originals Programs	48 (combined)
Memory	1 GB (shared)
Halftone	256 levels
Features	Quick on-line transmission, direct transmission, F-Code transmission/reception, rotate transmission, in-bound fax routing, anti-junk fax reception, secure fax release, out of paper memory reception, auto redial, duplex reception transaction reports, activity reports and PC fax.

Optional Equipment	
MX-CS11	Paper Tray 1 x 500 Sheet
MX-25ABD	Rolling Cabinet Base
MX-PUX1	XPS Expansion Kit (requires MX-SHP2GB)
MX-FWX1	Internet Fax Kit
MX-PF10	Bar Code Font Kit
MX-AMX1	Application Integration Module
MX-FR46U	Data Security Kits
MX-SHP2GBXPS	XPS Expansion Memory (required for MX-PUX1)

Supplies	
MX-C30NTB	Black Toner Cartridge
MX-C30NTC	Cyan Toner Cartridge
MX-C30NTM	Magenta Toner Cartridge
MX-C30NTY	Yellow Toner Cartridge
MX-C30NVB	Black Developer
MX-C30NVC	Cyan Developer
MX-C30NVM	Magenta Developer
MX-C30NVY	Yellow Developer
MX-C30DR	Drum
MX-C30HB	Toner Collection Container

¹ Some features may require optional equipment and/or software.

² May vary depending on product configuration, machine settings and operating and/or environmental conditions.

³ Actual transmission time will vary based on line conditions.



MIX
Paper from
responsible sources
FSC® C01398F



SHARP ELECTRONICS CORPORATION
Sharp Plaza, Suite 1 Mahwah, NJ 07495-1163
1-800-BE-SHARP • www.sharpusa.com

Design and specifications subject to change without notice. Sharp, Sharpdesk, My Sharp, and all related trademarks are trademarks or registered trademarks of Sharp Corporation and/or its affiliated companies. Windows, Windows Server and Windows Vista are trademarks or registered trademarks of Microsoft Corporation. All other trademarks are the property of their respective owners. iPhone and iPad are registered trademarks of Apple Inc. Android is a trademark of Google Inc.



SHARP®

ESSENTIALS SERIES COLOR DOCUMENT SYSTEMS



MX-3050N MX-3550N MX-4050N

The Sharp Essentials Series color document systems deliver strong value, enhanced integration, and powerful productivity.

THE NEW BENCHMARK OF INNOVATION

essentials

The Sharp MX-3050N, MX-3550N, and MX-4050N Essentials Series color workgroup document systems offer stunning color output with exceptional ease of use. These new models are designed to provide customers with a seamless, intuitive experience, and the confidence in knowing their jobs will come out right the first time, every time. The new color Essentials Series focuses on value as well as user operability, and draws inspiration from the latest networking and imaging technologies available today, all to create a document system that delivers the productivity you need, with the reliable performance you want.

Key Features

- **Ease of Use** – Sharp's customizable touchscreen display offers a user-friendly graphical interface with a clean design, simplified Easy Modes, and integrated operation guide.
- **Integration** – Available Sharp OSA[®] modules enable easy integration with network applications and cloud services, which can unlock advanced capabilities to help you better manage your workflow.
- **Productivity** – Standard full multifunction capability out-of-box, including copying, PCL[®] 6 network printing and color network scanning, combines with an easy-to-use graphical interface and a 10-second warm up time to offer unmatched value.

The MX-3050N, MX-3550N, and MX-4050N color Essentials Series offer customers powerful multitasking features enabling them to quickly execute the ever-changing workflow tasks of today's busy office environments. And with Sharp's industry-leading security features, you can rest assured that your intellectual property is protected from the first day of operation to the time of trade-in.



DESIGNED TO DELIVER PERFORMANCE AND PRODUCTIVITY



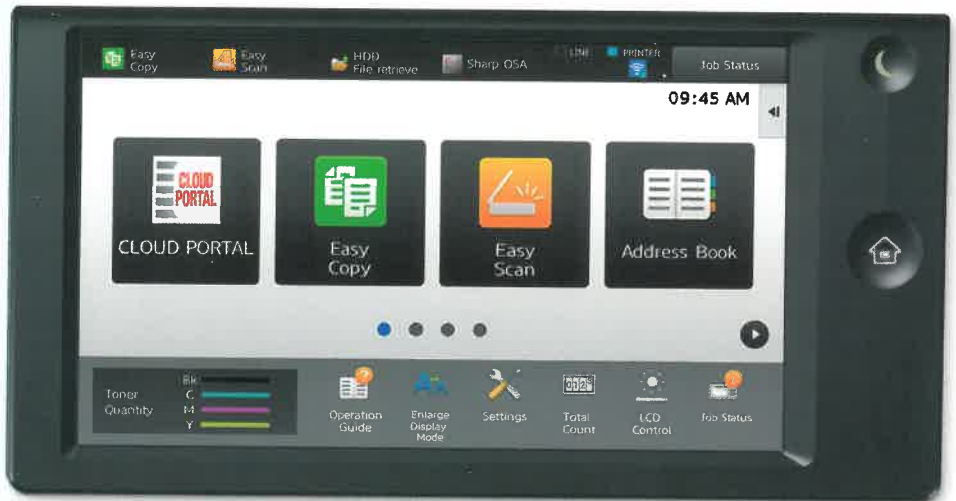
A flexible design plus multifunctional capability allow you to meet tomorrow's document needs today.

- Network-ready **PCL 6** and available **true Adobe® PostScript® 3™** printing systems combined with available **DirectOffice technology** lets you direct print PDFs, select Microsoft Office formats, and more!
- Available **wireless networking** feature can connect directly to your network or to mobile devices for convenient printing and scanning with the **Sharpdesk® Mobile App**.
- Large 10.1" (diagonally measured) **customizable touchscreen display** with a clean design enables easy access to features and functions when setting up jobs.

EASY-TO-USE

ENHANCED INTEGRATION

VERSATILE PRODUCTIVITY



- **Easily access popular cloud applications**, including Microsoft® OneDrive™ for Business, SharePoint® Online, and Google Drive™ with Sharp's available Cloud Connect features.
- **Cloud Portal Office**, an available content management software service from Sharp for storing and sharing scanned documents and other electronic files, helps keep your whole team connected.
- Standard **100-sheet reversing single-pass document feeder** scans documents at speeds up to **80 images per minute (ipm)**.
- Sharp's **Color Consistency System** with next generation image process control delivers high-quality color output and maintains optimum color balance and toner density page after page.
- Available **Compact PDF** feature dramatically reduces the file size of scanned color documents, resulting in decreased network traffic and more efficient use of disk and cloud storage.
- Flexible paper handling system supports media up to **110 lb. cover (300 gsm)** and up to **12" x 18"** through the paper trays, allowing you to print on a wide variety of media.
- **600 x 600 dpi** printing provides clear, crisp images and enhanced clarity for fine details such as small text and graphics.



Provides up to six paper sources with available 550 + 2,100-sheet split tandem paper drawers and 3,000-sheet large capacity cassette.

ENHANCED FUNCTIONALITY – INTUITIVE DESIGN



Easy Copy Screen offers the most commonly used settings.



Standard Copy Screen offers more advanced features.



Available wireless network interface for convenient scanning and printing from mobile devices.

From paper handling to networking, the MX-3050N, MX-3550N, and MX-4050N color Essentials Series will exceed your expectations.

Simple and Intuitive Operation

From the most basic of copy functions, to the most complex scan jobs, the color Essentials Series will perform them with ease and efficiency. Use one of the **Easy Modes** for fast, simple operation, with basic functions displayed in **large, clearly-labeled tiles** and keys. And for more advanced features, just touch the “Details” button—it’s that easy.

A “Well-connected” Device

Connecting a multifunction printer (MFP) to your wireless network and accessing it from mobile devices has never been so easy with the color Essentials Series’ available wireless networking features. Print from or scan to popular cloud services such as **Microsoft OneDrive for Business**, **SharePoint Online**, and **Google Drive** with Sharp’s **Cloud Connect** features.* **Single Sign-on (SSO)** support for accessing these services makes scan-to-folder and scan-to-email operations simpler than ever. Even printing from your desktop is made easier with Sharp’s standard **Serverless Print Release** function. **Easily send a job to one device, and print it on another** where it’s most convenient for you.

The Productivity You Need, the Performance You Want

When it’s time to get the job done, the Essentials Series color document systems are outstanding performers. Quickly scan documents at speeds up to **80 images per minute**. Then use the **manual stapling feature** on select finishers to restaple your originals. **Multiple finishing options** give you the output you require, be it stacked, stapled, or saddle-stitched. There’s even an available built-in **stapleless staple** feature, which can bind up to five sheets of paper by adding a crimp to the corner of the set, saving regular staples for larger sets.



MX-4050N shown with compact inner finisher.



MX-4050N shown with 3K saddle stitch finisher and large capacity cassette.

*Some features require optional equipment.

HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-3050N/3550N/4050N Essentials Series color document systems provide high-performance functionality adaptable to your business needs.

innovative features

Reversing Single Pass Feeder (RSPF)

Standard 100-sheet reversing document feeder scans up to 80 ppm.

Advanced Network Scanning

Sharp's ImageSEND™ feature provides one-touch distribution to email, network folders, cloud applications and more.

Easy-to-Use Smart Touchscreen

Tablet-style menu provides quick access to features and functions.

High Quality Printing

600 x 600 dpi resolution produces razor-sharp documents. Available true Adobe® PostScript® 3™ drivers offer extensive job control.

In-line Stapling

Produce professional-looking corner-staple or edge-staple documents up to 65 pages.

Manual Stapler

Manual stapling feature makes it easy to re-staple originals after scanning.

Saddle Stitch Finishers

Make high quality booklets up to 80 pages.

On-board Document Storage

Sharp's easy-to-use Document Filing System enables users to store frequently used files.

Enhanced Security Features

256-bit data encryption with up to 10-times data overwrite, as well as Sharp's convenient End-of-Lease feature.

Large Capacity Cassette

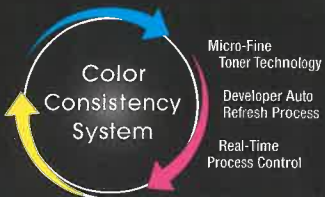
Large capacity cassette option adds an additional 3,000 sheets of paper for a total on-line capacity of up to 6,300 sheets.

Advanced Finishing

Sharp gives you a choice of five high-performance finishers to give your documents a professional look. Choose from a compact inner finisher to a high capacity, floor-standing saddle stitch finisher.

Flexible Paper Handling

Paper drawers feed up to 12" x 18" and support media up to 300 gsm. 550-sheet capacity makes it easy to reload a full ream of paper. A high capacity split tandem drawer is also available.



Sharp's Color Consistency System combines Micro-fine Toner with Developer Refresh and Advanced Image Process Control. These processes help ensure color output is always at peak performance.



ENHANCED COLLABORATION FOR STREAMLINED WORKFLOWS



Direct print to popular file formats seamlessly with Sharp's available direct print expansion kit.¹



Distribute, access and print documents more easily.



With Serverless Print Release technology you can securely print a job and release it from any of five color Essentials Series models.

Powerful document workflow solutions help you work more efficiently.

Simplify Printing Your Files with Direct Printing

With the available Direct Print Expansion Kit, you can print popular file formats including **Microsoft Word, PowerPoint, and Excel**, as well as a variety of PDF formats from thumb drives, cloud applications, and mobile devices.¹ This function is enabled via **DirectOffice™** technology. With this much flexibility, you can speed through your workflow tasks faster than ever!

Distribute, Access and Print Your Documents with Ease

Sharp makes it easy to send documents to the destinations you need and goes beyond traditional network scanning with standard **Cloud Connect** features. Easily **scan documents to Microsoft OneDrive for Business, SharePoint Online, and Google Drive** without additional middleware. You can also print from these cloud applications. With **Single Sign-On** capability, accessing them is virtually seamless! Sharp also makes it easy to **collaborate and share documents** with available **Cloud Portal Office** document storage and sharing service. Capture, index, and archive your documents easily and securely.

Scan and Print Files Easily from Mobile Devices

The Essentials Series color document systems also make it easy to scan and print files from tablets and smart phones using **Sharpdesk® Mobile**, a free downloadable app available for most common mobile devices.² The color Essentials Series also supports popular mobile technologies such as **Mopria™, Android™ printing framework and Google Cloud Print™**.³ You can print locally from your device or download files from supported cloud applications. Since the color Essentials Series can connect to mobile devices through a **point-to-point wireless connection**, there is no interference with your corporate network!¹

Flexible Printing Solutions Help Speed Up Your Office Productivity

The color Essentials Series offer standard **PCL® 6** and optional **true Adobe® PostScript® 3™** printing systems to help you speed through all of your output needs with accuracy. To help streamline your jobs, these powerful performers include **Serverless Print Release** technology, enabling you to securely print a job and release it from up to five color Essentials Series models on your network. And with Google Cloud Print web printing service, you can print from Chromebook™ notebook computers, PCs and more from virtually anywhere.

Simplify Complex Business Workflows

Sharp OSA® technology can help your business leverage the power of your network applications, back-end systems and cloud services.¹ Easily automate complex processes and help eliminate redundant tasks. Create your own custom integrations or take advantage of the growing portfolio of Sharp OSA applications available from Sharp Partner Program members.



¹ Some features require optional equipment and/or software/services.

² Go to www.sharppusa.com for a list of supported devices and operating systems.

³ Available early 2016.

TAKING CARE OF BUSINESS SAFELY AND SECURELY

Manage your device, help safeguard your data, help protect your business.

Businesses require that the devices on their networks are properly managed and closely monitored to ensure their data remains uncompromised. To help achieve this, the MX-3050N/3550N/4050N Essentials Series offer powerful device management utilities, web-based customer training, and advanced, **multi-layered security features**.

With the **Sharp Remote Device Manager (SRDM)***, administrators can take control of system features and simplify installation and management. SRDM makes it easy to view service logs, click counts, history reports and more. Its event-driven service alerts help you monitor the device and maximize uptime. The **Remote Front Panel** feature allows administrators to view and control the machine's LCD panel from a PC to troubleshoot issues and train operators remotely. Sharp also offers both **built-in** and additional **auditing hardware and software to control, access, and track usage** of each device on the network.* And with **My Sharp™**, you get a dedicated training website customized to your model and configuration to help you understand and utilize all of the advanced features of your Sharp product, including those for security.



To help protect employees' privacy and intellectual property, the color Essentials Series is armed with a variety of security measures, including features such as **data encryption**, **data overwrite protection**, and **data erase**. Multiple **security protocols** help restrict access to the device while in operation, and a convenient **End-of-Lease** feature overwrites all data at time of trade-in. **Authority Groups** help manage and restrict specific copying, printing, scanning, and fax features to safeguard data and control costs. The **Admin Audit Log** feature allows IT administrators to track activity on the device. **Confidential Printing** and **Secure Fax Release** help ensure that sensitive documents are kept safe by requiring users to enter a PIN code in order to print them.



These scalable security offerings aim to **protect your intellectual property**, preserve confidential information and help your business meet regulatory requirements including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). For additional information visit: www.sharpusa.com/security.

**Some features require optional equipment and/or software.*



ENVIRONMENTAL COMMITMENT



An Environmentally Responsible Approach to Product Design

Sharp is committed to environmental sustainability and corporate responsibility including planning, design, manufacturing, distribution and product end-of-life management. Sharp adheres to Green Products Guidelines in pursuit of these commitments. These guidelines include designing products that consume less power, using recycled materials, reducing the amount of material used in products and packaging, and labeling the type of materials used. Sharp also aims to design products that are upgradable, easy to repair, and easy to take apart for recycling.

The MX-3050N/3550N/4050N document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. These products also have the lowest TEC value among competitive models, at time of this printing. Sharp MFPs are EPEAT® registered.



Toner Recycling Program

As part of our commitment to helping preserve the environment, Sharp offers our customers zero-waste-to-landfill recycling for Sharp consumables, including cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing a pre-paid recycling kit for their return to our facility.

Environmental Leadership

As a testament to our commitment to the environment, Sharp is a multi-year winner of the ENERGY STAR annual Excellence in Energy Proficiency Product Design. Sharp is also a multi-year winner of the SmartWay® Excellence Award which recognizes companies for conserving energy and lowering greenhouse gas emissions in logistics and transportation.

For more information about Sharp's environmental leadership including information about energy efficient products, electronics or toner cartridge recycling, please visit www.sharpusa.com/environment.

MX-3050N/3550N/4050N SPECIFICATIONS

Main Specifications

MX-3050N/3550N/4050N	Base models include multitasking controller, 100-sheet RSPF and PCL 6 printing system, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray. Black and color developer is included.																				
Type	Color multi-function digital document system																				
Display	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display. 1024 x 600 dots (W-SVGA)																				
Functions	Copy, print, network print, network scan, document filing and fax ¹																				
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Belt fusing/white LED exposure																				
Originals	Sheets and bound documents																				
Max. Original Size	11" x 17"																				
Copy Size	Min. 5½" x 8½", Max. 11" x 17" + 12" x 18"																				
Copy Speed	30/35/40 ppm B&W/Color (8½" x 11")																				
Multiple Copy	Max. 9,999 copies																				
First Copy Time Seconds*	<table border="1"> <thead> <tr> <th>Model</th> <th>Platen Glass Mono</th> <th>Color</th> <th>RSPF Mono</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td>MX-3050N</td> <td>4.7</td> <td>6.7</td> <td>7.6</td> <td>9.7</td> </tr> <tr> <td>MX-3550N</td> <td>4.7</td> <td>6.7</td> <td>7.6</td> <td>9.7</td> </tr> <tr> <td>MX-4050N</td> <td>4.7</td> <td>6.7</td> <td>7.6</td> <td>9.7</td> </tr> </tbody> </table>	Model	Platen Glass Mono	Color	RSPF Mono	Color	MX-3050N	4.7	6.7	7.6	9.7	MX-3550N	4.7	6.7	7.6	9.7	MX-4050N	4.7	6.7	7.6	9.7
Model	Platen Glass Mono	Color	RSPF Mono	Color																	
MX-3050N	4.7	6.7	7.6	9.7																	
MX-3550N	4.7	6.7	7.6	9.7																	
MX-4050N	4.7	6.7	7.6	9.7																	
Warm Up Time	10 seconds or less																				
Magnification	25% to 400% in 1% increments (with document feeder 25%-200%)																				
Original Feed	100-sheet RSPF with original size detection.																				
Scan Speed	Copy: Up to 80 ipm (B&W)/41 ipm (Color) Scan: Up to 80 ipm (B&W/Color)																				
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"																				
Paper Capacity	Standard: 650 Sheets/Maximum: 6,300 Sheets																				
Paper Feed System	Standard: (1) 550-sheet paper drawer (letter/legal/ledger/statement size) and 100-sheet bypass tray (letter/legal/ledger/statement/envelope size). Optional: Single, double, or triple drawer paper deck (550, 1,100, or 1,650 sheets), split tandem paper drawer (2,100 sheets letter only) plus (1) 550-sheet paper drawer (letter/legal/ledger/statement size).																				
Paper Weights and Types	Paper drawers: 18 lb. bond to 110 lb. cover. Split Tandem Tray: 18 lb. bond to 28 lb. bond. Other paper types include plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-110 lb. cover (heavy paper), 20-24 lb. bond (Monarch/Com-10 envelope), tab paper (letter). Also label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead, color paper and OHP film.																				
Duplexing	Standard automatic duplex copying and printing																				
CPU	Up to 1.75 GHz multi-processor design																				
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 2 host ports (front and rear), 1 device port (rear)																				
Memory	Standard 5 GB copy/print (shared)/Hard Disk Drive: 250 GB																				
Hard Disk Drive	250 GB																				
Copy Resolution	Scan: 600 x 600 dpi (B&W/Color) Copy Output: Up to 600 x 600 dpi																				
Color Modes	Auto Color Selection (ACS), Full Color Mode, Monochrome (B/W)																				
Exposure Control	Modes: Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual																				
Halftone	256 gradations/2 levels (monochrome)																				
Copy Features	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Color Selection (ACS), Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, rotated copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot																				
Account Control	Up to 1,000 users. Supports user-number authentication, login name/password or login name/LDAP password																				
Output Tray Capacity	Center Exit Tray (Main): 250 sheets (face down) Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 100 sheets (face down)																				

Main Specifications (continued)

Firmware	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
Management	Web-based management/cloning with user/administrator level login
Device Setup	Remote Front Panel, remote access to service logs and click counts
Service/Functions	Free stop tilting front panel, adjustment of key touch sound and speed, concave key, document feeder free stop, job programs, remote front panel, universal grip for paper trays, and disable screen timeout
Accessibility Features	International Energy Star Program Ver. 2.0, European RoHS, Blue Angel (RAL-UZ171)
Environmental Standards	AC 110-127 VAC, 60 Hz, 12 Amps
Power	1.44 kW or less
Consumption	Approx. 173 lbs.
Weight	Approx. 24" (w) x 26" (d) 33" (h)
Dimensions	

Network Printing System

PDL	Standard PCL [®] compatible 6, optional Adobe [®] PostScript [®] 3 TM
Resolution	600 x 600 dpi
Print Speed	30/35/40 pages per minute (8½" x 11")
Print Drivers	Windows Server [®] 2008, Windows Server 2008 x64, Windows 7, Windows 7 x64, Windows 8.1, Windows 8.1 x64, Windows Server 2012 x64, Windows 10, Windows PPD, MAC OS [®] (including 10.4 to 10.11), all MAC PPD, UNIX [®] , Linux [®]
Features	Auto configuration, serverless print release, bar code font printing, carbon copy print, chapter inserts, color adjustment settings, color mode, confidential print, continuous printing, custom image registration, different cover page/last page/other page, document control, document filing, duplex printing, electronic sorting, folding, form overlay, hidden pattern print, image rotation, image stamp, image type, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print and send, punching, stapling, tab paper print, tab printing, toner save mode, transparency inserts, tray status, user authentication, watermarks, zoom print
Resident Fonts	80 outline fonts (PCL), 139 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0, Wireless
Operating Systems	Windows Server 2008, Windows Systems 7, Windows 8, Mac OS X 10.4-10.11, Novell [®] NetWare [®] , Unix, Linux, Citrix [®] , and SAP device types ¹
Network Protocols	TCP/IP (IPv4, IPv6, IPSEC), TLS (HTTP, IPP, FTP), SNMPv3, SMTP, POP3, LDAP, 802.1x for Windows and Unix. LPD and LPR for Unix. AppleTalk [®] for Macintosh [®] environments. ¹ and Novell Pserver/Rprinter
Printing Protocols	LPR, IPP, IPPS, PAP, Raw TCP (port 9100), FTP, POP3, HTTP, and Novell Pserver/Rprinter
Network Security	IP/MAC address filtering, protocol filtering, port management, user authentication and document administration ¹
Security Standards	DoD (NSTISSP) #11

Network Scanning System

Scan Modes	Standard: Color, monochrome, grayscale
Max. Original Size	11" x 17"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Image	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
Compression	Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option) ¹
Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, and XPS Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, and XPS. Internet Fax: TIFF-FX, TIFF-F, and TIFF-S ¹
Scan Destinations	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option)
One-touch Destinations	Up to 2,000 (combined scan destinations)
Group Destinations	Up to 500
Programs	48 (combined)

Network Scanning System (continued)

Max. Jobs	Up to 100
Network Protocols	TCP/IP and SSL (includes HTTP, SMTP, LDAP, FTP, POP3 ² , SMB, ESMTM and 802.1x)
Network Security	Email server user authentication for LDAP and Active Directory
Software	Sharpdesk [®] desktop personal document management software (1 user license included), Sharpdesk Mobile (download)
Direct Print Expansion Kit (Option)	
File Types	TIFF, JPEG, PCL, PRN, TXT, PNG, DOCX, XLSX, and PPTX
Methods	Optional: PDF, Compact PDF, Encrypted PDF, and PostScript FTP, SMB, Web page, Email and USB memory

Optional Equipment

MX-60ABD	Deluxe Copier Cabinet Base (with front door)
MX-DE25	Stand/1 x 550-sheet Paper Drawer
MX-DE26	Stand/2 x 550-sheet Paper Drawers
MX-DE27	Stand/3 x 550-sheet Paper Drawers
MX-DE28	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
MX-LC17	3,000-sheet Large Capacity Cassette (letter, requires MX-DE25/26/27/28) ³
MX-LT10	Long Paper Feeding Tray
MX-FN27	50-sheet Staple Inner Finisher
MX-FN28	1K Stacking 50-sheet Staple Finisher
MX-FN29	1K Stacking 50-sheet Staple/Saddle Stitch Finisher
MX-FN30	3K Stacking 65-sheet Staple Finisher ⁴
MX-FN31	3K Stacking 65-sheet Staple/Saddle Stitch Finisher ⁴
MX-RB25	Paper Pass Unit (required for MX-FN28/29/30/31)
MX-PN14B	3-Hole Punch Unit (requires MX-FN27)
MX-PN15B	3-Hole Punch Unit (requires MX-FN28/29)
MX-PN16B	3-Hole Punch Unit (requires MX-FN30/31) ⁵
MX-SCX1	Staple Cartridge for MX-FN27/28/29
AR-SC2	Saddle-stitch Staple Cartridge for MX-FN29
MX-SC11	Staple Cartridge for MX-FN30/31
MX-SC12	Saddle-stitch Staple Cartridge for MX-FN31
MX-TR19	Right Side Exit Tray
MX-TR20	Job Separator Tray
MX-TU16	Center Exit Tray
MX-EB11	Compact PDF Kit
MX-EB18	Wireless LAN
MX-FX15	Fax Expansion Kit
MX-FWX1	Internet Fax Kit
MX-PF10	Bar Code Font Kit
MX-PK13	Adobe [®] PostScript [®] 3 TM Expansion Kit
MX-PU10	Direct Print Expansion Kit
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)
AR-SV1	Stamp Cartridge
MX-AMX1	Application Integration Module
MX-AMX2	Application Communication Module
MX-AMX3	External Accounting Module
MX-FRS1U	Commercial Data Security Kit (not available at time of launch)
DVENDFS	Generic Vendor Interface Kit
Supplies	
MX-60NTBA	Black Toner Cartridge
MX-60NTCA	Cyan Toner Cartridge
MX-60NTMA	Magenta Toner Cartridge
MX-60NTYA	Yellow Toner Cartridge
MX-60NVBA	Black Developer
MX-60NVSA	Cyan/Magenta/Yellow Developer
MX-60NRSA	Drum
MX-607HB	Toner Collection Container

¹ Some features require optional equipment. See your local dealer.

² May vary depending on product configuration, machine settings and operating and/or environmental conditions.

³ Actual transmission time will vary based on line conditions.

⁴ Based on Sharp Standard Test Chart with approximately 700 characters, letter size in standard resolution.

⁵ Available early 2016.



SHARP ELECTRONICS CORPORATION
1 Sharp Plaza, Suite 1
Mahwah, NJ 07495-1123
1-800-BE-SHARP • www.sharpsusa.com

Design and specifications subject to change without notice. Sharp, Sharp OSA, Sharpdesk, My Sharp, and all related trademarks are trademarks or registered trademarks of Sharp Corporation and/or its affiliated companies. Windows, Windows Server, Excel, PowerPoint, OneDrive, and SharePoint are trademarks or registered trademarks of Microsoft Corporation. Android, Google Drive, Google Cloud Print, and Chromebook are trademarks or registered trademarks of Google, Inc. Mopria is a trademark of the Mopria Alliance. Adobe, PostScript 3 are trademarks or registered trademarks of Adobe Systems Inc. DirectOffice is a trademark of CSR Imaging US, LP, registered in the United States and other countries, used with permission. All other trademarks are the property of their respective owners.