



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



Header

List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 914412

Procurement Type: Statewide MA (Open End)

Vendor ID: 000000103733

Legal Name: SHARP ELECTRONICS

Alias/DBA:

Total Bid: \$0.00

Response Date: 09/15/2021

Response Time: 16:07

Responded By User ID: SharpSEC1

First Name: Lucy

Last Name: Jarvis

Email: jarvisl@sharpsec.com

Phone: 2015296315

SO Doc Code: CRFQ

SO Dept: 0212

SO Doc ID: SWC2200000002

Published Date: 9/13/21

Close Date: 9/16/21

Close Time: 13:30

Status: Closed

Solicitation Description: Statewide Contract for DIGITAL
COPIERS & Accessories

Total of Header Attachments: 30

Total of All Attachments: 30

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Digital Copiers & Accessories (Purchased)	0.00000	LS	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
44101501			

Commodity Line Comments:

Extended Description:

PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis. Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit A Pricing Pages

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Digital Copiers & Accessories (Leased)	0.00000	MO	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
44101501			

Commodity Line Comments:

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis. Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit A Pricing Pages

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			0.00

Comm Code	Manufacturer	Specification	Model #
44101501			

Commodity Line Comments:

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis. Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit A Pricing Pages

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Leased Machines (Items Number 3 through 6)

- 4.2.6 Copier (including maintenance for ___ copies)** – Vendor must 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. By entering the Unit Price into the pricing pages, it will automatically 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 through 7 (for Monochrome & Color)** – Same as above.
- 4.2.10 Per Click Copy Charge (Monochrome)** – Vendor must 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 clicks per month and by the estimated copiers for the specific band to arrive at the Total Price per Month. Then the Total Price Per Month should be multiplied by the lease term (36 or 48 months) to arrive at the Total Lease Term cost. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

4.2.10.1.1 EXAMPLE: MONOCHROME 36 month

Lease Band 2:

$$\begin{aligned} & 2,200 \text{ (Estimated Clicks Per Month)} \\ & \times \$1.00 \text{ (Unit Price Per Click)} \\ & \times \underline{\quad 3 \quad} \text{ (Estimated Number of copiers)} \\ & = \$6,600.00 \text{ (Total Monthly Price)} \\ & \times \underline{\quad 36 \quad} \text{ (Number of Lease Months)} \\ & = \$237,600.00 \text{ (Total Lease Term Cost)} \end{aligned}$$

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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 and “INCLUDED” entered into the Brand Name and Model Number fields of the accessory.

4.2.2.1.1 Any accessory that does not have a price provided will be considered available and will be awarded as a **“NO CHARGE”** item to the agency on the contract for purchase.

4.2.3 Per Click Charge Per Copier (Monochrome) - Vendor must provide a unit price for the per click charge price which must include maintenance and consumables. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

4.2.4 Per Click Charge Per Copier (Color) – Vendor must provide a unit price for the per click charge price which must include maintenance and consumables. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

4.2.5 Total for Bands 1 through 7 (Monochrome) and Bands 1 through 7 (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 – 7. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

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Accessories: Vendor shall not provide any accessories other than those listed on the Exhibit_A Pricing Pages under this contract. The accessory descriptions provided are to be the minimum specification requirements for each item listed. All prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. Any attempt to provide a separate charge for fees is prohibited under this contract. Only the copier bid for each band and the related accessories listed on the Pricing Pages shall be provided to an Agency at the established pricing.

- 4.2 Pricing Pages:** The Pricing Pages consist of the six item numbers (tabs) each listing an order type and containing 1 through 7 monochrome copier bands with accessories or 1 through 7 color copier bands with accessories. 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 the only approved accessories that may be provided for each copier bid in a specific band. Each Band contains some or all of the following:

Purchased Machines (Items No. 1 and 2)

4.2.1 Copier – Vendor must list the brand name and Model No. of the single copier that it is bidding for the item no. and band number requested. Vendor must 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 – Vendor must include the brand name of the accessory, the model number of the accessory and the Unit Price for each accessory. If the accessory is included in the base copier bid, then “INCLUDED” should be entered into the Brand Name and Model Number field. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

4.2.2.1 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

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Example:

Purchase: A customer purchases a Device and enters into a 12 month Maintenance Agreement (Per Click Charge) one (1) week before the Contract is set to expire. The pricing for that Maintenance Agreement must remain firm for the 12 month term.

Example:

Lease: A customer enters into a 48 month lease one (1) year before the Contract expires. The pricing for that lease (including the Equipment, the Maintenance Agreement, an MPS statement of work, etc.) must remain firm for the 48 month term, unless the customer terminates the lease sooner.

3.1.17.20.1.3 Vendor shall maintain compliance with all requirements of the Contract throughout the duration of the Contract.

4. CONTRACT AWARD:

4.1 Contract Award: The Purchasing Division intends to award this Contract to a single vendor that will provide the Contract Items listed on the Exhibit_A Pricing Pages. This Contract shall be limited to only the Contract Items (Copiers and Accessories) included in the Pricing Pages. This Contract will be awarded to the Vendor that provides the Contract Items for the lowest Total Overall Bid Price for the Items on the Pricing Pages. Failure to bid the requested Contract Items may result in rejection of a vendor's bid. Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

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). No additional charges or fees will be paid under this contract.

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3.1.17.19.2 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.

3.1.17.19.2 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.

3.1.17.20 Survivability:

3.1.17.20.1 Any order placed under the Contract (DIGCOP21) shall survive the expiration of the contract.

3.1.17.20.1.1 Any order placed under the Contract shall survive the expiration of the Contract.

Example:

An agency enters into a 48 month lease one (1) week before the Contract expires. That lease will remain in effect for the full 48 months, unless the customer terminates the lease sooner. In addition, all the Contract requirements that accompany the 48 month lease will also remain in effect until the lease is terminated.

3.1.17.20.1.2 Vendor will not be permitted to increase pricing on any Order that was placed prior to the expiration of the Contract.

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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 must be incorporated into the unit pricing.

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

3.1.17.19 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.

3.1.17.19.1 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.

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unit as shown on the Pricing Pages. There shall be no charge for scans which do not produce a physical document.

3.1.17.13 Power Protection: Vendors must include a surge and ground noise protection unit for every copier purchased/leased under this contract (price included in copier).

3.1.17.13.1 Power protector must meet the manufacturer's recommended minimum standard.

3.1.17.14 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.

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

3.1.17.16 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. Agency must obtain approval from the appropriate entity prior to connecting any firmware/software to a State network. Vendor must maintain current Firmware/Software updates for each copier as per manufacturer updates.

3.1.17.17 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

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- 3.1.17.7 Manufacturer Accessory Listing Requirements:** Vendors shall only provide pricing for accessories listed on the Pricing Pages. Agencies are not permitted to purchase any accessory not included on the pricing pages.
- 3.1.17.8 New Requirement:** All Contract Items must be New (not used previously or remanufactured), of current manufacturer. Remanufactured equipment is not acceptable. Only equipment designated as factory new shall be accepted with a new machine warranty.
- 3.1.17.9 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.
- 3.1.17.9.1** Features must be installed within 90 calendar days after it becomes available to the public.
- 3.1.17.10 Published Specifications:** All copiers quoted must have published copy volumes per month and copies per minute. Vendors must provide published descriptive literature to illustrate compliance with the minimum, mandatory band specifications, which include copy volumes per month, copies/minute data, available memory, paper sources and paper capacity prior to award. Vendor should highlight all standard features on the literature provided for each copier bid.
- 3.1.17.11 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.
- 3.1.17.12 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

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3.1.17.3 Training: Vendor shall provide Agency with in-house at the agency's location or online training within five (5) working days of installation of the equipment or as otherwise agreed to by Agency.

3.1.17.4 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.

3.1.17.5 Paper Requirement: To qualify as a paper source, a tray must contain a minimum of 500 sheets.

3.1.17.5.1 A stack feed bypass (allows insertion of 20 to 150 sheets at a time and provides multi-copy capability) may not be substituted or included for the paper requirement.

3.1.17.6 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 fees.

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

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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 30 minutes by phone call of an Agency's request and be on site to complete the repair within four (4) working hours of the request throughout the term of

this Contract for all requests in the following 25 mile radius of these cities: Beckley, Charleston, Huntington, Martinsburg, Morgantown, Parkersburg, All other areas shall respond onsite within eight (8) working hours.

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

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

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- C. Per Click Charge:** Vendor shall provide a per click charge for all monochrome and color copiers to include all parts, supplies and consumables (excluding paper) for each band. Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that are necessary to maintain satisfactory performance of the copier.
- a. 11"x17" impressions may be counted as two (2) clicks.
 - b. A two-sided document may be counted as two (2) clicks. There shall be no charge for service impressions.
 - c. 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

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- I. Must be compatible with using recycled paper, up to and including 100% Post-Consumer Waste (PCW) paper.
 - a. Vendor may not fault the use of recycled paper for Device failures, as long as the recycled paper in use meets the standard paper specifications (e.g., multi-purpose, copy, or laser paper).

3.1.17.2 SERVICE AND MAINTENANCE:

- A. **Full Service Requirement:** Vendor must have the ability to provide on-site service and maintenance for all Contract Items.
 - a. **Leased Copiers:** Agency must enter into a full service and maintenance contract (Per Click Charge) for all Contract Items that are leased.
 - b. **Purchased Copiers:** If the Contract Items are Purchased, the Agency may elect to include maintenance contract (Per Click Charge) in the purchase price at the time of the purchase.
 - c. 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.

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3.1.17 ADDITIONAL CONTRACT ITEM REQUIREMENTS:

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

- A. Be digital equipment. Analog models will not be accepted.
- B. Be capable of reproducing general office correspondence, reports, and bound documents.
- C. Be able to reproduce quality copies from any of the following types of original documents while operating in an automated exposure mode: laser printed originals, multi-generation copies of copies, faxed documents, standard black graphite #2 pencils, red pen & pencil, blue ball point pen, NCR forms (blue or black print on white or colored paper stocks), photographs (color or B&W), solid lines and grids, solids, and graduated gray-scale tones.
- D. Be capable of automatically selecting the proper paper size in respect to the original being copied.
- 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".
 - a. The 11" x 17" size is required for Bands 2 and above.

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3.1.15 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.

3.1.16 OPTIONAL CLOUD PRINTING SOFTWARE

3.1.16.1 For agencies requiring cloud printing, the Vendor must provide the software and any necessary accessories to make its cloud printing solution fully functional with the copiers it is providing as part of this contract.

3.1.16.1.1 For purposes of this contract, the State defines 'cloud printing' as the ability print jobs by connecting enduser devices to a copier on the same enterprise network without the need for on-premise printing infrastructure. Users would send print jobs via, PCs, Laptops, and Tablets to the copier purchased.

3.1.16.2 The software must allow for 'print release', whereby the print job does not occur until the enduser has entered credentials at the copier or authorized the print release in some manner.

3.1.16.3 Vendor's print release solution must allow for print release via a close proximity 'swipe card', in which the enduser can scan a badge in lieu of entering credentials manually.

3.1.16.4 Vendor must provide on-going software maintenance and support including patches and upgrades.

3.1.16.5 If the printing solution is to be stored in the cloud as opposed to the agencies local server, the vendor must agree to the Exhibit_C WV Cloud-SaaS Procurement Addendum. (see attached).

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3.1.12 BAND 5 – COLOR COPIER

3.1.12.1 Band 5 must have the following minimum specifications:

- a. Manufacturer copy volume 60,000 month
- b. Copy speed: Minimum 50
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.13 BAND 6 – COLOR COPIER

3.1.13.1 Band 6 must have the following minimum specifications:

- a. Manufacturer copy volume 75,000 month
- b. Copy speed: Minimum 60
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.14 BAND 7 – COLOR COPIER

3.1.14.1 Band 7 must have the following minimum specifications:

- a. Manufacturer copy volume 125,000 month
- b. Copy speed: Minimum 70, Maximum 89 cpm
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
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3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must have the following minimum specifications:

- a. Manufacturer copy volume 20,000 month
- b. Copy speed: Minimum 20
- c. 1000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed: Minimum 30
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.11 BAND 4 – COLOR COPIER

3.1.11.1 Band 4 must have the following minimum specifications:

- a. Manufacturer copy volume 40,000 month
- b. Copy speed: Minimum 40
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must have the following minimum specifications:

- a. Manufacturer copy volume 80,000 month
- b. Copy speed: Minimum 60
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must have the following minimum specifications:

- a. Manufacturer copy volume 150,000 month
- b. Copy speed: Minimum 70, Maximum 89 cpm
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

COLOR COPIERS (Bands 1-7)

3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must have the following minimum specifications:

- a. Manufacturer copy volume 5,000 month
- b. Copy speed: Minimum 15
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Network Printing and Scanning

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3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must have the following minimum specifications:

- a. Manufacturer copy volume 30,000 per month
- b. Copy speed: Minimum 30
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must have the following minimum specifications:

- a. Manufacturer copy volume 45,000 month
- b. Copy speed: Minimum 40
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must have the following minimum specifications:

- a. Manufacturer copy volume 65,000 month
- b. Copy speed: Minimum 50
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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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.

MONOCHROME COPIERS (Bands 1-7)

3.1.1 BAND 1 – MONOCHROME COPIER

3.1.1.1 Band 1 must have the following minimum specifications:

- a. Manufacturer copy volume 5,000 per month
- b. Copy speed: Minimum 15
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Network Printing and Scanning

3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must have the following minimum specifications:

- a. Manufacturer copy volume 15,000 per month
- b. Copy speed: Minimum 20
- c. 1000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

(Revised 9/07/2021)

REQUEST FOR QUOTATION
CRFQ 0212 SWC2200000002
(DIGCOP21)
Digital Copiers

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids for an Open-End, Statewide Contract for Digital Copiers and Accessories. The Contract may be utilized by all West Virginia State agencies and Political Subdivisions within the State's 55 counties.

The previous contract was previously bid under CRFQ 0212 SWC1700000015 and opened on 7/21/2017. All bids received may be viewed at:

<http://www.state.wv.us/admin/purchase/Bids/FY2018/BO20170721.html>

The current contract was awarded as CMA 0212 SWC0000000019 (DIGCOP17A) and may be viewed on the Purchasing Division's website at:

<http://www.state.wv.us/admin/purchase/swc/DIGCOP.htm>

Note: The previous yearly spend totals for the SWC0000000019 (DIGCOP17A) contract as reported by the current vendor maybe viewed in **Exhibit_B Usuage Report:**

These spend totals are for informational use only and the State does not intend to imply or guarantee the spending amounts for the future contract resulting from this RFQ in any manner.

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 **"CPM"** means copies per minute.
- 2.3 **"MFP"** means "Multi-Function Printer" configured to be the following: Copier, Printer, Scanner for all bands both Monochrome and Color.
- 2.4 **"Pricing Pages"** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
- 2.5 **"RFQ"** means the official RFQ published by the Purchasing Division and identified as CRFQ 0212 SWC2200000002 (DIGCOP21).

Question #15: ADDENDUM 2 is issued for the Following To publish Revised 8/27/2021 Specifications To Publish the Revised 8/27/2021 Exhibit_A Pricing Pages, Revisions occurred 8/27/2021, Since we were not able to get the answers until end of day 9/1/2021, and there is a major holiday, we respectfully request an extension for 2 weeks after the date of the last revision. This allows us to properly react to pricing and configuration changes in this era of Covid impacts.

Response #15: The opening date for bids has been moved to 09/16/2021 at 1:30pm EDT.

Question #16: 3.1.9.1 Item C &D - 10,000 sheet paper capacity, 2 paper sources Should this be 1,000 sheet paper capacity for the 2 paper sources.

Response #16: Yes, See response #6.

Question #17: All accessory listings for All Bands. The listed accessories on the pricing exhibit are overly restrictive and create an unfair competitive advantage towards a single vendor. The list of accessories appears to be directly from the [REDACTED] catalog . Most of the major manufacturers can not supply most of the items as they are defined. We all are subject to rejection of our bids based on this unfair listing of very specific items. The way these are listed creates a one vendor award based on the majority of vendors not meeting an unreasonable spec and be disqualified. We would request that the current listing of accessories for each band be revised to be more generic to allow equal treatment of all of the major manufacturers. We do not believe that the current accessory listing represents the West Virginia Purchasing Division's mission statement . To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.

Response #17: The accessories are generic in description and function without regard to any brand or vendor. The accessories are described as the minimum mandatory requirement for each requested item. The accessories listed are optional to purchase items that can be ordered to fulfill the needs of a government agency or political subdivision. The requested accessories must satisfy a diversity of end users and will be the only way to procure the items on the awarded contract and therefore must be identified and made available for ordering when needed. The State is a large customer and seeks to have a contract that can satisfy the needs of the State.

Question #13: Response #11 states: Per Specifications Section 4.3 “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. The State does not have the current number of copers in place. The total spend amounts provided in Exhibit_B is the total spend reported by the incumbent vendor for the DIGCOP17 contract and is intended to be informational only. While we understand that no quantities are guaranteed in the contract, the price list implies quantities across all bands for purchase, 36 mos, lease and 48 mos lease to be 993 units. Does this 993 quantity reflect the projected but not guaranteed units acquired each year or the total number of units acquired over the previous contract? If over the previous contract then what was the total term of that contract including renewal years?

Response #13: The quantities are estimated per year purchases based upon the previous contract usage over the last 4 years. See Specification Section 4.3 paragraph 2 “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”.

Question #14: Question #26: 3.1.17.5 Paper Requirement: To qualify as a paper source, a tray must contain a minimum of 500 sheets. Band 7 states 4 paper sources but only a 2000 sheet paper capacity. With this size device, a large capacity tray is standard. If paper capacity is met, can 3 paper sources be the requirement? Response #26: Yes, if the minimum capacity requirement for the copier is met without using a by-pass tray as a source for the capacity requirement. Question 26 / Response 26 indicates that total paper capacity is the defining factor and not paper trays. Using Monochrome Band 1 as an example, does this mean that if you are asking for a Paper Feed Cabinet (2,500 sheets / Letter size only) on the pricing exhibit, then what you are expecting is a minimum 2,750 sheets (the 250 sheet minimum + the Paper Feed Cabinet 2,500 sheets) A paper tray which requires 2500 sheets is not standard for a typical walk up copier. The industry standard for a paper tray for this size system would be approximately 2000 sheets. Is it acceptable to provide multiple paper sources to meet the total 2750 sheet capacity requirement?

Response #14: The paper sources are the minimum requirements for each band. Vendors may exceed the minimum requirements but cannot go below the established standards.

Question #10: Response #1 - "the State is seeking a cloud printing solution similar to EveryonePrint Cloud Print Management System or equal. Are any State Agencies currently using a solution similar to EveryonePrint? If so, which agencies are doing so and what are they using.

Response #10: The only known entity using EveryonePrint Cloud Print Management System is the WV Office of Technology.

Question #11: Response # 5 - End users will be using a close-proximity swipe card. Please provide the brand of swipe cards currently being supplied to agencies that are utilizing them. This ensures compatibility with any vendor's card readers and existing cards that Agencies have acquired and are currently using. A photocopy of the front and back of the card would be very helpful to ensure we have the proper readers priced.

Response #11: This solution will be new to the State and cards will be purchased from this contract. The Vendor will be responsible for only supplying cards compatible with its offering.

Question #12: Response # 5 - End users will be using a close-proximity swipe card. For Agencies that are using swipe cards, please confirm that all Agencies are using the same swipe cards. If there are several types ,how do we provide pricing for different optional readers that may be required.

Response #12: See Response #11.

usually can add side units like 6) Large capacity Tray Side mount 3,000 sheet Letter Only, or 7) Large capacity Tray Side mount 2,500 sheets up to 11x17"

Response #5: If a manufacturer has an accessory that meets multiple requested items on the pricing pages, they may bid the same unit as long as the minimum specification requirements are met for each item on the pricing pages.

Question #6: On addendum 2, section 3.1.9.1.c - shows 10000 sheet paper capacity. I think this was meant to be 1000 sheet.

Response #6: Yes, this was a typo and 3.1.9.1.c is 1,000 sheet paper capacity. See revised (9/07/2021) specifications published with this addendum.

Question #7: For the Cloud Printing solution, what type of badges does the State utilize and is it consistent with EVERY state employee? How does the State plan on allowing those that are not state employees to utilize the copier if necessary if they do not have a badger?

Response #7: An enterprise solution has not previously existed; this will be a new enterprise offering for all state entities. All badges purchased under this contract will be consistent. No non-State employee will be utilizing a copier.

Question #8: In your response to Question 22, you stated: "The Purchasing Division does not have this information". Given that, how were click volumes determined for evaluation/pricing purposes? If historical click volumes are available through Purchasing and/or Agencies, please provide. The volumes being evaluated are materially different than industry averages.

Response #8: The Purchasing Division does not have click volume numbers due to the contract is available for all state agencies AND political subdivisions that are outside of the Purchasing Divisions authority. In an effort to mitigate this issue in the future, mandatory quarterly reporting is required under this RFQ. The volumes being requested are for evaluation purposes only.

Question #9: Color Band 2 requires 10,000 paper capacity. Is this a typo?

Response #9: Yes this was a typo, See response #6.

Question #1: Technical specifications state paper sources required and power supply. Pricing pages have listed these specifications separately. To meet technical requirements, are vendors to build out components into a package and provide 1 cost or list all components separately and the state will build out to compare pricing? If 1 cost, how do we address the pricing pages for components built into the package?

Response #1: The copiers must be bid as an included price for all mandatory requirements. The pricing pages also have some mandatory components listed as accessories in the event a replacement would be required, and pricing is established in the contract to order at need. If any accessory requires multiple components to meet the specification requirement, these are to be bid as one component price and under an individual brand and model/part number. Individual invoicing of items to make up a required component/item is not permitted.

Question #2: Band 1 Mono and Color are usually a desktop model. Most generally band 1's don't need nor have the capability to add paper feed cabinets, finishers, punch kits or separator trays. Can these options be removed? Band 1 systems do usually have options to add one or two additional 500 sheet trays, a cabinet stand and even an external electric stapler.

Response #2: Some have been removed. The Exhibit_A Pricing Pages have been revised for Band 1 options and all other bands have the "stand with storage only" removed. Please see the attached pricing pages (Revised 9/07/2021).

Question #3: Multiple bands list a basic stand and a stand w/storage only. Are these not the same thing? If not, please describe the difference.

Response #3: Stand with storage only has been removed. See revised pricing pages.

Question #4: Please clarify if line items that state " Large capacity trays 2 each", means 2500 sheets but separated by two trays such as 1500 and 1000 sheet trays, and line items that state "Paper Feed Cabinet w/large capacity 8 ½ x 11" is a single tray that holds 2500 sheets.

Response #4: Yes.

Question #5: Monochrome Band 4 Purchase and others seem to duplicate paper tray options but named differently. Most manufacturers have options for 1) Paper Feed Cabinet w/ 1x500 universal drawer + storage, 2) Paper Feed Cabinet w/ 2 x 500 universal drawers, 3) Large capacity Paper Feed cabinet w/ 1 x 2500 letter drawer, 4) Large capacity Paper Feed Cabinet w/ (2 drawers) 1500 + 1000, or a 5) Cabinet stand w/ storage only. Bands 4-7

SOLICITATION NUMBER: CRFQ 0212 SWC2200000002
Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2200000002 (“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 revised specifications (9/07/2021)
- Attachment of revised Exhibit_A Pricing Pages (9/07/2021)
- Per Specification 3.1.16.5 to publish the Exhibit_C WV Cloud-SaaS Procurement Addendum

Description of Modification to Solicitation:

1. To move the bid opening date from 09/09/2021 to 09/16/2021 at 1:30pm EDT.
2. To publish the State’s response to the questions submitted by Vendors during the 2nd and final Technical Questioning period.
3. To publish the Revised 9/07/2021 Specifications.
4. To publish the Revised 9/07/2021 Exhibit_A Pricing Pages.
5. To publish the Exhibit_C WV Cloud-SaaS Procurement Addendum in the event the print solution provided by the bidder is cloud based.

No other changes made.

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.

Line

2

Event

Technical Questions due by 10:00am EDT.

Event Date

2021-09-03

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT.	2021-08-19

ADDITIONAL INFORMATION

ADDENDUM_3: Is issued for the following:

1. To move the bid opening date from 09/09/2021 to 09/16/2021 at 1:30pm EDT.
2. To publish the State's response to the questions submitted by Vendors during the 2nd and final Technical Questioning period.
3. To publish the Revised 9/07/2021 Specifications.
4. To publish the Revised 9/07/2021 Exhibit_A Pricing Pages.
5. To publish the Exhibit_C WV Cloud-Saas Procurement Addendum in the event the print solution provided by the bidder is cloud based.

NO OTHER CHANGES

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.



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

State of West Virginia
 Centralized Request for Quote
 Office Equip.

Proc Folder: 914412		Reason for Modification:	
Doc Description: Statewide Contract for DIGITAL COPIERS & Accessories		ADDENDUM_3	
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-09-08	2021-09-16 13:30	CRFQ 0212 SWC220000002	4

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000103733
Vendor Name : Sharp Electronics Corporation
Address : 100 Paragon Drive
Street :
City : Montvale
State : New Jersey **Country :** USA **Zip :** 07645
Principal Contact : Christine Bush
Vendor Contact Phone: 804-519-3703 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Mike Marusic
Vendor Signature X Mike Marusic, President of SIICA **FEIN#** 13-1968872 **DATE** 9/10/21

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

ULTIMATE SCAN & PRINT EXPERIENCE WITH SHARP CLOUD CONNECT AND EMAIL CONNECT FEATURES

Through the Cloud/Email Connect feature on the latest generation of Sharp multifunction products, organizations can seamlessly integrate their paper-based document workflows with popular cloud services. For an optimal user experience, single sign-on is supported. Users can login once and conveniently scan documents or access cloud-stored documents directly from the Sharp MFP while IT administrators maintain full security control.



Intuitive scanning and printing experience

Security and Convenience with Email Connect feature

- Scan and send emails from logged in users
- Access to your contact list (Global and Personal)
- Sent history in Outlook® or Gmail clients
- Applies Exchange server rules and security (e.g. size limit, destination restrictions)

Cloud Connect For:

- OneDrive® for Business
- SharePoint Online®
- Google Drive™
- Box Connector (Available through the Sharp Application Portal)
- Dropbox Connector (Available through the Sharp Application Portal)

Email Connect For:

- Exchange Server
- Exchange Online/Office 365
- Gmail™ Webmail

System Requirements

Supported Sharp MFP Models:

MX-C303W *1/C304W 1	MX-B376W/B476W 1
MX-2651/3051/3551/4051 *1	MX-M2651/M3051/M3551/ M4051 *1
MX-3071/3571/4071 1	
MX-5051/6051 *1	MX-M5051/M6051 *1
MX-5071/6071 1	MX-M3071/M3571/M4071 1
MX-6580N/7580N **	MX-M5071/M6071 1
MX-7090N/8090N	MX-M905 **

*The following options are required:

- MX-AMX2L Application Communication Module
- PostScript 3 Expansion Kit
- Direct Print Expansion Kit
(Optional for Microsoft Office® file printing)

- ** • Supports Exchange on-premises only
- SSO for Box is not supported

¹The following connectors are pre-installed on MFP unit at shipment and ready to use:

- Gmail
- Google Drive
- Exchange (On-premises, Office 365)
- SharePoint (Office 365)
- OneDrive

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Integrated Document Workflow with Cloud and Email Connect Features!



Connect



Scan



Print



IT ADMIN

We moved to cloud services including Microsoft Office365® and Box™. Looking for an easy way to move old document workflows to new.

We could implement document scan to Microsoft Office365 and Box without a complex system. Sharp MFPs offer built-in features to connect popular cloud storage and email services!



END CUSTOMERS

My organization adopted a cloud document storage service and I want to minimize disruption and changes to existing processes that involve paper documents.

Our new Sharp MFP is easy to use with minimum learning required! Simply login and scan documents to my cloud folders!

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4.2.10.1.2 EXAMPLE: MONOCHROME

Purchase Band 3:

$$\begin{aligned} & 4,500 \text{ (Estimated Clicks Per Month)} \\ & \times \$1.00 \text{ (Unit Price Per Click)} \\ & \times \underline{\quad 5 \quad} \text{ (Estimated Number of copiers)} \\ & = \$54,000.00 \text{ (Total Monthly Price)} \\ & \times \underline{\quad 12 \quad} \text{ (Months per Year)} \\ & = \$270,000.00 \text{ (Total Yearly Cost)} \end{aligned}$$

4.2.11 Per Click Copy Charge (Color) – Vendor must 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 clicks per month and by the estimated copiers for the specific band to arrive at the Total Price per Month. Then the Total Price Per Month should be multiplied by the lease term to arrive at the Total Lease Term cost. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals. (SEE ABOVE EXAMPLE).

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 36 or 48 months.

4.2.13 Total Monthly Lease Price of Color Bands 1 through 7 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 36 or 48 months.

Final Pricing Page

4.2.14 Total Price for All Items – The last page of the Pricing Pages (Tab labeled Overall Total Bid Price) contains a chart of each items (Item Nos. 1 through 6) total Price and a combined total of all items identified as the Total Price for All Items. The prices for each tab will automatically populate the Total Bid Amount for each tab on this page. However, Vendor should ensure that each of these line

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items has been properly added and completed before submitting their bid.

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

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

Vendor should type or electronically enter the information into the Exhibit_A 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 Mark Atkins at Mark.A.Atkins@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 execute an ADO (Agency Delivery Order) in wvOasis or use the WV-39 form to obtain Contract Items under this Contract.

An Agency may either lease or purchase the Contract Items from the vendor awarded this Contract.

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

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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 Maintenance (optional for Purchases only): Agencies have the option of not entering into a maintenance/service contract (Per Click Charge) on purchased copiers.

5.2.1 If maintenance is not obtained through this Contract at the time of the initial purchase, an Agency may obtain it at a later date through a separate procurement process (not part of this Contract) utilizing their agency delegated authority, on a per call, time and materials basis.

5.3 Short Term Rental: Any Agency requiring a copier for less than a 36-month term shall bid the procurement on the open market in accordance with State of West Virginia, Department of Administration, Purchasing Division rules and regulations.

5.4 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

5.5 Invoicing/Meter Read: Normal invoicing shall be monthly in arrears. However, upon mutual agreement of the Vendor and Agency, invoicing may be done on a quarterly basis in arrears. 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

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charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

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

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

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

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7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this contract.

7.1.1 Failure to provide Eligible Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

8. MISCELLANIOUS:

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

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

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8.3 Quarterly Reports:

8.3.1 Agency: 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.

8.3.2 Purchasing Division: The Vendor shall provide quarterly utilization reports containing at a minimum the following information pertaining to the State of West Virginia agencies, boards, commissions, and political subdivisions:

8.3.2.1 Ordering Entity;

8.3.2.2 Purchase order number;

8.3.2.3 Description;

8.3.2.4 Quantity: copier band, accessories, click charges, etc.

8.3.2.5 Price.

8.3.2.6 Onstie service response.

These reports will be provided in editable Excel format and sent via email to Mark.A.Atkins@wv.gov on a quarterly basis as follows:

PERIOD END

December 31

March 31

June 30

September 30

REPORT DUE

January 31

April 30

July 31

October 31

Failure to supply such reports may be grounds for cancellation of this Contract.

8.4 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.

8.5 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'

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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.

- 8.6 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.
- 8.7 Rental Term:** Prices for all standard rental units are to be for a 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.
- 8.8 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.
- 8.9 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. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

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 with Scanning, Network Printing, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Automatic Document Feeder			1	each	\$ -	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)			1	each	\$ -	\$ -
		Paper Feed Cabinet (2 x 500-sheet universal tray)			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Includes maintenance and consumables)			500	per month	\$ -	\$ -
		Total for Band 1						\$ -

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, Continued	Monochrome						
		Band 2						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Sttcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			2,200	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 2						\$ -

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, Continued	Monochrome						
		Band 3						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Sttcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Includes maintenance and consumables)			4,500	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 3						\$ -

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, Continued	Monochrome						
		Band 4						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			7,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		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, Continued	Monochrome						
		Band 5						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			12,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 5						\$ -

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, Continued	Monochrome						
		Band 6						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			18,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 6						\$ -

Item No.	Order Type	Item Description	Brand Name of Item Bld	Model No. of Item Bld	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (Includes annual estimated click charges)
1	Purchase, Continued	Monochrome						
		Band 7						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Includes maintenance and consumables)			25,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 7						\$ -
					Total Purchase Price of Monochrome Bands 1 through 7			\$ -

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
2	Purchase	Color						
		Band 1						
		Copier with Scanning, Network Printing, & Power Protector			10	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Automatic Document Feeder			1	each	\$ -	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)			1	each	\$ -	\$ -
		Paper Feed Cabinet (2 x 500-sheet universal tray)			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		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						\$ -

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)
2	Purchase, Continued	Color						
		Band 2						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 2						\$ -

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)
2	Purchase, Continued	Color						
		Band 3						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			2,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 3						\$ -

Item No.	Order Type	Item Description	Brand Name of Item Bld	Model No. of Item Bld	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (Includes annual estimated click charges)
2	Purchase, Continued	Color						
		Band 4						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			20	each (per year)	\$ -	\$ -
		Fax Kit			5	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			4,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		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)
2	Purchase, Continued	Color						
		Band 5						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 5						\$ -

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)
2	Purchase, Continued	Color						
		Band 6						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			10	each (per year)	\$ -	\$ -
		Fax Kit			3	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			2,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 6						\$ -

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	36 Month Lease, Continued	Monochrome								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -	36	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -	36	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	36	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	36	\$ -
		Output Tray			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	36	\$ -
		Post inserter			1	each	\$ -	\$ -	36	\$ -
		Z-fold unit			1	each	\$ -	\$ -	36	\$ -
		Job separator tray			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	36	\$ -
		Working Table			1	each	\$ -	\$ -	36	\$ -
		Keyboard			1	each	\$ -	\$ -	36	\$ -
		Basic Stand			1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables)			25,000	per month	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	36	\$ -
		Total for Band 7								\$ -
		Overall 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
4	36 Month Lease, Continued	Color								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -	36	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -	36	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	36	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	36	\$ -
		Output Tray			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	36	\$ -
		Post inserter			1	each	\$ -	\$ -	36	\$ -
		Z-fold unit			1	each	\$ -	\$ -	36	\$ -
		Job separator tray			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	36	\$ -
		Working Table			1	each	\$ -	\$ -	36	\$ -
		Keyboard			1	each	\$ -	\$ -	36	\$ -
		Basic Stand			1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			4,000	per month	\$ -	\$ -	36	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	36	\$ -
		Total for Band 7								\$ -
		Total Monthly Lease Price of Color Bands 1 through 7 for 36 Month Lease								\$ -

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
5	48 Month Lease, Continued	Monochrome								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			20	each (per year)	\$ -	\$ -	48	\$ -
		Fax Kit			5	each (per year)	\$ -	\$ -	48	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	48	\$ -
		Output Tray			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	48	\$ -
		Post inserter			1	each	\$ -	\$ -	48	\$ -
		Z-fold unit			1	each	\$ -	\$ -	48	\$ -
		Job separator tray			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	48	\$ -
		Working Table			1	each	\$ -	\$ -	48	\$ -
		Keyboard			1	each	\$ -	\$ -	48	\$ -
		Basic Stand			1	each	\$ -	\$ -	48	\$ -
		Per Click Charge (Includes maintenance and consumables)			25,000	per month	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	48	\$ -
		Total for Band 7								\$ -
Overall 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	
6	48 Month Lease, Continued	Color									
		Band 7									
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			65	each (per year)	\$ -	\$ -	48	\$ -	
		Fax Kit			16	each (per year)	\$ -	\$ -	48	\$ -	
		Power Protector 120v/15A			1	each	\$ -	\$ -	48	\$ -	
		Power Protector 120v/20A			1	each	\$ -	\$ -	48	\$ -	
		Output Tray			1	each	\$ -	\$ -	48	\$ -	
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	48	\$ -	
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -	
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	48	\$ -	
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -	
		Punch kit for inner finisher			1	each	\$ -	\$ -	48	\$ -	
		Punch kit for floor finisher			1	each	\$ -	\$ -	48	\$ -	
		Post inserter			1	each	\$ -	\$ -	48	\$ -	
		Z-fold unit			1	each	\$ -	\$ -	48	\$ -	
		Job separator tray			1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Tray 2500			1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	48	\$ -	
		Working Table			1	each	\$ -	\$ -	48	\$ -	
		Keyboard			1	each	\$ -	\$ -	48	\$ -	
		Basic Stand			1	each	\$ -	\$ -	48	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)			4,000	per month	\$ -	\$ -	48	\$ -	
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -	48	\$ -	
		Optional Cloud Printing Software			1	each	\$ -	\$ -	48	\$ -	
		Optional Card Reader			1	each	\$ -	\$ -	48	\$ -	
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	48	\$ -	
		Total for Band 7								\$ -	
		Total Monthly Lease Price of Color Bands 1 through 7 for 48 Month Lease									\$ -

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

<u>Vendor Information:</u>	
Company Name:	
Contact Name:	
Phone No.:	
Fax No.:	
Email:	
Authorized Signature:	

SPECIFICATION 4.1 This Contract shall be limited to only the Contract Items (Copiers and Accessories) included in the Pricing Pages. This Contract will be awarded to the Vendor that provides the Contract Items for the lowest Total Overall Bid Price for the Items on the Pricing Pages. Failure to bid the requested Contract Items may result in rejection of a vendor's bid. Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

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). No additional charges or fees will be paid under this contract.

Accessories: Vendor shall not provide any accessories other than those listed on the Exhibit_A Pricing Pages under this contract. The accessory descriptions provided are to be the minimum specification requirements for each item listed. All prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. Any attempt to provide a separate charge for fees is prohibited under this contract. Only the copier bid for each band and the related accessories listed on the Pricing Pages shall be provided to an Agency at the established pricing.

Software as a Service Addendum

1. Definitions:

Acceptable alternative data center location means a country that is identified as providing equivalent or stronger data protection than the United States, in terms of both regulation and enforcement. DLA Piper's Privacy Heatmap shall be utilized for this analysis and may be found at <https://www.dlapiperdataprotection.com/index.html?t=world-map&c=US&c2=IN>.

Authorized Persons means the service provider's employees, contractors, subcontractors or other agents who have responsibility in protecting or have access to the public jurisdiction's personal data and non-public data to enable the service provider to perform the services required.

Data Breach means the unauthorized access and acquisition of unencrypted and unredacted personal data that compromises the security or confidentiality of a public jurisdiction's personal information and that causes the service provider or public jurisdiction to reasonably believe that the data breach has caused or will cause identity theft or other fraud.

Individually Identifiable Health Information means information that is a subset of health information, including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer or health care clearinghouse; and (2) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) that identifies the individual; or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Non-Public Data means data, other than personal data, that is not subject to distribution to the public as public information. It is deemed to be sensitive and confidential by the public jurisdiction because it contains information that is exempt by statute, ordinance or administrative rule from access by the general public as public information.

Personal Data means data that includes information relating to a person that identifies the person by first name or first initial, and last name, and has any of the following personally identifiable information (PII): government-issued identification numbers (e.g., Social Security, driver's license, state identification card); financial account information, including account number, credit or debit card numbers; or protected health information (PHI).

Protected Health Information (PHI) means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act (FERPA), as amended, 20 U.S.C. 1232g, records described at 20 U.S.C. 1232g(a)(4)(B)(iv) and employment records held by a covered entity in its role as employer.

Public Jurisdiction means any government or government agency that uses these terms and conditions. The term is a placeholder for the government or government agency.

Public Jurisdiction Data means all data created or in any way originating with the public jurisdiction, and all data that is the output of computer processing or other electronic manipulation of any data that was created by or in any way originated with the public jurisdiction, whether such data or output is stored on the public jurisdiction's hardware, the service provider's hardware or exists in any system owned, maintained or otherwise controlled by the public jurisdiction or by the service provider.

Public Jurisdiction Identified Contact means the person or persons designated in writing by the public jurisdiction to receive security incident or breach notification.

Restricted data means personal data and non-public data.

Security Incident means the actual unauthorized access to personal data or non-public data the service provider believes could reasonably result in the use, disclosure or theft of a public jurisdiction's unencrypted personal data or non-public data within the possession or control of the service provider. A security incident may or may not turn into a data breach.

Service Provider means the contractor and its employees, subcontractors, agents and affiliates who are providing the services agreed to under the contract.

Software-as-a-Service (SaaS) means the capability provided to the consumer to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin-client interface such as a Web browser (e.g., Web-based email) or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

2. Data Ownership: The public jurisdiction will own all right, title and interest in its data that is related to the services provided by this contract. The service provider shall not access public jurisdiction user accounts or public jurisdiction data, except (1) in the course of data center operations, (2) in response to service or technical issues, (3) as required by the express terms of this contract or (4) at the public jurisdiction's written request.

3. Data Protection and Privacy: Protection of personal privacy and data shall be an integral part of the business activities of the service provider to ensure there is no inappropriate or unauthorized use of public jurisdiction information at any time. To this end, the service provider shall safeguard the confidentiality, integrity and availability of public jurisdiction information and comply with the following conditions:

- a) The service provider shall implement and maintain appropriate administrative, technical and physical security measures to safeguard against unauthorized access, disclosure or theft of personal data and non-public data. In Appendix A,

- the public jurisdiction shall indicate whether restricted information will be processed by the service provider. Such security measures shall be in accordance with recognized industry practice and not less stringent than the measures the service provider applies to its own personal data and non-public data of similar kind. The service provider shall ensure that all such measures, including the manner in which personal data and non-public data are collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws, as well as the terms and conditions of this Addendum and shall survive termination of the underlying contract.
- b) The service provider represents and warrants that its collection, access, use, storage, disposal and disclosure of personal data and non-public data do and will comply with all applicable federal and state privacy and data protection laws, as well as all other applicable regulations, policies and directives.
 - c) The service provider shall support third-party multi-factor authentication integration with the public jurisdiction third-party identity provider to safeguard personal data and non-public data.
 - d) If, in the course of its engagement by the public jurisdiction, the service provider has access to or will collect, access, use, store, process, dispose of or disclose credit, debit or other payment cardholder information, the service provider shall at all times remain in compliance with the Payment Card Industry Data Security Standard ("PCI DSS") requirements, including remaining aware at all times of changes to the PCI DSS and promptly implementing all procedures and practices as may be necessary to remain in compliance with the PCI DSS, in each case, at the service provider's sole cost and expense. All data obtained by the service provider in the performance of this contract shall become and remain the property of the public jurisdiction.
 - e) All personal data shall be encrypted at rest and in transit with controlled access. Unless otherwise stipulated, the service provider is responsible for encryption of the personal data.
 - f) Unless otherwise stipulated, the service provider shall encrypt all non-public data at rest and in transit, in accordance with recognized industry practice. The public jurisdiction shall identify data it deems as non-public data to the service provider.
 - g) At no time shall any data or process – that either belong to or are intended for the use of a public jurisdiction or its officers, agents or employees — be copied, disclosed or retained by the service provider or any party related to the service provider for subsequent use in any transaction that does not include the public jurisdiction.
 - h) The service provider shall not use or disclose any information collected in connection with the service issued from this proposal for any purpose other than fulfilling the service.
 - i) Data Location. For non-public data and personal data, the service provider shall provide its data center services to the public jurisdiction and its end users solely from data centers in the U.S. Storage of public jurisdiction data at rest shall be located solely in data centers in the U.S. The service provider shall not allow its personnel or contractors to store public jurisdiction data on portable devices, including personal computers, except for devices that are used and kept only at its

U.S. data centers. With agreement from the public jurisdiction, this term may be met by the service provider providing its services from an acceptable alternative data center location, which agreement shall be stated in Appendix A. The Service Provider may also request permission to utilize an acceptable alternative data center location during a procurement's question and answer period by submitting a question to that effect. The service provider shall permit its personnel and contractors to access public jurisdiction data remotely only as required to provide technical support.

4. Security Incident or Data Breach Notification: The service provider shall inform the public jurisdiction of any confirmed security incident or data breach.

- a) Incident Response: The service provider may need to communicate with outside parties regarding a security incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as defined by law or contained in the contract. Discussing security incidents with the public jurisdiction shall be handled on an urgent as-needed basis, as part of service provider communication and mitigation processes defined by law or contained in the contract.
- b) Security Incident Reporting Requirements: The service provider shall report a confirmed Security Incident as soon as practicable, but no later than twenty-four (24) hours after the service provider becomes aware of it, to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and (3) the public jurisdiction point of contact for general contract oversight/administration. The following information shall be shared with the public jurisdiction: (1) incident phase (detection and analysis; containment, eradication and recovery; or post-incident activity), (2) projected business impact, and, (3) attack source information.
- c) Breach Reporting Requirements: Upon the discovery of a data breach or unauthorized access to non-public data, the service provider shall immediately report to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and the public jurisdiction point of contact for general contract oversight/administration.

5. Breach Responsibilities: This section only applies when a data breach occurs with respect to personal data within the possession or control of the service provider.

- a) Immediately after being awarded a contract, the service provider shall provide the public jurisdiction with the name and contact information for an employee of service provider who shall serve as the public jurisdiction's primary security contact and shall be available to assist the public jurisdiction twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a data breach. The service provider may provide this information in Appendix A.

- b) Immediately following the service provider's notification to the public jurisdiction of a data breach, the parties shall coordinate cooperate with each other to investigate the data breach. The service provider agrees to fully cooperate with the public jurisdiction in the public jurisdiction's handling of the matter, including, without limitation, at the public jurisdiction's request, making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law and regulation.
- c) Within 72 hours of the discovery, the service provider shall notify the parties listed in 4(c) above, to the extent known: (1) date of discovery; (2) list of data elements and the number of individual records; (3) description of the unauthorized persons known or reasonably believed to have improperly used or disclosed the personal data; (4) description of where the personal data is believed to have been improperly transmitted, sent, or utilized; and, (5) description of the probable causes of the improper use or disclosure.
- d) The service provider shall (1) cooperate with the public jurisdiction as reasonably requested by the public jurisdiction to investigate and resolve the data breach, (2) promptly implement necessary remedial measures, if necessary, and prevent any further data breach at the service provider's expense in accordance with applicable privacy rights, laws and regulations and (3) document responsive actions taken related to the data breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.
- e) If a data breach is a direct result of the service provider's breach of its contract obligation to encrypt personal data or otherwise prevent its release, the service provider shall bear the costs associated with (1) the investigation and resolution of the data breach; (2) notifications to individuals, regulators or others required by state or federal law; (3) a credit monitoring service (4) a website or a toll-free number and call center for affected individuals required by state law — all not to exceed the average per record per person cost calculated for data breaches in the United States in the most recent Cost of Data Breach Study: Global Analysis published by the Ponemon Institute at the time of the data breach (or other similar publication if the named publication has not issued an updated average per record per cost in the last 5 years at the time of the data breach); and (5) complete all corrective actions as reasonably determined by service provider based on root cause. The service provider agrees that it shall not inform any third party of any data breach without first obtaining the public jurisdiction's prior written consent, other than to inform a complainant that the matter has been forwarded to the public jurisdiction's legal counsel and/or engage a third party with appropriate expertise and confidentiality protections for any reason connected to the data breach. Except with respect to where the service provider has an independent legal obligation to report a data breach, the service provider agrees that the public jurisdiction shall have the sole right to determine: (1) whether notice of the data breach is to be provided to any individuals, regulators, law enforcement agencies, consumer reporting agencies or others, as required by law or regulation, or otherwise in the public jurisdiction's discretion; and (2) the contents of such notice, whether any

type of remediation may be offered to affected persons, and the nature and extent of any such remediation. The service provider retains the right to report activity to law enforcement.

6. Notification of Legal Requests: The service provider shall contact the public jurisdiction upon receipt of any electronic discovery, litigation holds, discovery searches and expert testimonies related to the public jurisdiction's data under this contract, or which in any way might reasonably require access to the data of the public jurisdiction. The service provider shall not respond to subpoenas, service of process and other legal requests related to the public jurisdiction without first notifying the public jurisdiction, unless prohibited by law from providing such notice.

7. Termination and Suspension of Service:

- a) In the event of a termination of the contract, the service provider shall implement an orderly return of public jurisdiction data within the time period and format specified in the contract (or in the absence of a specified time and format, a mutually agreeable time and format) and after the data has been successfully returned, securely and permanently dispose of public jurisdiction data.
- b) During any period of service suspension, the service provider shall not take any action to intentionally erase any public jurisdiction data.
- c) In the event the contract does not specify a time or format for return of the public jurisdiction's data and an agreement has not been reached, in the event of termination of any services or agreement in entirety, the service provider shall not take any action to intentionally erase any public jurisdiction data for a period of:
 - 10 days after the effective date of termination, if the termination is in accordance with the contract period
 - 30 days after the effective date of termination, if the termination is for convenience
 - 60 days after the effective date of termination, if the termination is for cause

After such period, the service provider shall have no obligation to maintain or provide any public jurisdiction data and shall thereafter, unless legally prohibited, delete all public jurisdiction data in its systems or otherwise in its possession or under its control.

- d) The public jurisdiction shall be entitled to any post-termination assistance generally made available with respect to the services, unless a unique data retrieval arrangement has been established as part of the Contract.
- e) The service provider shall securely dispose of all requested data in all of its forms, such as disk, CD/ DVD, backup tape and paper, when requested by the public jurisdiction. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST)-approved methods. Certificates of destruction shall be provided to the public jurisdiction.

8. Background Checks: The service provider shall conduct criminal background checks in compliance with W.Va. Code §15-2D-3 and not utilize any staff to fulfill the obligations

of the contract, including subcontractors, who have been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or misdemeanor offense for which incarceration for up to 1 year is an authorized penalty. The service provider shall promote and maintain an awareness of the importance of securing the public jurisdiction's information among the service provider's employees and agents.

9. Oversight of Authorized Persons: During the term of each authorized person's employment or engagement by service provider, service provider shall at all times cause such persons to abide strictly by service provider's obligations under this Agreement and service provider's standard policies and procedures. The service provider further agrees that it shall maintain a disciplinary process to address any unauthorized access, use or disclosure of personal data by any of service provider's officers, partners, principals, employees, agents or contractors.

10. Access to Security Logs and Reports: The service provider shall provide reports to the public jurisdiction in CSV format agreed to by both the service provider and the public jurisdiction. Reports shall include user access (successful and failed attempts), user access IP address, user access history and security logs for all public jurisdiction files and accounts related to this contract.

11. Data Protection Self-Assessment: The service provider shall perform a Cloud Security Alliance STAR Self-Assessment by completing and submitting the "Consensus Assessments Initiative Questionnaire" to the Public Jurisdiction Identified Contact. The service provider shall submit its self-assessment to the public jurisdiction prior to contract award and, upon request, annually thereafter, on the anniversary of the date of contract execution. Any deficiencies identified in the assessment will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

12. Data Center Audit: The service provider shall perform an audit of its data center(s) at least annually at its expense and provide a redacted version of the audit report upon request. The service provider may remove its proprietary information from the redacted version. A Service Organization Control (SOC) 2 audit report or approved equivalent sets the minimum level of a third-party audit. Any deficiencies identified in the report or approved equivalent will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

13. Change Control and Advance Notice: The service provider shall give 30 days, advance notice (to the public jurisdiction of any upgrades (e.g., major upgrades, minor upgrades, system changes) that may impact service availability and performance. A major upgrade is a replacement of hardware, software or firmware with a newer or better version in order to bring the system up to date or to improve its characteristics.

14. Security:

- a) At a minimum, the service provider's safeguards for the protection of data shall include: (1) securing business facilities, data centers, paper files, servers, back-up

systems and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability; (2) implementing network, device application, database and platform security; 3) securing information transmission, storage and disposal; (4) implementing authentication and access controls within media, applications, operating systems and equipment; (5) implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks consistent with applicable law; and (6) providing appropriate privacy and information security training to service provider's employees.

- b) The service provider shall execute well-defined recurring action steps that identify and monitor vulnerabilities and provide remediation or corrective measures. Where the service provider's technology or the public jurisdiction's required dependence on a third-party application to interface with the technology creates a critical or high risk, the service provider shall remediate the vulnerability as soon as possible. The service provider must ensure that applications used to interface with the service provider's technology remain operationally compatible with software updates.
- c) Upon the public jurisdiction's written request, the service provider shall provide a high-level network diagram with respect to connectivity to the public jurisdiction's network that illustrates the service provider's information technology network infrastructure.

15. Non-disclosure and Separation of Duties: The service provider shall enforce separation of job duties, require commercially reasonable non-disclosure agreements, and limit staff knowledge of public jurisdiction data to that which is absolutely necessary to perform job duties.

16. Import and Export of Data: The public jurisdiction shall have the ability to securely import, export or dispose of data in standard format in piecemeal or in entirety at its discretion without interference from the service provider. This includes the ability for the public jurisdiction to import or export data to/from other service providers identified in the contract (or in the absence of an identified format, a mutually agreeable format).

17. Responsibilities: The service provider shall be responsible for the acquisition and operation of all hardware, software and network support related to the cloud services being provided. The technical and professional activities required for establishing, managing and maintaining the environments are the responsibilities of the service provider.

18. Subcontractor Compliance: The service provider shall ensure that any of its subcontractors to whom it provides any of the personal data or non-public data it receives hereunder, or to whom it provides any personal data or non-public data which the service provider creates or receives on behalf of the public jurisdiction, agree to the restrictions, terms and conditions which apply to the service provider hereunder.

19. Right to Remove Individuals: The public jurisdiction shall have the right at any time to require that the service provider remove from interaction with public jurisdiction any

service provider representative who the public jurisdiction believes is detrimental to its working relationship with the service provider. The public jurisdiction shall provide the service provider with notice of its determination, and the reasons it requests the removal. If the public jurisdiction signifies that a potential security violation exists with respect to the request, the service provider shall immediately remove such individual. The service provider shall not assign the person to any aspect of the contract without the public jurisdiction's consent.

20. Business Continuity and Disaster Recovery: The service provider shall provide a business continuity and disaster recovery plan executive summary upon request. Lack of a plan will entitle the public jurisdiction to terminate this contract for cause.

21. Compliance with Accessibility Standards: The service provider shall comply with and adhere to Accessibility Standards of Section 508 Amendment to the Rehabilitation Act of 1973.

22. Web Services: The service provider shall use web services exclusively to interface with the public jurisdiction's data in near real time when possible.

23. Encryption of Data at Rest: The service provider shall ensure hard drive encryption consistent with validated cryptography standards as referenced in FIPS 140-2, Security Requirements for Cryptographic Modules for all personal data.

24. Subscription Terms: Service provider grants to a public jurisdiction a license to:

- a. Access and use the service for its business purposes;
- b. For SaaS, use underlying software as embodied or used in the service; and
- c. View, copy, upload, download (where applicable), and use service provider's documentation.

25. Equitable Relief: Service provider acknowledges that any breach of its covenants or obligations set forth in Addendum may cause the public jurisdiction irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the public jurisdiction is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the public jurisdiction may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in this Addendum to the contrary.

AGREED:

Name of Agency: West Virginia Purchasing Division

Name of Vendor: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

**PLEASE NOTE:
NOT REQUIRED FOR THE SOLUTION PROVIDED.**

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. Required information not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Service Provider/Vendor: _____

Name of Agency: West Virginia Purchasing Division

Agency/public jurisdiction's required information:

1. Will restricted information be processed by the service provider?
Yes
No
2. If yes to #1, does the restricted information include personal data?
Yes
No
3. If yes to #1, does the restricted information include non-public data?
Yes
No
4. If yes to #1, may the service provider store public jurisdiction data in a data center in an acceptable alternative data center location, which is a country that is not the U.S.?
Yes
No
5. Provide name and email address for the Department privacy officer:
Name: _____
Email address: _____

Vendor/Service Provider's required information:

6. Provide name and contact information for vendor's employee who shall serve as the public jurisdiction's primary security contact:
Name: _____
Email address: _____
Phone Number: _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2200000002

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:

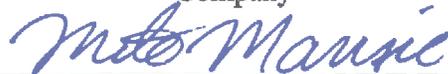
(Check the box next to each addendum received)

- | | |
|--|--|
| <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

9/10/21

Date

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

Total Price for All Items		
Item 1	Overall Total Purchase Price of Monochrome Bands 1 - 7	\$ 218,867.60
Item 2	Overall Total Purchase Price of Color Bands 1 - 7	\$ 652,956.60
Item 3	Overall Total Monthly Lease Price of Monochrome Bands 1 - 7 for 36 Month Lease	\$ 263,308.68
Item 4	Overall Total Monthly Lease Price of Color Bands 1 - 7 for 36 Month Lease	\$ 1,149,645.60
Item 5	Overall Total Monthly Lease Price of Monochrome Bands 1 - 7 for 48 Month Lease	\$ 1,299,748.32
Item 6	Overall Total Monthly Lease Price of Color Bands 1 - 7 for 48 Month Lease	\$ 9,526,060.32
Overall Total Bid Price for All Items		\$ 13,110,587.12

Vendor Information:	
Company Name:	
Contact Name:	
Phone No.:	
Fax No.:	
Email:	
Authorized Signature:	

SPECIFICATION 4.1 This Contract shall be limited to only the Contract items (Copiers and Accessories) included in the Pricing Pages. This Contract will be awarded to the Vendor that provides the Contract Items for the lowest Total Overall Bid Price for the Items on the Pricing Pages. Failure to bid the requested Contract Items may result in rejection of a vendor's bid. Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

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). No additional charges or fees will be paid under this contract.

Accessories: Vendor shall not provide any accessories other than those listed on the Exhibit_A Pricing Pages under this contract. The accessory descriptions provided are to be the minimum specification requirements for each item listed. All prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. Any attempt to provide a separate charge for fees is prohibited under this contract. Only the copier bid for each band and the related accessories listed on the Pricing Pages shall be provided to an Agency at the established pricing.

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 **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 individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying 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
Revised 07/01/2021

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 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: August 19, 2021 due by 10:00am EDT

Submit Questions to: Mark Atkins
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Mark.A.Atkins@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: Digital Copiers
BUYER: Mark Atkins
SOLICITATION NO.: CRFQ 0212 SWC2200000002
BID OPENING DATE: 08/31/2021
BID OPENING TIME: 1:30pm EDT
FAX NUMBER: 304-558-3970

Revised 07/01/2021

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 a 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 prior to the bid opening date and time identified in Section 7 below, plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

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: August 31, 2021 at 1:30pm EDT

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. ALTERNATE MODEL OR BRAND: Unless the box below is checked, 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.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

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 be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:
<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

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.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award.

A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

24. E-MAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, 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.

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked in Section 3 above. If either “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

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/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

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

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

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

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

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

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

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

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 of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications 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 and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, 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, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: \$250,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

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

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

State of West Virginia must be listed as Additional Insured on the Insurance Certificate. Certificate Holder should read as follows:

State of WV
2019 Washington Street, East
Charleston, WV 25305

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: 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. [Reserved]

11. LIQUIDATED DAMAGES: 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. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

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. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

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, included in the Contract, 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. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

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 § 148-1-5.2.b.

20. TIME: Time is of the essence regarding 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 WITH LAWS: 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.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

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.

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.

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

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

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

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

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. 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.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

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

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

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

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

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

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

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. 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.

39. 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.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, 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.

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

1. 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
2. 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.

42. 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.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES – This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

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.

Christine Bush

(Name, Title)
Senior Government & Major Account Manager

(Printed Name and Title)
100 Paragon Drive, Montvale, NJ 07645

(Address)
804-519-3703

(Phone Number) / (Fax Number)
BushC@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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Sharp Electronics Corporation

(Company)


(Authorized Signature) (Representative Name, Title)

President of SIICA

(Printed Name and Title of Authorized Representative)

9/13/21

(Date)

201-529-8769

(Phone Number) (Fax Number)



September 14, 2021

Mark Atkins
State of West Virginia
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Re: CRFQ-0212-SWC2200000002 – Digital Copiers & Accessories

Dear Mr. Atkins,

Sharp Electronics is pleased to respond to the Statewide Contract for DIGITAL COPIERS & Accessories Request for Proposal CRFQ-0212-SWC2200000002 for Printing Devices and Digital Copiers throughout the State of West Virginia. Sharp will provide new state of the art digital products (not having been previously used, and actively marketed by our dealers).

Sharp Electronics Corporation is proposing a solution to provide a contract that offers a variety of printing devices for purchase or lease, as well as accessories and maintenance. Sharp Electronics is offering a statewide agreement for this solution that can be utilized by all public bodies in the State of West Virginia.

Sharp realizes the need for products to meet the requirements in the areas of technology, service, and the overall mission of West Virginia to its end users. Sharp is proposing a wide spectrum of products to assist end users in their everyday office environment while providing a cost-effective solution.

The individual authorized to negotiate on behalf of Sharp Electronics Corporation is Mike Marusic, President of SIICA, email: marusicm@sharpsec.com, phone: (201) 529-8769. For questions or clarifications to our proposal, please don't hesitate to contact me as the Account Manager for this proposal.

Christine Bush
Government Account Manager
Cell: (804) 519-3703
Email: bushc@sharpsec.com

As a long time provider of office technology to government entities, Sharp looks forward to the opportunity to a relationship with the State of West Virginia.

Sincerely,

Christine Bush
Government Account Manager
Sharp Electronics Corporation



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

**State of West Virginia
 Centralized Request for Quote
 Office Equip.**

Proc Folder: 914412	Reason for Modification: ADDENDUM_1: Is issued to move the bid opening date from 08/31/2021 to 09/09/2021. NO OTHER CHANGES		
Doc Description: Statewide Contract for DIGITAL COPIERS & Accessories			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-08-24	2021-09-09 13:30	CRFQ 0212 SWC2200000002	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000103733
Vendor Name : Sharp Electronics Corporation
Address : 100 Paragon Drive
Street :
City : Montvale
State : New Jersey **Country :** USA **Zip :** 07645
Principal Contact : Christine Bush
Vendor Contact Phone: 804-519-3703 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov



Vendor Signature X Mike Marusic, President of SIICA **FEIN#** 13-1968872 **DATE** 9/14/21

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

ADDITIONAL INFORMATION

ADDENDUM_1: Is issued to move the bid opening date from 08/31/2021 to 09/09/2021 at 1:30pm EDT.

NO OTHER CHANGES

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT.	2021-08-19

	Document Phase	Document Description	Page
SWC220000002	Final	Statewide Contract for DIGITAL COPIERS & Accessories	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Centralized Request for Quote
 Office Equip.

Proc Folder: 914412			Reason for Modification: ADDENDUM_4
Doc Description: Statewide Contract for DIGITAL COPIERS & Accessories			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-09-13	2021-09-16 13:30	CRFQ 0212 SWC2200000002	5

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000103733

Vendor Name : Sharp Electronics Corporation

Address : 100 Paragon Drive

Street :

City : Montvale

State : New Jersey **Country :** USA **Zip :** 07645

Principal Contact : Christine Bush

Vendor Contact Phone: 804-519-3703 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Vendor Signature X Mike Marusic, President of SIICA **FEIN#** 13-1968872 **DATE** 9/13/21

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

ADDITIONAL INFORMATION

ADDENDUM_4: Is issued for the following:

- 1. To publish the Revised 9/13/2021 Exhibit_A Pricing Pages due to calculation formula errors discovered.
- 2. To update the Per Click Estimated Quantities on some Bands.

NO OTHER CHANGES

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT.	2021-08-19

Line

2

Event

Technical Questions due by 10:00am EDT.

Event Date

2021-09-03

SOLICITATION NUMBER: CRFQ 0212 SWC2200000002
Addendum Number: 4

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2200000002 (“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 revised specifications
- Attachment of revised Exhibit_A Pricing Pages (9/13/2021)
- Correction of Error: To Revise the Exhibit_A Pricing Pages due to calculation errors on some lines and to update the Per Click Estimated Quantities on some Bands.

Description of Modification to Solicitation:

- 1. To publish the Revised 9/13/2021 Exhibit_A Pricing Pages due to calculation formula errors.**
- 2. To update the Per Click Estimated Quantities on some Bands.**

No other changes made.

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.

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 with Scanning, Network Printing, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Automatic Document Feeder			1	each	\$ -	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)			1	each	\$ -	\$ -
		Paper Feed Cabinet (2 x 500-sheet universal tray)			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			500	per month	\$ -	\$ -
		Total for Band 1						\$ -

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, Continued	Monochrome						
		Band 2						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			2,200	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 2						\$ -

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, Continued	Monochrome						
		Band 3						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			4,500	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 3						\$ -

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, Continued	Monochrome						
		Band 4						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			7,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		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, Continued	Monochrome						
		Band 5						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			12,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 5						\$ -

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, Continued	Monochrome						
		Band 6						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post Inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			18,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 6						\$ -

Item No.	Order Type	Item Description	Brand Name of Item Bld	Model No. of Item Bld	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (Includes annual estimated click charges)	
1	Purchase, Continued	Monochrome							
		Band 7							
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -	
		Fax Kit			2	each (per year)	\$ -	\$ -	
		Power Protector 120v/15A			1	each	\$ -	\$ -	
		Power Protector 120v/20A			1	each	\$ -	\$ -	
		Output Tray			1	each	\$ -	\$ -	
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	
		Punch kit for inner finisher			1	each	\$ -	\$ -	
		Punch kit for floor finisher			1	each	\$ -	\$ -	
		Post Inserter			1	each	\$ -	\$ -	
		Z-fold unit			1	each	\$ -	\$ -	
		Job separator tray			1	each	\$ -	\$ -	
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	
		Large Capacity Tray 2500			1	each	\$ -	\$ -	
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	
		Large Capacity Tray slide mount 2,500 sheet			1	each	\$ -	\$ -	
		Large Capacity Tray slide mount 3,000 sheet			1	each	\$ -	\$ -	
		Working Table			1	each	\$ -	\$ -	
		Keyboard			1	each	\$ -	\$ -	
		Basic Stand			1	each	\$ -	\$ -	
		Per Click Charge (includes maintenance and consumables)			25,000	per month	\$ -	\$ -	
		Optional Cloud Printing Software			1	each	\$ -	\$ -	
		Optional Card Reader			1	each	\$ -	\$ -	
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	
		Total for Band 7						\$ -	
		Total Purchase Price of Monochrome Bands 1 through 7							\$ -

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
2	Purchase	Color						
		Band 1						
		Copier with Scanning, Network Printing, & Power Protector			10	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Automatic Document Feeder			1	each	\$ -	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)			1	each	\$ -	\$ -
		Paper Feed Cabinet (2 x 500-sheet universal tray)			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		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						\$ -

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)
2	Purchase, Continued	Color						
		Band 2						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			2,200	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 2						\$ -

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measura	Unit Price	Total Purchase Price (includes annual estimated click charges)
2	Purchase, Continued	Color						
		Band 3						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables)			4,500	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 3						\$ -

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)
2	Purchase, Continued	Color						
		Band 4						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			20	each (per year)	\$ -	\$ -
		Fax Kit			5	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			3,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables)			7,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		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)
2	Purchase, Continued	Color						
		Band 5						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			5,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables)			12,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 5						\$ -

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)
2	Purchase, Continued	Color						
		Band 6						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			10	each (per year)	\$ -	\$ -
		Fax Kit			3	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			5,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables)			18,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 6						\$ -

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	36 Month Lease, Continued	Color								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -	36	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -	36	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	36	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	36	\$ -
		Output Tray			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	36	\$ -
		Post inserter			1	each	\$ -	\$ -	36	\$ -
		Z-fold unit			1	each	\$ -	\$ -	36	\$ -
		Job separator tray			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	36	\$ -
		Working Table			1	each	\$ -	\$ -	36	\$ -
		Keyboard			1	each	\$ -	\$ -	36	\$ -
		Basic Stand			1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			10,000	per month	\$ -	\$ -	36	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables)			25,000	per month	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	36	\$ -
		Total for Band 7								\$ -
		Total Monthly Lease Price of Color Bands 1 through 7 for 36 Month Lease								\$ -

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
5	48 Month Lease, Continued	Monochrome								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			20	each (per year)	\$ -	\$ -	48	\$ -
		Fax Kit			5	each (per year)	\$ -	\$ -	48	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	48	\$ -
		Output Tray			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for Inner finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	48	\$ -
		Post inserter			1	each	\$ -	\$ -	48	\$ -
		Z-fold unit			1	each	\$ -	\$ -	48	\$ -
		Job separator tray			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	48	\$ -
		Working Table			1	each	\$ -	\$ -	48	\$ -
		Keyboard			1	each	\$ -	\$ -	48	\$ -
		Basic Stand			1	each	\$ -	\$ -	48	\$ -
		Per Click Charge (Includes maintenance and consumables)			25,000	per month	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	48	\$ -
		Total for Band 7								\$ -
Overall 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
6	48 Month Lease, Continued	Color								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			65	each (per year)	\$ -	\$ -	48	\$ -
		Fax Kit			16	each (per year)	\$ -	\$ -	48	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	48	\$ -
		Output Tray			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	48	\$ -
		Post inserter			1	each	\$ -	\$ -	48	\$ -
		Z-fold unit			1	each	\$ -	\$ -	48	\$ -
		Job separator tray			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	48	\$ -
		Working Table			1	each	\$ -	\$ -	48	\$ -
		Keyboard			1	each	\$ -	\$ -	48	\$ -
		Basic Stand			1	each	\$ -	\$ -	48	\$ -
		Per Click Charge (Color) (Includes maintenance and consumables)			10,000	per month	\$ -	\$ -	48	\$ -
		Per Click Charge (Monochrome) (Includes maintenance and consumables)			25,000	per month	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	48	\$ -
		Total for Band 7								\$ -
Total Monthly Lease Price of Color Bands 1 through 7 for 48 Month Lease										\$ -

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

Vendor Information:	
Company Name:	
Contact Name:	
Phone No.:	
Fax No.:	
Email:	
Authorized Signature:	

SPECIFICATION 4.1 This Contract shall be limited to only the Contract Items (Copiers and Accessories) included in the Pricing Pages. This Contract will be awarded to the Vendor that provides the Contract Items for the lowest Total Overall Bid Price for the Items on the Pricing Pages. Failure to bid the requested Contract Items may result in rejection of a vendor's bid. Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

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). No additional charges or fees will be paid under this contract.

Accessories: Vendor shall not provide any accessories other than those listed on the Exhibit_A Pricing Pages under this contract. The accessory descriptions provided are to be the minimum specification requirements for each item listed. All prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. Any attempt to provide a separate charge for fees is prohibited under this contract. Only the copier bid for each band and the related accessories listed on the Pricing Pages shall be provided to an Agency at the established pricing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2200000002

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



Authorized Signature

9/13/21

Date

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

ADDITIONAL INFORMATION

ADDENDUM_4: Is issued for the following:

1. To publish the Revised 9/13/2021 Exhibit_A Pricing Pages due to calculation formula errors discovered.
2. To update the Per Click Estimated Quantities on some Bands.

NO OTHER CHANGES

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

INVOICE TO	SHIP TO
------------	---------

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WW US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WW US
--	--

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:
 PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WW	No City US	WW

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WW	No City US	WW

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT.	2021-08-19

Line

2

Event

Technical Questions due by 10:00am EDT.

Event Date

2021-09-03

	Document Phase	Document Description	Page
SWC2200000002	Final	Statewide Contract for DIGITAL COPIERS & Accessories	5

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Centralized Request for Quote
 Office Equip.

Proc Folder: 914412			Reason for Modification: ADDENDUM_3
Doc Description: Statewide Contract for DIGITAL COPIERS & Accessories			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-09-08	2021-09-16 13:30	CRFQ 0212 SWC2200000002	4

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000103733
Vendor Name : Sharp Electronics Corporation
Address : 100 Paragon Drive
Street :
City : Montvale
State : New Jersey **Country :** USA **Zip :** 07645
Principal Contact : Christine Bush
Vendor Contact Phone: 804-519-3703 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Mike Marusic
Vendor Signature X Mike Marusic, President of SIICA **FEIN#** 13-1968872 **DATE** 9/9/21

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

ADDITIONAL INFORMATION

ADDENDUM_3: Is issued for the following:

1. To move the bid opening date from 09/09/2021 to 09/16/2021 at 1:30pm EDT.
2. To publish the State's response to the questions submitted by Vendors during the 2nd and final Technical Questioning period.
3. To publish the Revised 9/07/2021 Specifications.
4. To publish the Revised 9/07/2021 Exhibit_A Pricing Pages.
5. To publish the Exhibit_C WV Cloud-SaaS Procurement Addendum in the event the print solution provided by the bidder is cloud based.

NO OTHER CHANGES

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT.	2021-08-19

Line

2

Event

Technical Questions due by 10:00am EDT.

Event Date

2021-09-03

	Document Phase	Document Description	Page 5
SWC2200000002	Final	Statewide Contract for DIGITAL COPIERS & Accessories	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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 with Scanning, Network Printing, & Power Protector	Sharp	MX-B427W	5	each (per year)	\$ 742.00	\$ 3,710.00
		Fax Kit	Sharp	INCLUDED	2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Automatic Document Feeder	Sharp	INCLUDED	1	each	\$ -	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)	Sharp	MX-CS26	1	each	\$ 131.00	\$ 131.00
		Paper Feed Cabinet (2 x 500-sheet universal tray)	Sharp	NA	1	each	\$ -	\$ -
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp		500	per month	\$ 0.0150	\$ 450.00
		Total for Band 1						\$ 4,394.00

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, Continued	Monochrome						
		Band 2						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M3071	5	each (per year)	\$ 2,372.00	\$ 11,860.00
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 291.00	\$ 582.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 519.00	\$ 519.00
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-LT10	1	each	\$ 84.00	\$ 84.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (includes maintenance and consumables)	Sharp		2,200	per month	\$ 0.0049	\$ 646.80
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 2						\$ 16,992.10

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, Continued	Monochrome						
		Band 3						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M3071	5	each (per year)	\$ 2,372.00	\$ 11,860.00
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 291.00	\$ 582.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 519.00	\$ 519.00
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity trays 2 each	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp		4,500	per month	\$ 0.0049	\$ 1,323.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 3						\$ 19,034.30

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, Continued	Monochrome						
		Band 4						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M4071	15	each (per year)	\$ 2,944.00	\$ 44,160.00
		Fax Kit	Sharp	MX-FX15	4	each (per year)	\$ 291.00	\$ 1,164.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 79.00	\$ 79.00
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 1,186.00	\$ 1,186.00
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 2,123.00	\$ 2,123.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Post inserter	Sharp	NA	1	each	\$ -	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (includes maintenance and consumables)	Sharp		7,000	per month	\$ 0.0049	\$ 6,174.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 4						\$ 60,783.30

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, Continued	Monochrome						
		Band 5						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M5071	5	each (per year)	\$ 3,179.00	\$ 15,895.00
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 291.00	\$ 582.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 79.00	\$ 79.00
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 1,186.00	\$ 1,186.00
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 2,123.00	\$ 2,123.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Post inserter	Sharp	NA	1	each	\$ -	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (includes maintenance and consumables)	Sharp		12,000	per month	\$ 0.0049	\$ 3,528.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 5						\$ 29,290.30

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, Continued	Monochrome						
		Band 6						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M6071	5	each (per year)	\$ 3,684.00	\$ 18,420.00
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 291.00	\$ 582.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 79.00	\$ 79.00
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 1,186.00	\$ 1,186.00
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 2,123.00	\$ 2,123.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Post inserter	Sharp	NA	1	each	\$ -	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (includes maintenance and consumables)	Sharp		18,000	per month	\$ 0.0049	\$ 5,292.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 6						\$ 33,579.30

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, Continued	Monochrome						
		Band 7						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M7570	5	each (per year)	\$ 5,444.00	\$ 27,220.00
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 291.00	\$ 582.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 114.00	\$ 114.00
		Output Tray	Sharp	MX-TR21	1	each	\$ 79.00	\$ 79.00
		Finisher w/50-sheet stapling	Sharp	MX-FN33	1	each	\$ 519.00	\$ 519.00
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN34	1	each	\$ 1,186.00	\$ 1,186.00
		Finisher w/100-sheet stapling	Sharp	MX-FN21	1	each	\$ 2,773.00	\$ 2,773.00
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN22	1	each	\$ 4,023.00	\$ 4,023.00
		Punch kit for inner finisher	Sharp	NA	1	each	\$ -	\$ -
		Punch kit for floor finisher	Sharp	MX-PN16B	1	each	\$ 213.00	\$ 213.00
		Post inserter	Sharp	MX-CF11/RB13	1	each	\$ 2,052.00	\$ 2,052.00
		Z-fold unit	Sharp	MX-FD10/RB26/RB27	1	each	\$ 6,623.00	\$ 6,623.00
		Job separator tray	Sharp	NA	1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	INCLUDED	1	each	\$ -	\$ -
		Large Capacity Tray 2500	Sharp	NA	1	each	\$ -	\$ -
		Large Capacity Trays 2 each	Sharp	INCLUDED	1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC19	1	each	\$ 1,244.00	\$ 1,244.00
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC18	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	NA	1	each	\$ -	\$ -
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp		25,000	per month	\$ 0.0049	\$ 7,350.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 7						\$ 54,794.30
							Total Purchase Price of Monochrome Bands 1 through 7	\$ 218,867.60

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)
2	Purchase	Color						
		Band 1						
		Copier with Scanning, Network Printing, & Power Protector	Sharp	MX-C303W	10	each (per year)	\$ 1,658.00	\$ 16,580.00
		Fax Kit	Sharp	INCLUDED	4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Automatic Document Feeder	Sharp	INCLUDED	1	each	\$ -	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)	Sharp	MX-DS23N/CS14N	1	each	\$ 173.00	\$ 173.00
		Paper Feed Cabinet (2 x 500-sheet universal tray)	Sharp	MX-CS14N	1	each	\$ 99.00	\$ 99.00
		Basic Stand	Sharp	MX-DS22N	1	each	\$ 116.00	\$ 116.00
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		200	per month	\$ 0.0650	\$ 1,560.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		500	per month	\$ 0.0150	\$ 900.00
		Total for Band 1						\$ 19,531.00

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)
2	Purchase, Continued	Color						
		Band 2						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-3071	5	each (per year)	\$ 3,101.00	\$ 15,505.00
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 291.00	\$ 582.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 519.00	\$ 519.00
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		1,000	per month	\$ 0.0450	\$ 2,700.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		2,200	per month	\$ 0.0049	\$ 646.80
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-Proxii	10	each	\$ 3.25	\$ 32.50
		Total for Band 2						\$ 23,810.10

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)
2	Purchase, Continued	Color						
		Band 3						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-3071	5	each (per year)	\$ 3,101.00	\$ 15,505.00
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 291.00	\$ 582.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 519.00	\$ 519.00
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity trays 2 each	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		1,000	per month	\$ 0.0450	\$ 2,700.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		4,500	per month	\$ 0.0049	\$ 1,323.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 3						\$ 25,506.30

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)
2	Purchase, Continued	Color						
		Band 4						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-4071	20	each (per year)	\$ 3,856.00	\$ 77,120.00
		Fax Kit	Sharp	MX-FX15	5	each (per year)	\$ 291.00	\$ 1,455.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -
		Output Tray	Sharp	MX-FN27N	1	each	\$ 519.00	\$ 519.00
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 1,186.00	\$ 1,186.00
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 2,123.00	\$ 2,123.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Post inserter	Sharp	NA	1	each	\$ -	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		3,000	per month	\$ 0.0450	\$ 32,400.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		7,000	per month	\$ 0.0049	\$ 8,232.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 4						\$ 128,469.30

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)
2	Purchase, Continued	Color						
		Band 5						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-5071	15	each (per year)	\$ 4,075.00	\$ 61,125.00
		Fax Kit	Sharp	MX-FX15	4	each (per year)	\$ 291.00	\$ 1,164.00
		Power Protector 120v/15A	Sharp	NA	1	each	\$ -	\$ -
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 114.00	\$ 114.00
		Output Tray	Sharp	MX-TR19N	1	each	\$ 79.00	\$ 79.00
		Finisher w/50-sheet stapling	Sharp	MX-FN27N	1	each	\$ 519.00	\$ 519.00
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 1,186.00	\$ 1,186.00
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 2,123.00	\$ 2,123.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Post inserter	Sharp	NA	1	each	\$ -	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		5,000	per month	\$ 0.0450	\$ 40,500.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		12,000	per month	\$ 0.0049	\$ 10,584.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 5						\$ 121,929.30

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)
2	Purchase, Continued	Color						
		Band 6						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-6071	10	each (per year)	\$ 4,893.00	\$ 48,930.00
		Fax Kit	Sharp	MX-FX15	3	each (per year)	\$ 291.00	\$ 873.00
		Power Protector 120v/15A	Sharp	NA	1	each	\$ -	\$ -
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 114.00	\$ 114.00
		Output Tray	Sharp	MX-TR19N	1	each	\$ 79.00	\$ 79.00
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 796.00	\$ 796.00
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 1,004.00	\$ 1,004.00
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 1,186.00	\$ 1,186.00
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 2,123.00	\$ 2,123.00
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 213.00	\$ 213.00
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 213.00	\$ 213.00
		Post inserter	Sharp	NA	1	each	\$ -	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 27.00	\$ 27.00
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 218.00	\$ 218.00
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 270.00	\$ 270.00
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 557.00	\$ 557.00
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 463.00	\$ 463.00
		Working Table	Sharp	MX-UT10	1	each	\$ 79.00	\$ 79.00
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 127.00	\$ 127.00
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		5,000	per month	\$ 0.0450	\$ 27,000.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		18,000	per month	\$ 0.0049	\$ 10,584.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 6						\$ 96,220.30

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)
2	Purchase, Continued	Color						
		Band 7						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-7081	15	each (per year)	\$ 7,589.00	\$ 113,835.00
		Fax Kit	Sharp	MX-FX15	4	each (per year)	\$ 291.00	\$ 1,164.00
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 103.00	\$ 103.00
		Power Protector 120v/20A	Sharp	MX-E524ZNT	1	each	\$ 153.00	\$ 153.00
		Output Tray	Sharp	MX-TR14	1	each	\$ 74.00	\$ 74.00
		Finisher w/50-sheet stapling	Sharp	MX-FN33	1	each	\$ 519.00	\$ 519.00
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN34	1	each	\$ 1,186.00	\$ 1,186.00
		Finisher w/100-sheet stapling	Sharp	MX-FN21	1	each	\$ 2,773.00	\$ 2,773.00
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN22	1	each	\$ 4,023.00	\$ 4,023.00
		Punch kit for inner finisher	Sharp	NA	1	each	\$ -	\$ -
		Punch kit for floor finisher	Sharp	MX-PN16B	1	each	\$ 213.00	\$ 213.00
		Post inserter	Sharp	MX-CF11	1	each	\$ 1,595.00	\$ 1,595.00
		Z-fold unit	Sharp	MX-FD10/RB12N/RB2	1	each	\$ 6,683.00	\$ 6,683.00
		Job separator tray	Sharp	NA	1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	INCLUDED	1	each	\$ -	\$ -
		Large Capacity Tray 2500	Sharp	NA	1	each	\$ -	\$ -
		Large Capacity Trays 2 each	Sharp	NA	1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC12	1	each	\$ 677.00	\$ 677.00
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LCX3N	1	each	\$ 1,192.00	\$ 1,192.00
		Working Table	Sharp	NA	1	each	\$ -	\$ -
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		10,000	per month	\$ 0.0450	\$ 81,000.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		25,000	per month	\$ 0.0049	\$ 22,050.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 217.80	\$ 217.80
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 3.25	\$ 32.50
		Total for Band 7						\$ 237,490.30
							Total Purchase Price of Color Bands 1-7	\$ 652,956.60

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	36 Month Lease	Monochrome								
		Band 1								
		Copier with Scanning, Network Printing, & Power Protector	Sharp	MX-B427W	10	each (per year)	\$ 21.85	\$ 218.50	36	\$ 7,866.00
		Fax Kit	Sharp	INCLUDED	3	each (per year)	\$ -	\$ -	36	\$ -
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Automatic Document Feeder	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage	Sharp	MX-CS26	1	each	\$ 3.86	\$ 3.86	36	\$ 138.96
		Paper Feed Cabinet (2 x 500-sheet universal tray)	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp		500	per month	\$ 0.0150	\$ 75.00	36	\$ 2,700.00
		Total for Band 1								\$ 10,814.04

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	36 Month Lease, Continued	Monochrome								
		Band 2								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M3071	5	each (per year)	\$ 69.86	\$ 349.30	36	\$ 12,574.80
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 8.57	\$ 17.14	36	\$ 617.04
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 15.29	\$ 15.29	36	\$ 550.44
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-LT10	1	each	\$ 2.47	\$ 2.47	36	\$ 88.92
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (includes maintenance and consumables)	Sharp		2,200	per month	\$ 0.0049	\$ 53.90	36	\$ 1,940.40
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 2								\$ 19,272.60

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	36 Month Lease, Continued	Monochrome								
		Band 3								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M3071	5	each (per year)	\$ 69.86	\$ 349.30	36	\$ 12,574.80
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 8.57	\$ 17.14	36	\$ 617.04
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 15.29	\$ 15.29	36	\$ 550.44
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity trays 2 each	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand			1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp		4,500	per month	\$ 0.0049	\$ 110.25	36	\$ 3,969.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 3								\$ 22,750.20

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	36 Month Lease, Continued	Monochrome								
		Band 4								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M4071	10	each (per year)	\$ 86.71	\$ 867.10	36	\$ 31,215.60
		Fax Kit	Sharp	MX-FX15	3	each (per year)	\$ 8.57	\$ 25.71	36	\$ 925.56
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 34.93	\$ 34.93	36	\$ 1,257.48
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 62.53	\$ 62.53	36	\$ 2,251.08
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Sharp		7,000	per month	\$ 0.0049	\$ 343.00	36	\$ 12,348.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 4								\$ 54,336.96

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	36 Month Lease, Continued	Monochrome								
		Band 5								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M5071	5	each (per year)	\$ 93.63	\$ 468.15	36	\$ 16,853.40
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 8.57	\$ 17.14	36	\$ 617.04
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 34.93	\$ 34.93	36	\$ 1,257.48
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 62.53	\$ 62.53	36	\$ 2,251.08
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (includes maintenance and consumables)	Sharp		12,000	per month	\$ 0.0049	\$ 294.00	36	\$ 10,584.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 5								\$ 37,902.24

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	36 Month Lease, Continued	Monochrome								
		Band 6								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M6071	5	each (per year)	\$ 108.51	\$ 542.55	36	\$ 19,531.80
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 8.57	\$ 17.14	36	\$ 617.04
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 34.93	\$ 34.93	36	\$ 1,257.48
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 62.53	\$ 62.53	36	\$ 2,251.08
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (Includes maintenance and consumables)	Sharp		18,000	per month	\$ 0.0049	\$ 441.00	36	\$ 15,876.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 6								\$ 45,872.64

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	36 Month Lease, Continued	Monochrome								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M7570	5	each (per year)	\$ 160.35	\$ 801.75	36	\$ 28,863.00
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 8.57	\$ 17.14	36	\$ 617.04
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 3.36	\$ 3.36	36	\$ 120.96
		Output Tray	Sharp	MX-TR21	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Finisher w/50-sheet stapling	Sharp	MX-FN33	1	each	\$ 15.29	\$ 15.29	36	\$ 550.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN34	1	each	\$ 34.93	\$ 34.93	36	\$ 1,257.48
		Finisher w/100-sheet stapling	Sharp	MX-FN21	1	each	\$ 81.68	\$ 81.68	36	\$ 2,940.48
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN22	1	each	\$ 118.50	\$ 118.50	36	\$ 4,266.00
		Punch kit for inner finisher	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Punch kit for floor finisher	Sharp	MX-PN16B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Post inserter	Sharp	MX-CF11/RB13	1	each	\$ 60.44	\$ 60.44	36	\$ 2,175.84
		Z-fold unit	Sharp	MX-FD10/RB26/RB27	1	each	\$ 195.08	\$ 195.08	36	\$ 7,022.88
		Job separator tray	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray 2500	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Trays 2 each	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC19	1	each	\$ 36.64	\$ 36.64	36	\$ 1,319.04
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC18	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp		25,000	per month	\$ 0.0049	\$ 612.50	36	\$ 22,050.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 7								\$ 72,360.00
Overall Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease										\$ 263,308.68

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	36 Month Lease	Color								
		Band 1								
		Copier with Scanning, Network Printing, & Power Protector	Sharp	MX-C303W	5	each (per year)	\$ 48.84	\$ 244.20	36	\$ 8,791.20
		Fax Kit	Sharp	INCLUDED	2	each (per year)	\$ -	\$ -	36	\$ -
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Automatic Document Feeder	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)	Sharp	MX-DS23N/CS14N	1	each	\$ 5.10	\$ 5.10	36	\$ 183.60
		Paper Feed Cabinet (2 x 500-sheet universal tray)	Sharp	MX-CS14N	1	each	\$ 2.92	\$ 2.92	36	\$ 105.12
		Basic Stand	Sharp	MX-DS22N	1	each	\$ 3.42	\$ 3.42	36	\$ 123.12
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		200	per month	\$ 0.0650	\$ 65.00	36	\$ 2,340.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		500	per month	\$ 0.0150	\$ 37.50	36	\$ 1,350.00
		Total for Band 1								\$ 13,002.12

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	36 Month Lease, Continued	Color								
		Band 2								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-3071	5	each (per year)	\$ 91.33	\$ 456.65	36	\$ 16,439.40
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 8.57	\$ 17.14	36	\$ 617.04
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 15.29	\$ 15.29	36	\$ 550.44
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Basic Stand	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Stand w/storage only	Sharp	MX-60ABD	1	each	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		1,000	per month	\$ 0.0450	\$ 225.00	36	\$ 8,100.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		2,200	per month	\$ 0.0049	\$ 53.90	36	\$ 1,940.40
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 2								\$ 31,739.04

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	36 Month Lease, Continued	Color								
		Band 3								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-3071	5	each (per year)	\$ 91.33	\$ 456.65	36	\$ 16,439.40
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 8.57	\$ 17.14	36	\$ 617.04
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 15.29	\$ 15.29	36	\$ 550.44
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity trays 2 each	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		1,000	per month	\$ 0.0450	\$ 225.00	36	\$ 8,100.00
		Per Click Charge (Monochrome) (Includes maintenance and consumables)	Sharp		4,500	per month	\$ 0.0049	\$ 110.25	36	\$ 3,969.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 3								\$ 34,849.44

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	36 Month Lease, Continued	Color								
		Band 4								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-4071	20	each (per year)	\$ 113.57	\$ 2,271.40	36	\$ 81,770.40
		Fax Kit	Sharp	MX-FX15	5	each (per year)	\$ 8.57	\$ 42.85	36	\$ 1,542.60
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Output Tray	Sharp	MX-FN27N	1	each	\$ 15.29	\$ 15.29	36	\$ 550.44
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 34.93	\$ 34.93	36	\$ 1,257.48
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 62.53	\$ 62.53	36	\$ 2,251.08
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		3,000	per month	\$ 0.0450	\$ 2,700.00	36	\$ 97,200.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		7,000	per month	\$ 0.0049	\$ 686.00	36	\$ 24,696.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 4								\$ 215,032.32

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	36 Month Lease, Continued	Color								
		Band 5								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-5071	15	each (per year)	\$ 120.03	\$ 1,800.45	36	\$ 64,816.20
		Fax Kit	Sharp	MX-FX15	4	each (per year)	\$ 8.57	\$ 34.28	36	\$ 1,234.08
		Power Protector 120v/15A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 3.36	\$ 3.36	36	\$ 120.96
		Output Tray	Sharp	MX-TR19N	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Finisher w/50-sheet stapling	Sharp	MX-FN27N	1	each	\$ 15.29	\$ 15.29	36	\$ 550.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 34.93	\$ 34.93	36	\$ 1,257.48
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 62.53	\$ 62.53	36	\$ 2,251.08
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	MX-60ABD	1	per year	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		5,000	per month	\$ 0.0450	\$ 3,375.00	36	\$ 121,500.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		12,000	per month	\$ 0.0049	\$ 882.00	36	\$ 31,752.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 5								\$ 228,377.16

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	36 Month Lease, Continued	Color								
		Band 6								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-6071	10	each (per year)	\$ 144.13	\$ 1,441.30	36	\$ 51,886.80
		Fax Kit	Sharp	MX-FX15	3	each (per year)	\$ 8.57	\$ 25.71	36	\$ 925.56
		Power Protector 120v/15A	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 3.36	\$ 3.36	36	\$ 120.96
		Output Tray	Sharp	MX-TR19N	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 23.45	\$ 23.45	36	\$ 844.20
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 29.57	\$ 29.57	36	\$ 1,064.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 34.93	\$ 34.93	36	\$ 1,257.48
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 62.53	\$ 62.53	36	\$ 2,251.08
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.80	\$ 0.80	36	\$ 28.80
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 7.95	\$ 7.95	36	\$ 286.20
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 16.41	\$ 16.41	36	\$ 590.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 13.64	\$ 13.64	36	\$ 491.04
		Working Table	Sharp	MX-UT10	1	each	\$ 2.33	\$ 2.33	36	\$ 83.88
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 3.74	\$ 3.74	36	\$ 134.64
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		5,000	per month	\$ 0.0450	\$ 2,250.00	36	\$ 81,000.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		18,000	per month	\$ 0.0049	\$ 882.00	36	\$ 31,752.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 6								\$ 174,933.00

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	36 Month Lease, Continued	Color								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-7081	15	each (per year)	\$ 223.54	\$ 3,353.10	36	\$ 120,711.60
		Fax Kit	Sharp	MX-FX15	4	each (per year)	\$ 8.57	\$ 34.28	36	\$ 1,234.08
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 3.03	\$ 3.03	36	\$ 109.08
		Power Protector 120v/20A	Sharp	MX-E524ZNT	1	each	\$ 4.51	\$ 4.51	36	\$ 162.36
		Output Tray	Sharp	MX-TR14	1	each	\$ 2.18	\$ 2.18	36	\$ 78.48
		Finisher w/50-sheet stapling	Sharp	MX-FN33	1	each	\$ 15.29	\$ 15.29	36	\$ 550.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN34	1	each	\$ 34.93	\$ 34.93	36	\$ 1,257.48
		Finisher w/100-sheet stapling	Sharp	MX-FN21	1	each	\$ 81.68	\$ 81.68	36	\$ 2,940.48
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN22	1	each	\$ 118.50	\$ 118.50	36	\$ 4,266.00
		Punch kit for inner finisher	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Punch kit for floor finisher	Sharp	MX-PN16B	1	each	\$ 6.27	\$ 6.27	36	\$ 225.72
		Post inserter	Sharp	MX-CF11	1	each	\$ 46.98	\$ 46.98	36	\$ 1,691.28
		Z-fold unit	Sharp	MX-FD10/RB12N/RB2	1	each	\$ 196.85	\$ 196.85	36	\$ 7,086.60
		Job separator tray	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray 2500	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Trays 2 each	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC12	1	each	\$ 19.94	\$ 19.94	36	\$ 717.84
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC3N	1	each	\$ 35.11	\$ 35.11	36	\$ 1,263.96
		Working Table	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		10,000	per month	\$ 0.0450	\$ 6,750.00	36	\$ 243,000.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		25,000	per month	\$ 0.0049	\$ 1,837.50	36	\$ 66,150.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 6.42	\$ 6.42	36	\$ 231.12
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.10	\$ 1.00	36	\$ 36.00
		Total for Band 7								\$ 451,712.52
		Total Monthly Lease Price of Color Bands 1 through 7 for 36 Month Lease								\$ 1,149,645.60

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
5	48 Month Lease	Monochrome								
		Band 1								
		Copier with Scanning, Network Printing, & Power Protector	Sharp	MX-B427W	18	each (per year)	\$ 16.80	\$ 302.40	48	\$ 14,515.20
		Fax Kit	Sharp	INCLUDED	4	each (per year)	\$ -	\$ -	48	\$ -
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Automatic Document Feeder	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)	Sharp	MX-CS26	1	each	\$ 2.97	\$ 2.97	48	\$ 142.56
		Paper Feed Cabinet (2 x 500-sheet universal tray)	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp		500	per month	\$ 0.0150	\$ 135.00	48	\$ 6,480.00
		Total for Band 1								\$ 21,249.60

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
5	48 Month Lease, Continued	Monochrome								
		Band 2								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M3071	5	each (per year)	\$ 53.73	\$ 268.65	48	\$ 12,895.20
		Fax Kit	Sharp	MX-FX15	2	each (per year)	\$ 6.59	\$ 13.18	48	\$ 632.64
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-LT10	1	each	\$ 1.90	\$ 1.90	48	\$ 91.20
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (includes maintenance and consumables)	Sharp		2,200	per month	\$ 0.0049	\$ 53.90	48	\$ 2,587.20
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 2								\$ 20,356.80

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
5	48 Month Lease, Continued	Monochrome								
		Band 3								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M3071	15	each (per year)	\$ 53.73	\$ 805.95	48	\$ 38,685.60
		Fax Kit	Sharp	MX-FX15	4	each (per year)	\$ 6.59	\$ 26.36	48	\$ 1,265.28
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand			1	each	\$ -	\$ -	48	\$ -
		Per Click Charge (Includes maintenance and consumables)	Sharp		4,500	per month	\$ 0.0049	\$ 330.75	48	\$ 15,876.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-Proxii	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 3								\$ 61,554.24

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
5	48 Month Lease, Continued	Monochrome								
		Band 4								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M4071	135	each (per year)	\$ 66.69	\$ 9,003.15	48	\$ 432,151.20
		Fax Kit	Sharp	MX-FX15	34	each (per year)	\$ 6.59	\$ 224.06	48	\$ 10,754.88
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (includes maintenance and consumables)	Sharp		7,000	per month	\$ 0.0049	\$ 4,630.50	48	\$ 222,264.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 4								\$ 675,264.48

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
5	48 Month Lease, Continued	Monochrome								
		Band 5								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M5071	25	each (per year)	\$ 72.01	\$ 1,800.25	48	\$ 86,412.00
		Fax Kit	Sharp	MX-FX15	6	each (per year)	\$ 6.59	\$ 39.54	48	\$ 1,897.92
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (includes maintenance and consumables)	Sharp		12,000	per month	\$ 0.0049	\$ 1,470.00	48	\$ 70,560.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 5								\$ 168,964.32

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
5	48 Month Lease, Continued	Monochrome								
		Band 6								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M6071	10	each (per year)	\$ 83.45	\$ 834.50	48	\$ 40,056.00
		Fax Kit	Sharp	MX-FX15	3	each (per year)	\$ 6.59	\$ 19.77	48	\$ 948.96
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Output Tray	Sharp	MX-TR19N	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (includes maintenance and consumables)	Sharp		18,000	per month	\$ 0.0049	\$ 882.00	48	\$ 42,336.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 6								\$ 93,435.36

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
5	48 Month Lease, Continued	Monochrome								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-M7570	20	each (per year)	\$ 123.32	\$ 2,466.40	48	\$ 118,387.20
		Fax Kit	Sharp	MX-FX15	5	each (per year)	\$ 6.59	\$ 32.95	48	\$ 1,581.60
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 2.58	\$ 2.58	48	\$ 123.84
		Output Tray	Sharp	MX-TR21	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Finisher w/50-sheet stapling	Sharp	MX-FN33	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN34	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling	Sharp	MX-FN21	1	each	\$ 62.81	\$ 62.81	48	\$ 3,014.88
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN22	1	each	\$ 91.13	\$ 91.13	48	\$ 4,374.24
		Punch kit for inner finisher	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Punch kit for floor finisher	Sharp	MX-PN16B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	MX-CF11/RB13	1	each	\$ 46.48	\$ 46.48	48	\$ 2,231.04
		Z-fold unit	Sharp	MX-FD10/RB26/RB27	1	each	\$ 150.02	\$ 150.02	48	\$ 7,200.96
		Job separator tray	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray 2500	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Trays 2 each	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC19	1	each	\$ 28.18	\$ 28.18	48	\$ 1,352.64
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC18	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables)	Sharp		25,000	per month	\$ 0.0049	\$ 2,450.00	48	\$ 117,600.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 7								\$ 258,923.52
Overall Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease										\$ 1,299,748.32

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	48 Month Lease	Color								
		Band 1								
		Copier with Scanning, Network Printing, & Power Protector	Sharp	MX-C303W	5	each (per year)	\$ 37.55	\$ 187.75	48	\$ 9,012.00
		Fax Kit	Sharp	INCLUDED	2	each (per year)	\$ -	\$ -	48	\$ -
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Automatic Document Feeder	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)	Sharp	MX-DS23N/CS14N	1	each	\$ 3.92	\$ 3.92	48	\$ 188.16
		Paper Feed Cabinet (2 x 500-sheet universal tray)	Sharp	MX-CS14N	1	each	\$ 2.24	\$ 2.24	48	\$ 107.52
		Basic Stand	Sharp	MX-DS22N	1	each	\$ 2.63	\$ 2.63	48	\$ 126.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		200	per month	\$ 0.0650	\$ 65.00	48	\$ 3,120.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		500	per month	\$ 0.0150	\$ 37.50	48	\$ 1,800.00
		Total for Band 1								\$ 14,465.76

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	48 Month Lease, Continued	Color								
		Band 2								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-3071	10	each (per year)	\$ 70.24	\$ 702.40	48	\$ 33,715.20
		Fax Kit	Sharp	MX-FX15	3	each (per year)	\$ 6.59	\$ 19.77	48	\$ 948.96
		Power Protector 120v/15A	Sharp	AR-DS133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		1,000	per month	\$ 0.0450	\$ 450.00	48	\$ 21,600.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		2,200	per month	\$ 0.0049	\$ 107.80	48	\$ 5,174.40
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 2								\$ 66,194.88

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	48 Month Lease, Continued	Color								
		Band 3								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-3071	10	each (per year)	\$ 70.24	\$ 702.40	48	\$ 33,715.20
		Fax Kit	Sharp	MX-FX15	3	each (per year)	\$ 6.59	\$ 19.77	48	\$ 948.96
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		1,000	per month	\$ 0.0450	\$ 450.00	48	\$ 21,600.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		4,500	per month	\$ 0.0049	\$ 220.50	48	\$ 10,584.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 3								\$ 72,713.76

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	48 Month Lease, Continued	Color								
		Band 4								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-4071	180	each (per year)	\$ 87.35	\$ 15,723.00	48	\$ 754,704.00
		Fax Kit	Sharp	MX-FX15	45	each (per year)	\$ 6.59	\$ 296.55	48	\$ 14,234.40
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Output Tray	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		3,000	per month	\$ 0.0450	\$ 24,300.00	48	\$ 1,166,400.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		7,000	per month	\$ 0.0049	\$ 6,174.00	48	\$ 296,352.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-Proxil	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 4								\$ 2,241,759.84

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	48 Month Lease, Continued	Color								
		Band 5								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-5071	150	each (per year)	\$ 92.31	\$ 13,846.50	48	\$ 664,632.00
		Fax Kit	Sharp	MX-FX15	38	each (per year)	\$ 6.59	\$ 250.42	48	\$ 12,020.16
		Power Protector 120v/15A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 2.58	\$ 2.58	48	\$ 123.84
		Output Tray	Sharp	MX-TR19N	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Finisher w/50-sheet stapling	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		5,000	per month	\$ 0.0450	\$ 33,750.00	48	\$ 1,620,000.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		12,000	per month	\$ 0.0049	\$ 8,820.00	48	\$ 423,360.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 5								\$ 2,729,314.08

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	48 Month Lease, Continued	Color								
		Band 6								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-6071	100	each (per year)	\$ 110.83	\$ 11,083.00	48	\$ 531,984.00
		Fax Kit	Sharp	MX-FX15	25	each (per year)	\$ 6.59	\$ 164.75	48	\$ 7,908.00
		Power Protector 120v/15A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 2.58	\$ 2.58	48	\$ 123.84
		Output Tray	Sharp	MX-TR19N	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		5,000	per month	\$ 0.0450	\$ 22,500.00	48	\$ 1,080,000.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		18,000	per month	\$ 0.0049	\$ 8,820.00	48	\$ 423,360.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 6								\$ 2,052,854.88

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	48 Month Lease, Continued	Color									
		Band 7									
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-7081	65	each (per year)	\$ 171.91	\$ 11,174.15	48	\$ 536,359.20	
		Fax Kit	Sharp	MX-FX15	16	each (per year)	\$ 6.59	\$ 105.44	48	\$ 5,061.12	
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84	
		Power Protector 120v/20A	Sharp	MX-E524ZNT	1	each	\$ 3.47	\$ 3.47	48	\$ 166.56	
		Output Tray	Sharp	MX-TR14	1	each	\$ 1.68	\$ 1.68	48	\$ 80.64	
		Finisher w/50-sheet stapling	Sharp	MX-FN33	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48	
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN34	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76	
		Finisher w/100-sheet stapling	Sharp	MX-FN21	1	each	\$ 62.81	\$ 62.81	48	\$ 3,014.88	
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN22	1	each	\$ 91.13	\$ 91.13	48	\$ 4,374.24	
		Punch kit for inner finisher	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Punch kit for floor finisher	Sharp	MX-PN16B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36	
		Post inserter	Sharp	MX-CF11	1	each	\$ 36.13	\$ 36.13	48	\$ 1,734.24	
		Z-fold unit	Sharp	MX-FD10/RB12N/RB2	1	each	\$ 151.38	\$ 151.38	48	\$ 7,266.24	
		Job separator tray	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Tray 2500	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Trays 2 each	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC12	1	each	\$ 15.34	\$ 15.34	48	\$ 736.32	
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LCX3N	1	each	\$ 27.00	\$ 27.00	48	\$ 1,296.00	
		Working Table	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -	
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		10,000	per month	\$ 0.0450	\$ 29,250.00	48	\$ 1,404,000.00	
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		25,000	per month	\$ 0.0049	\$ 7,962.50	48	\$ 382,200.00	
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -	
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64	
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-Proxii	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60	
		Total for Band 7								\$ 2,348,757.12	
		Total Monthly Lease Price of Color Bands 1 through 7 for 48 Month Lease									\$ 9,526,060.32

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	48 Month Lease	Color								
		Band 1								
		Copier with Scanning, Network Printing, & Power Protector	Sharp	MX-C303W	5	each (per year)	\$ 37.55	\$ 187.75	48	\$ 9,012.00
		Fax Kit	Sharp	INCLUDED	2	each (per year)	\$ -	\$ -	48	\$ -
		Power Protector 120v/15A	Sharp	AR-DS133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Automatic Document Feeder	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)	Sharp	MX-DS23N/CS14N	1	each	\$ 3.92	\$ 3.92	48	\$ 188.16
		Paper Feed Cabinet (2 x 500-sheet universal tray)	Sharp	MX-CS14N	1	each	\$ 2.24	\$ 2.24	48	\$ 107.52
		Basic Stand	Sharp	MX-DS22N	1	each	\$ 2.63	\$ 2.63	48	\$ 126.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		200	per month	\$ 0.0650	\$ 65.00	48	\$ 3,120.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		500	per month	\$ 0.0150	\$ 37.50	48	\$ 1,800.00
		Total for Band 1								\$ 14,465.76

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	48 Month Lease, Continued	Color								
		Band 2								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-3071	10	each (per year)	\$ 70.24	\$ 702.40	48	\$ 33,715.20
		Fax Kit	Sharp	MX-FX15	3	each (per year)	\$ 6.59	\$ 19.77	48	\$ 948.96
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		1,000	per month	\$ 0.0450	\$ 450.00	48	\$ 21,600.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		2,200	per month	\$ 0.0049	\$ 107.80	48	\$ 5,174.40
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 2								\$ 66,194.88

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	48 Month Lease, Continued	Color								
		Band 3								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-3071	10	each (per year)	\$ 70.24	\$ 702.40	48	\$ 33,715.20
		Fax Kit	Sharp	MX-FX15	3	each (per year)	\$ 6.59	\$ 19.77	48	\$ 948.96
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Inner Finisher w/stapling	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Floor Finisher w/stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Floor Finisher w/stapling + Saddle Stitcher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (Includes maintenance and consumables)	Sharp		1,000	per month	\$ 0.0450	\$ 450.00	48	\$ 21,600.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		4,500	per month	\$ 0.0049	\$ 220.50	48	\$ 10,584.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 3								\$ 72,713.76

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	48 Month Lease, Continued	Color								
		Band 4								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-4071	180	each (per year)	\$ 87.35	\$ 15,723.00	48	\$ 754,704.00
		Fax Kit	Sharp	MX-FX15	45	each (per year)	\$ 6.59	\$ 296.55	48	\$ 14,234.40
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84
		Power Protector 120v/20A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Output Tray	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		3,000	per month	\$ 0.0450	\$ 24,300.00	48	\$ 1,166,400.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		7,000	per month	\$ 0.0049	\$ 6,174.00	48	\$ 296,352.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 4								\$ 2,241,759.84

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	48 Month Lease, Continued	Color								
		Band 5								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-5071	150	each (per year)	\$ 92.31	\$ 13,846.50	48	\$ 664,632.00
		Fax Kit	Sharp	MX-FX15	38	each (per year)	\$ 6.59	\$ 250.42	48	\$ 12,020.16
		Power Protector 120v/15A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 2.58	\$ 2.58	48	\$ 123.84
		Output Tray	Sharp	MX-TR19N	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Finisher w/50-sheet stapling	Sharp	MX-FN27N	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		5,000	per month	\$ 0.0450	\$ 33,750.00	48	\$ 1,620,000.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		12,000	per month	\$ 0.0049	\$ 8,820.00	48	\$ 423,360.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 5								\$ 2,729,314.08

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	48 Month Lease, Continued	Color								
		Band 6								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-6071	100	each (per year)	\$ 110.83	\$ 11,083.00	48	\$ 531,984.00
		Fax Kit	Sharp	MX-FX15	25	each (per year)	\$ 6.59	\$ 164.75	48	\$ 7,908.00
		Power Protector 120v/15A	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A	Sharp	AR-D5143NT	1	each	\$ 2.58	\$ 2.58	48	\$ 123.84
		Output Tray	Sharp	MX-TR19N	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Finisher w/50-sheet stapling	Sharp	MX-FN28	1	each	\$ 18.03	\$ 18.03	48	\$ 865.44
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN29	1	each	\$ 22.74	\$ 22.74	48	\$ 1,091.52
		Finisher w/100-sheet stapling	Sharp	MX-FN30	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN31	1	each	\$ 48.09	\$ 48.09	48	\$ 2,308.32
		Punch kit for inner finisher	Sharp	MX-PN14B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Punch kit for floor finisher	Sharp	MX-PN15B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36
		Post inserter	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Z-fold unit	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Job separator tray	Sharp	MX-TR20	1	each	\$ 0.61	\$ 0.61	48	\$ 29.28
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	MX-DE25N	1	each	\$ 4.94	\$ 4.94	48	\$ 237.12
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	MX-DE26N	1	each	\$ 6.12	\$ 6.12	48	\$ 293.76
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray 2500	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Trays 2 each	Sharp	MX-DE28N	1	each	\$ 12.62	\$ 12.62	48	\$ 605.76
		Large Capacity Tray side mount 2,500 sheet	Sharp	NA	1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LC17N	1	each	\$ 10.49	\$ 10.49	48	\$ 503.52
		Working Table	Sharp	MX-UT10	1	each	\$ 1.79	\$ 1.79	48	\$ 85.92
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Basic Stand	Sharp	MX-60ABD	1	each	\$ 2.88	\$ 2.88	48	\$ 138.24
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		5,000	per month	\$ 0.0450	\$ 22,500.00	48	\$ 1,080,000.00
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		18,000	per month	\$ 0.0049	\$ 8,820.00	48	\$ 423,360.00
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-ProxII	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60
		Total for Band 6								\$ 2,052,854.88

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	48 Month Lease, Continued	Color									
		Band 7									
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector	Sharp	MX-7081	65	each (per year)	\$ 171.91	\$ 11,174.15	48	\$ 536,359.20	
		Fax Kit	Sharp	MX-FX15	16	each (per year)	\$ 6.59	\$ 105.44	48	\$ 5,061.12	
		Power Protector 120v/15A	Sharp	AR-D5133NT	1	each	\$ 2.33	\$ 2.33	48	\$ 111.84	
		Power Protector 120v/20A	Sharp	MX-E524ZNT	1	each	\$ 3.47	\$ 3.47	48	\$ 166.56	
		Output Tray	Sharp	MX-TR14	1	each	\$ 1.68	\$ 1.68	48	\$ 80.64	
		Finisher w/50-sheet stapling	Sharp	MX-FN33	1	each	\$ 11.76	\$ 11.76	48	\$ 564.48	
		Finisher w/50-sheet stapling + booklet finisher	Sharp	MX-FN34	1	each	\$ 26.87	\$ 26.87	48	\$ 1,289.76	
		Finisher w/100-sheet stapling	Sharp	MX-FN21	1	each	\$ 62.81	\$ 62.81	48	\$ 3,014.88	
		Finisher w/100-sheet stapling + booklet finisher	Sharp	MX-FN22	1	each	\$ 91.13	\$ 91.13	48	\$ 4,374.24	
		Punch kit for inner finisher	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Punch kit for floor finisher	Sharp	MX-PN16B	1	each	\$ 4.82	\$ 4.82	48	\$ 231.36	
		Post inserter	Sharp	MX-CF11	1	each	\$ 36.13	\$ 36.13	48	\$ 1,734.24	
		Z-fold unit	Sharp	MX-FD10/RB12N/RB2	1	each	\$ 151.38	\$ 151.38	48	\$ 7,266.24	
		Job separator tray	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/ 1x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/ 2x500 universal drawer + storage	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Tray 2500	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Trays 2 each	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Large Capacity Tray side mount 2,500 sheet	Sharp	MX-LC12	1	each	\$ 15.34	\$ 15.34	48	\$ 736.32	
		Large Capacity Tray side mount 3,000 sheet	Sharp	MX-LCX3N	1	each	\$ 27.00	\$ 27.00	48	\$ 1,296.00	
		Working Table	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Keyboard	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -	
		Basic Stand	Sharp	NA	1	each	\$ -	\$ -	48	\$ -	
		Per Click Charge (Color) (includes maintenance and consumables)	Sharp		10,000	per month	\$ 0.0450	\$ 29,250.00	48	\$ 1,404,000.00	
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Sharp		25,000	per month	\$ 0.0049	\$ 7,962.50	48	\$ 382,200.00	
		Optional Cloud Printing Software	Sharp	INCLUDED	1	each	\$ -	\$ -	48	\$ -	
		Optional Card Reader	Rfideas	PRX-80081AKU	1	each	\$ 4.93	\$ 4.93	48	\$ 236.64	
		Optional Cloud Printing Swipe Card	Rfideas	BDG-1326-Proxii	10	each	\$ 0.07	\$ 0.70	48	\$ 33.60	
		Total for Band 7								\$ 2,348,757.12	
		Total Monthly Lease Price of Color Bands 1 through 7 for 48 Month Lease									\$ 9,526,060.32

Total Price for All Items		
Item 1	Overall Total Purchase Price of Monochrome Bands 1 - 7	\$ 218,867.60
Item 2	Overall Total Purchase Price of Color Bands 1 - 7	\$ 652,956.60
Item 3	Overall Total Monthly Lease Price of Monochrome Bands 1 - 7 for 36 Month Lease	\$ 263,308.68
Item 4	Overall Total Monthly Lease Price of Color Bands 1 - 7 for 36 Month Lease	\$ 1,149,645.60
Item 5	Overall Total Monthly Lease Price of Monochrome Bands 1 - 7 for 48 Month Lease	\$ 1,299,748.32
Item 6	Overall Total Monthly Lease Price of Color Bands 1 - 7 for 48 Month Lease	\$ 9,526,060.32
Overall Total Bid Price for All Items		\$ 13,110,587.12

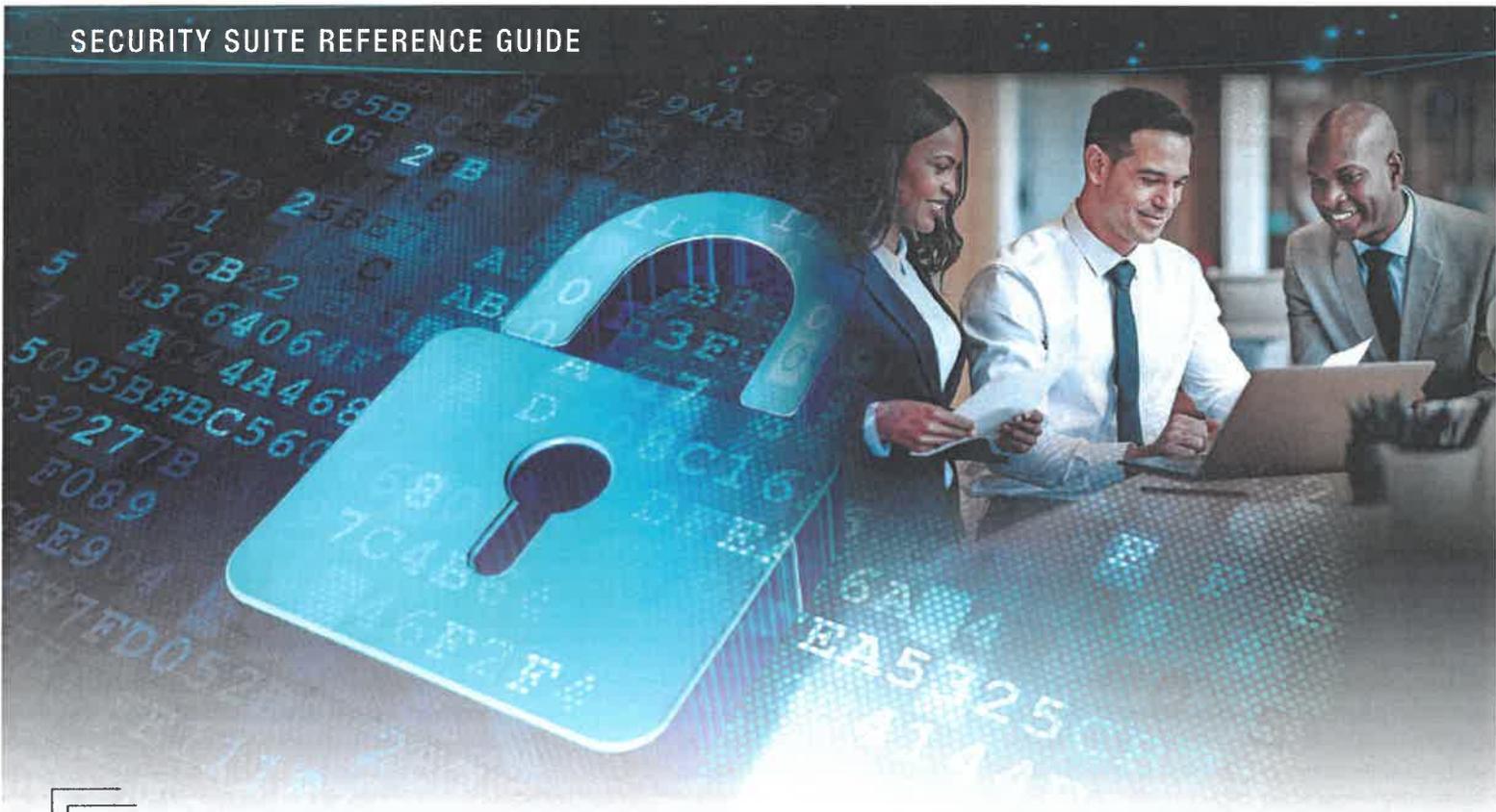
Vendor Information:	
Company Name:	
Contact Name:	
Phone No.:	
Fax No.:	
Email:	
Authorized Signature:	

SPECIFICATION 4.1 This Contract shall be limited to (Copiers and Accessories) included in the Pricing Pages awarded to the Vendor that provides the Contract Overall Bid Price for the Items on the Pricing Pages requested Contract Items may result in rejection or Notwithstanding the foregoing, the Purchasing Division split the award of this Contract among multiple Vendors to be in the best interest of the State of West Virginia. Pricing must include setup, delivery of equipment, software, equipment/accessories/software, network installation, rental material, initial training costs, and removal cost (of the equipment subsequent agreement). No additional charges or fees will be charged under this contract.

Accessories: Vendor shall not provide any accessories other than those listed on Exhibit_A Pricing Pages under this contract. The accessory

SHARP®

SECURITY SUITE REFERENCE GUIDE



sharp security
safeguards your business

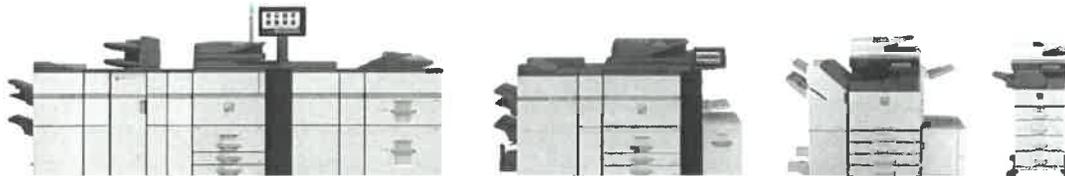
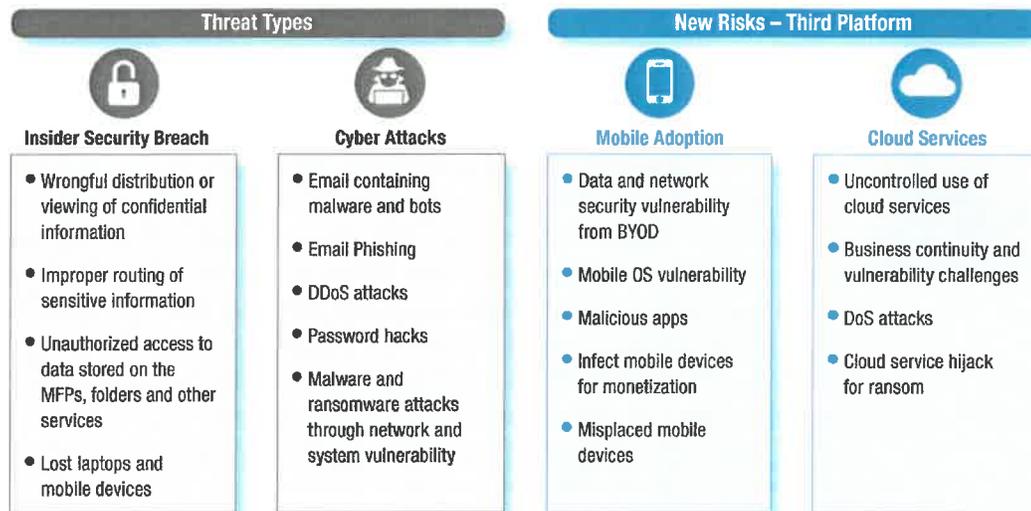
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INCREASED SECURITY THREATS AND COMPLEXITY

Organizations of all sizes rely on a vast array of technologies to help make daily activities and communication more efficient. Adoption of new platforms such as mobile and cloud, can increase the frequency and complexity of security challenges. The more open and intricate these platforms become, the more corporations and organizations face constant threats that could put sensitive information and business continuity at risk. However, **implementing new technology is essential** to keep up with the speed of business.

Protecting sensitive data is crucial for business continuity.



INFORMATION SECURITY IN KEY VERTICAL MARKETS

New technologies such as mobile and cloud services are also transforming numerous vertical markets. However, when organizations adopt new communication platforms, data security and maintaining regulatory compliance become more challenging.

College Campuses,
Libraries, Public
Organizations



Education – The need for student privacy continues to grow as education records are digitized and shared electronically. Educational institutions must act responsibly, safeguarding students' personal data. Institutions must meet requirements of the Family Educational Rights and Privacy Act (FERPA) as well as the Health Insurance Portability and Accountability Act (HIPAA) on digitalized student information.

Critical Information: • Student Records • Social Security Numbers • Health Information

Defense Contractors,
Government Agencies,
Department of Defense,
Local Governments



Local Government – Local government agencies maintain various types of data including social security numbers, credit card numbers, driver's license numbers, Federal Tax Information (FTI) and more. As the e-Government movement progresses, local government offices are under great pressure to protect sensitive information from hackers. Cybersecurity is one of the most critical components of IT for government agencies. Local government organizations, department entities, and courts, have strict data security mandates as outlined in several security standards, specifications and directives. Among the most stringent and applicable standards for MFPs and printers is ISO 15408/Common Criteria (CC) directed by National Information Assurance Partnership (NIAP).

Critical Information: • Social Security Numbers • Resident Information • Driver's License
• Local Government Documents • Police Reports • Contracts

Lawyers,
Law Offices, Service
Organizations



Legal Services – Lawyers and law firms need to protect their client's data and information. In reaction to the rate of cloud and mobile adoption as well as the growing trend in data conversion requirements for e-discovery, companies offering legal services are forced to meet new regulations and compliances such as the EU General Data Protection Regulation (GDPR) and U.S. Personally Identifiable Information (PII). Proper data classification ensuring only authorized users access to the confidential data will be critical to minimize the impact on legal practices.

Critical Information: • Social Security Numbers • Contracts • Case Information • Client Information

Hospitals, Pharmacies,
Healthcare Facilities



Healthcare – The Health Information Technology for Economic and Clinical Health Act (HITECH) and Meaningful Use execution enabled rapid adoption of Electronic Health Record (EHR) systems. The U.S. Department of Health and Human Service (HHS) recognized that advances in electronic technology and digitalized patient records could further risk the privacy and security of confidential health information. The privacy and security protections for individually identifiable health information are strengthened under the rule and national standards of the Health Insurance Portability and Accountability Act (HIPAA). Doctors, hospitals, insurance companies, nursing facilities and other care providers must follow HIPAA to protect patient information, health histories, medication records, billing and insurance information and other electronic healthcare transactions.

Critical Information: • Private Patient Records • Health Histories • Medication Records • Social Security Numbers

Private Companies,
Financial Institutions



Financial/Corporate – Financial institutions and business organizations are constantly under threat of information leakage by internal and external sources. All organizations, regardless of size, that are “significantly engaged” in providing financial products or services, such as banks, mortgage lenders, brokerage houses and investment organizations, are guided by the Gramm-Leach-Bliley (GLB) Act to protect confidential records, transactions and customer information. In addition, all public companies need to comply with the Sarbanes-Oxley Acts (SOX). SOX mandates that organizations must store and track business information including electronic communications as well as hard copy documents. In addition, due to increased adoption of online transactions, corporations are required to meet new regulations such as GDPR. IT administrators are challenged to securely and cost-effectively store and manage all corporate and customer information.

Critical Information: • Customer Information • Employee Records • Bank Account Information • Corporate Accounting and Financial Records • Tax Documents • Credit Card Information • Social Security Numbers

PRINTER AND MFP SECURITY



Organizations are under constant threats from malicious attempts to steal and/or modify business data, or gain unauthorized access to their networks. Security threats as well as regulatory compliance requirements can be extended to the printers and multifunction printers (MFPs) that are commonly used in any organization.

Physical Security Threats

Typically, MFPs are located in common areas accessible by multiple people. Unauthorized personnel can potentially access and enter corporate networks when devices are not fully protected. In addition, any information stored on a local desktop computer or a server accessible through the network can be printed without authorization. Meanwhile, at the MFP device, confidential information can be accidentally or even purposely copied from stored documents, taken from the output tray or faxed without authorization.

Network Security Threats

Unsecured access to your company's stored data makes you vulnerable to having it stolen or altered. Furthermore, cyber criminals may obtain confidential information by unleashing a Denial-of-Service (DoS) attack, a phishing attack, or a virus via the network to launch an advanced cyberattack. Phone line communications or network data could easily be intercepted when proper security measures are not implemented. Even MFP data stored on a hard disk drive or in memory could be compromised or stolen if not protected.

Protecting sensitive data is crucial and the end goal.

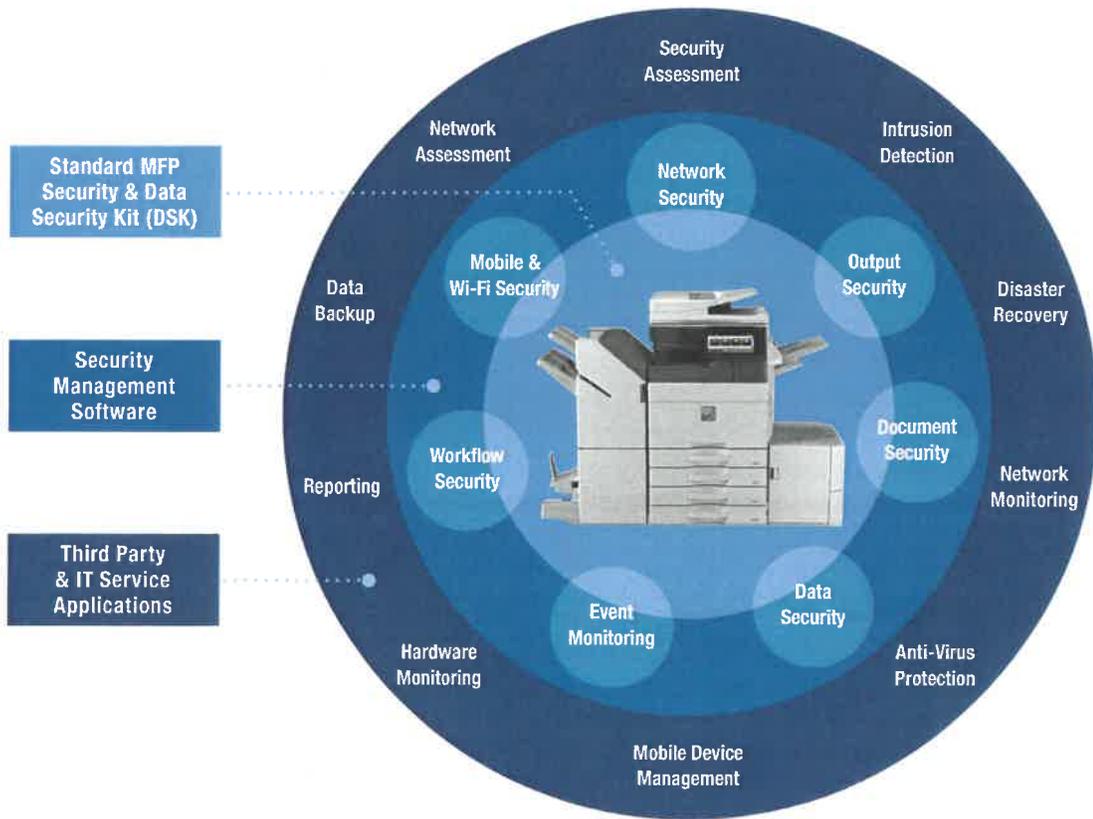
Today's intelligent MFPs and printers have evolved to include advanced network communications and data storage capabilities. Failing to protect them may result in devastating damage to a company. Potential business impact includes:

- Loss of productivity
- Fines due to regulatory non-compliance
- Loss of access to data and network
- Loss of competitiveness due to stolen information
- Lawsuits

SHARP SECURITY SUITE



Sharp provides a multi-layered approach to help safeguard organizations against security threats. Sharp MFPs and printers are designed to help IT administrators and security officials plan, choose and implement proper risk prevention and control through the comprehensive Sharp Security Suite.



Security Features That Provide Comprehensive Protection

Sharp MFPs are armed with many advanced security features to help businesses safeguard their data and protect against unauthorized network intrusions and malware attacks. Businesses can achieve optimal protection by following good IT practices and utilizing these features.

Achieve Optimal Security: Check Your MFP's Security Configuration!

- ✓ Implement secure user access control (Active Directory® or LDAP user authentication).
- ✓ Close unused ports and disable unneeded network services and protocols.
- ✓ Enable the TLS protocol to secure all communications.
- ✓ Periodically check job and audit logs for suspicious activity.
- ✓ Do not "publish" an MFP's IP address outside your organization's firewall.
- ✓ Limit users who have administrator's rights.
- ✓ Use IP and MAC address filtering to limit MFP access to only necessary PCs.
- ✓ Ensure that users are assigned to properly configured Authority Groups.
- ✓ Enable POP3 and SMTP authentication if possible.
- ✓ Ensure Wi-Fi and mobile security are properly configured.
- ✓ Apply more complex administrator password rules.
- ✓ Install a Data Security Kit (DSK) or configure built-in data security.
- ✓ Disable unused device functions.
- ✓ Change the MFP's SNMP community name from its default "public."

Hassle-free erase/overwrite of data and settings completed securely.

Data Security in Transit or at Rest

Data security is a fundamental component for MFP and printer security. Sharp MFPs and printers include standard and/or optional security features that protect data stored on the device or in transit.

• Data Encryption

When data encryption is enabled on a Sharp MFP, Advanced Encryption Standard (AES) algorithm 256-bit method is used in communication and on the data before it is written to RAM and the hard disk drive.

• Data Overwrite

Up to 10 times programmable overwrite is used to maximize the data erase efficiency. The data is overwritten by random numbers. In addition, the data overwrite method can be customized to meet each organization's security requirements or it can be set as it is specified in DoD 5220.22-M.

Data Security Kit (DSK) and Common Criteria Certification/ISO-15408

Organizations may require enhanced security features to meet regulatory requirements or mitigate specific threats. The optional Sharp Data Security Kit brings device security to a higher level with features such as manual data overwrite and auto data overwrite at power-up, hidden pattern printing and detection, and more. In addition, select DSK models are equipped with a Trusted Platform Module (TPM) chip which helps further prevent unwanted access to data storage areas including hard disk drive and solid-state drive.



- **Trusted Platform Module**

Trusted Platform Module is an industry standard computer chip that uses **cryptoprocessor technology** to protect hardware such as hard disk drives and **solid-state drives** inside MFPs and printers. When a new Sharp MFP is installed with a data security kit, the TPM chip inside the machine initiates a cryptographic key that cannot be accessed by software. A matching cryptographic key is encoded during the boot-up process. If the two keys do not match, access to the device is denied. TPM is an important component of a customer's network strategy and can help protect them from data storage attacks.

The Common Criteria (CC) is a set of guidelines used to evaluate information technology equipment. It is the technical basis for an international agreement and the specification is tested by independent laboratories. Sharp has always aimed to achieve a secure and productive office environment through the development of our digital MFPs. Meeting evolving security standards, such as Common Criteria, is important to ensure organizations confidently handle the most sensitive data on Sharp devices. Recently Sharp achieved the industry's first CC certification against the latest **Protection Profile for Hardcopy Devices v1.0 (HCD-PP v1.0)**.

- **Protection Profile for Hardcopy Devices v1.0 (HCD-PP v1.0)**

HCD-PP v1.0 (dated September 10, 2015) is the latest requirement for multifunction printers (MFPs) based on the security requirements specified by the U.S. and Japanese governments, providing the most up-to-date security validation for businesses, government and military offices. It aims to protect the information processed by an MFP from security threats and includes specifications for encryption and firewalls. The HCD-PP v1.0 was developed through the industry collaboration with the National Information Assurance Partnership (NIAP) and the Information-technology Promotion Agency, Japan (IPA). HCD-PP v1.0 now defines security for the MFP as a whole, and as such, reference to the Evaluation Assurance Level ("EAL") is no longer used.

Data and Information Security

Sharp's standard MFP security features coupled with the optional Data Security Kit protect and control the major MFP systems and subsystems (print, copy, scan, fax jobs, network settings, memory components and 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 can provide up to 10 times data overwriting routines* to minimize information leakage. Select Sharp MFPs support DoD 5220.22-M data overwrite for optimal data security.

SHARP STANDARD FEATURES		WITH OPTIONAL DATA SECURITY KIT (DSK)	
Level 1 Standard Security Features	Level 2 Advanced Security Mode	Level 3 DSK Standard Security Mode	Level 4 HDC Protection Mode
Basic security including user authentication, network protection, logs, etc.	Basic security plus data overwrite and encryption.	Trusted Platform (TPM) based advanced security including manual data overwrite, firmware digital signature, optional feature restrictions.	Trusted Platform (TPM) based advanced security configured to comply HDC protection profile v1.0 enforcing security and forced feature restrictions.
<Additional Security Layer> Sharp Partner Program Member products and applications.	<Additional Security Layer> Sharp Partner Program Member products and applications.	<Additional Security Layer> Sharp Partner Program Member products and applications.	<Additional Security Layer> No ID card readers, Sharp OSA applications are allowed.

Access Control Security

To limit unwanted access to each device, Sharp MFPs can utilize account codes, user/group profiles, passwords, or external user accounts contained in the local device address book or global user directory. All user credentials are transferred using a proven combination of Kerberos, Transport Layer Security (TLS) or AES 256-bit encryption to help avoid interception. In addition, select Sharp MFPs can be registered as a computer with the Microsoft Active Directory® domain, providing strong Kerberos token-based authentication and authorization. IT administrators can securely and conveniently manage devices and access to "scan-to folders" and "scan-to emails" with an advanced level of control.

Data Security at End-of-Lease

When the device is retired, it is important that the data retained within the device be removed or rendered in an unreadable format. Sharp document systems offer standard End-of-Lease features to ensure that all confidential data is overwritten before the device leaves the facility.

- **How is the data erased?**

When the End-of-Lease feature is executed the data is overwritten up to 10 times. If a DSK is installed or standard MFP security feature is enabled, the data is overwritten with random numbers. The amount of times the data overwrite occurs and custom overwrite methods can be configured.

- **What happens at the completion of End-of-Lease data erase?**

While data is being erased, the data deletion progress will be displayed. After erasing is completed, the MFP will be rebooted automatically. The data erase completion report will then be printed out.

The following data will be erased using End-of-Lease data overwrite feature:

Sharp helps protect your data and personal information from the first day of operation to the time of trade-in.

Setting Values	Job Image	User Input Data		System Data
<ul style="list-style-type: none"> • System Settings/Web Settings • Admin Password • Network Settings • Soft Switch 	<ul style="list-style-type: none"> • Job (Image) Data on Each Mode • Unprinted Fax/Internet Fax/Direct SMTP Data • Document Filing Data • Data Stored in NAS Area • Image Data In Memory Box • Print Release Job Data 	<ul style="list-style-type: none"> • Address Book • User Information (including User Index/User Count) • Job Program • Organization/Group List/Page Limit Group List/ Authority Group List/ Favorite Operation Group List • Billing Codes • Words Registered in Software Keyboard • Scanner Default Sender • Scanner Default Destination • Fax/I-Fax Forwarding Destination/ Sender/ Allow/Reject Sender 	<ul style="list-style-type: none"> • Polling Protection Number • Dial-in Number • Auto Forward Table • Destination for Document Admin • Fixed Phrase (Text/Image Printing/ Subject/File Name/Body Text/Email Footer/Tracking Information) • Metadata Set • Custom Links • Sharp OSA Embedded Application • Custom Stamp/Custom Watermark • Color Profile • Download Font 	<ul style="list-style-type: none"> • Job Status Completion Queue Data • Job Log • Encrypted Communication Control Information • Keyboard Input Character Translation information

Data Security During Operation

Organizations are under constant threat of increasingly menacing cyberattacks. To help prevent or better respond to such threats, select Sharp multifunction printers are armed with leading-edge, multi-layered security features, including **Firmware Attack Prevention and Self Recovery**, which can help identify a malicious intrusion and restore the machine firmware to its original state. The **Application Whitelisting** feature detects access attempts to the machine file system and denies access if the source data is not on the whitelist.

Manage your devices,
control access, and
protect your data.

Additionally, built-in **Authority Groups** help manage and restrict copying, printing and scanning features to safeguard data as well as control costs. Administrators can also apply **Active Directory® Group Policy** to the device, which offers centralized configuration and control for select security and print driver settings. **Sharp Remote Device Manager (SRDM)** enables both IT administrators and service providers to monitor and centrally manage their MFP fleets by maintaining security policies, deploying scheduled admin password changes and more. Sharp MFPs can also help keep confidential documents secure with **Confidential Printing**, which requires users to enter a PIN code to print them. Also, **256-bit data encryption** combined with **up to 10-times data overwrite** helps ensure the customer's information is protected. When it is time to trade the machine in, Sharp MFPs include an **End-of-Lease** feature that can erase all data and personal information, as well as print a confirmation report for verification.



Critical features
that help organizations
prevent threats.

- **Firmware Attack Prevention & Self Recovery**

The Firmware Attack Prevention and Self Recovery feature on select Sharp MFPs **helps protect the main unit firmware system files from malicious attacks**. The machine stores a backup copy of the main unit firmware in a hidden partition of the MFP hard disk drive. Each time the MFP is turned on, or wakes from auto-off mode, the main unit firmware running in the machine is compared to the backup copy stored on the hard disk drive using a hash value. If the two hash values do not match, the machine will be halted and display a message prompting the user to turn off the power and turn it back on. This action triggers the machine to restore the main unit firmware running in the machine with the backup copy stored on the hard disk drive. This event is recorded in the machine real-time event log and can also be sent to the administrator via email, as well as included in the customer's syslog or SIEM (system information and event management) system. This feature is standard on select Sharp MFPs and can be enabled through the MFP web user interface System Settings.

Note, if a data security kit is installed on the machine, a higher level of protection is available with the Trusted Platform Module, which supersedes the Firmware Attack Prevention and Self Recovery feature.

- **Application Whitelisting**

Combating IT threats is more challenging when devices are network-connected to offer advanced features. In order to mitigate risks, the Sharp Application Whitelisting feature, available on select Sharp MFPs, protects against unofficial software and application updates by detecting access attempts to the MFP's file system and denying access if the source data is not on the whitelist.

- IT administrators can be notified of whitelisting events via email or integrated with the organization's Syslog or SIEM (Security Information and Event Management) systems using the MFP's audit log feature.

Protect against unauthorized access to the MFP file system with Application Whitelisting.

User Authentication, Authorization and Restriction

Most Sharp MFPs can limit unwanted access with user authentication. All user credentials are transferred using a combination of Kerberos and Transport Layer Security (TLS) to help avoid interception. In addition, select models can be registered with Active Directory® domain offering Kerberos token-based Active Directory authentication. In addition, ID card authentication is supported on Sharp MFPs, providing a greater convenience for user authentication. “Secure mode” to request a user password upon logon is supported for ID card authentication, minimizing the risk of passwords being compromised.

User authentication types:

- Local user list
- LDAP
- Active Directory
- External authority with Sharp OSA®-enabled applications

User authentication methods:

- PIN number
- User name and password
- ID card

Sharp Security Suite helps mitigate threats through authentication and restriction.

Once the user is authenticated, access to certain features are either granted or restricted. IT administrators can securely and conveniently manage devices and access to specific features with an advanced level of control.

Key features for authorization and access restriction:

- Password protected admin access
- Print, scan, copy and fax function control
- Access control for the MFP's HDD
- Page limit control
- Color printing restriction
- Forced pull printing
- Destination entry restriction
- Domain restriction
- Forced scan to logged-in users' email address
- Forced scan to logged-in users' home folder
- Security control and default setting using Active Directory Group Policy with Sharp ADM template files (Device settings and Print Driver settings)





Single Sign-on (SSO) to Network and Cloud Resources

IT administrators often face challenges sustaining productivity while maintaining security. Select Sharp MFPs offer options for single sign-on to add operational convenience while validating user access to the device and network.

When an MFP joins a domain, the MFP establishes trusted relationships with network resources. IT administrators can provide secure Kerberos token-based SSO to network and home folders as well as Microsoft® exchange server.

For Google Drive™ online storage service, Gmail™ webmail service and select cloud services, an OAuth token is used to establish SSO. Sharp provides IT administrators greater flexibility and options to provide convenience to users while maintaining organization's data and information security.

Single sign-on supported resources:

- Network folders and home folders
- Exchange server
- Gmail webmail service
- Cloud services (such as Box™, Google Drive™, OneDrive® and SharePoint® Online)
- Sharp OSA® applications

Network Security

Network security is fundamental in protecting organizations' network and resources from improper use, intrusions, denial-of-service (DoS) attacks and unauthorized access and modification. Sharp MFPs help IT administrators and security officers design comprehensive security environments to ensure only authorized parties and protocols are allowed to access their network with Sharp MFPs and printers.

- | | |
|--|---|
| • Network communication protection via TLS | • Disable/enable features and functions |
| • SHA-2 certificate | • SNMPv3 communication |
| • Wireless LAN communication protection | • Device certificates |
| • Secure protocols such as Kerberos, IPv6, and SMBv3 | • CA Certificates |
| • IP address and MAC address filtering | • IEEE802.1X™ authentication |
| • Port management | |

Document Security

Protection for sensitive documents can be achieved through various document security features including encrypted Adobe® PDF files for scanning and printing, and document filing features, which allow files to be retained until they are needed – preventing unauthorized access to confidential information. Secure access to documents for printing and scanning can also be achieved with Synappx Go on your mobile device. This powerful application helps your content move with you throughout the workplace. To learn more about Synappx, please visit the Sharp USA website.

Document security at the device:

- Encrypted PDF
- Secure document filing features
- Pull printing/PIN printing
- Secure watermarks

Document security with Synappx Go:

- Secure print release
- Printing from cloud storage
- Scanning to self or the cloud
- NFC tag for optimized security

Email Security

Email is the most frequently used and critical business communication method at many organizations. Sharp MFPs offer various email security features to enhance data privacy capability to cultivate trust and reputation. For more integrated email security, select Sharp MFPs offer the Email Connect feature which establishes a direct connection for Exchange servers or Gmail. This also ensures the email is sent by the logged in user (not via the generic MFP address). The email containing the scanned document is then stored in user's sent folder. For the Exchange server, all server rules and security (e.g. size limit, destination restrictions) are automatically applied to scan-to-email maintaining the organization's email policy.

- Digital Signature and encryption with S/MIME
- Exchange server integration (authentication and restriction)
- Gmail webmail integration
- Send email from logged in user
- Store sent email on sent item folder
- Domain control
- Destination restriction



Enabling the
mobile workforce
safely and securely for
on-the-go access.

Mobile and Wireless Security

Adoption of mobile technology is critical for organizations to be innovative and agile. However, IT administrators often face risks by allowing personal devices to access critical business information. Sharp provides optimal security for mobile users to connect with the corporate network via the MFPs and printers.

- User authentication (Active Directory, LDAP, Local User List, PIN number)
- SNMP security
- Print retention
- Serverless Print Release (select MFP models)



In addition, Sharp MFPs support “Access Point” mode which allows mobile users to connect via Wi-Fi for printing from and scanning to their mobile devices – without having to connect through the corporate network. The Access Point mode prevents data exchange between Wi-Fi and wired interfaces.

Audit Trail

Tracking user activities and events are important and helpful to maintain proper security measures. Granular audit log and job log features from Sharp provide comprehensive auditing of all user activities and device events.

- **Job Log**

Certain regulations require parameters, such as “to,” “from,” “when” and “file name” to be logged, reviewed and archived for conformance.

- **Event Log (Supports RFC 5424/3164 Standard Syslog Protocol)**

With select Sharp MFPs, the IT team can monitor events such as when/what setting changes were made, which IP address have accessed the device, and when firmware is updated. The MFP’s real-time event log can be integrated with the organization’s syslog or SIEM (Security Information and Event Management) to trigger immediate security alerts to IT administrators.

Print Security and IT Environment Compatibility

Printing is the most common daily task in many workplaces. An optimized printing experience is critical to maintaining productivity. At the same time, IT departments face increased demand for print security and compliance such as HIPAA and FERPA.

• Printing Standard and Compatibility

MFP compatibility with key IT environments is important for many organizations. Sharp MFPs and printers are tested and validated by major technology providers.

- WHQL-certified print driver to ensure Microsoft compatibility to meet security standard in the Microsoft environment
- Citrix-ready evaluation to ensure Sharp MFP and printer performance in the Citrix environment
- Device types to ensure printing performance in the SAP® environment
- Healthcare application compatibility including Cerner® and McKesson

• User Authentication and Print Retention

When user authentication is enabled, all print jobs are authenticated and only validated print jobs are accepted on the device. In addition, with Sharp document systems, users can send print jobs and store them on the MFP's hard disk drive, which can then be securely released using a PIN number or via user authentication. It also helps minimize waste from jobs abandoned at the printer.

• Serverless Print Release

To add more convenience with security, select Sharp MFPs can be designated as a print server, and have the job released on another supported machine that is on the same network. Users can simply walk up to the most convenient printer and securely release their print jobs. It is a standard feature on select MFPs and up to five client machines can be connected for this function.

• Sharp OSA-enabled Applications

For more advanced control, Sharp and the Sharp Partner Program community offer a broad selection of tightly integrated print release and output management software. For more information, please visit the Sharp USA website.

Both Serverless Print Release and print retention features are available to mobile users via the Sharpdesk® Mobile application to assist with mobile print security compliance.



Fax Security

The architecture of **Sharp MFPs** provides a **logical separation** between the fax telephone line and LAN, helping to **prevent attackers from gaining access** to the internal systems of the MFP or the local network. Additional security features are incorporated such as disabling broadcasting, allowing and rejecting reception from specific numbers, user authentication and more.

- Logical separation between the fax telephone line and LAN
- Only fax protocol is permitted in the fax modem
- MFP architecture is designed to minimize the risk of transmitting malicious data (virus, etc.) to the main system.
 - UART (Universal Asynchronous Receiver/Transmitter) communication on Fax controller cannot control MFP controller.
 - Image transmission between FAX controller and MFP controller is also separated from UART communication.



TOOLS TO MAINTAIN YOUR MFP AND PRINTER SECURITY

Sharp continues to provide optimal security to its customers, immediately assessing newly discovered security threats and their impact. Security measures are often released via firmware or through application updates to maximize security provided by Sharp products. In addition, Sharp offers various tools to monitor and optimize MFP and printer security features.

SRDM enables administrators to take control of system features and simplify installation and management.

Sharp Remote Device Manager (SRDM)

SRDM is an ideal tool for IT administrators to centrally manage, monitor and configure their Sharp MFP and printer fleets to optimize device uptime. SRDM also helps maintain optimal MFP and printer security. Using SRDM, IT administrators and security officers can create and centrally force a security policy to devices on their network. If security settings are altered, SRDM will notify administrator(s) or client incident management systems for them to immediately respond to potential security risks. SRDM can also intelligently reset security settings to the defined security policy when changes are detected.

Key SRDM features include:

- Manual or automated device discovery
- Device status and consumable monitoring
- Security policy management
- Scheduled power management
- Centralized administrator password management
- Remote Front Panel access for quick user assistance
- Email notifications
- Firmware management
- Device cloning and storage backup
- Centralized SIEM integration
- Pre-configured driver distribution



Sharp OSA-enabled Applications

Sharp and the **Sharp Partner Program** community also offer advanced security features such as user authentication, authorization, print release and accounting. If you are interested in developing integrated security solutions to meet specific requirements for your organization, please visit the Sharp USA website for more information.

SECURITY FEATURES AT-A-GLANCE*

DATA AND INFORMATION SECURITY

Sharp MFPs provide a wide range of data security capabilities as an integral part of the device's architecture, or as a function of an optional Data Security Kit (DSK).

- Automatic Data Overwrite
- Manual Data Overwrite**
- Custom and DoD 5200.22-m
- End-of-Lease Data Erase
- Power-Up Data Overwrite**
- Up To 10-Times Data Overwrite
- 256-Bit AES Data Encryption
- Trusted Platform Module (TPM)**
- Application Whitelisting
- Self-recovery Firmware
- Data Back Up

ACCESS CONTROL SECURITY

Sharp MFPs can be configured to help provide iron-clad user access control.

- User Authentication (Local/LDAP/Active Directory)
- Group Authorization
- Active Directory Group Policy
- Page Limit Control
- Password Protected Access to Device Home Page (Administrator and User)
- User Authority Setting
- Single-Sign-On (Kerberos and OAuth Token)
- Management of Currently Logged-In Users
- USB Card Reader Support
- ID Card User Authentication
- Scan-to-Home and Scan-to-Me
- Restrict List Printing**
- Disable Destination Selection
- Disable Address Book Registration
- Receipt Rejection from Specified Sender(s)

NETWORK SECURITY

Network security with MFPs and printers is one of the most critical concerns. Sharp offers various features to help protect organizations' IT network.

- TLS Encryption (2048 bit Key supported)
- Security Policy Management
- SNMPv3 Support
- SNMP Community Name Support
- Kerberos
- IPv6 and IPsec
- Device Certificates
- IP Address Filtering
- MAC Address Filtering
- Port Control
- IEEE 802.1X™ Authentication

EMAIL SECURITY

Send to email is one of the most common tasks for document scanning. Organizations can ensure secure send to email with Sharp MFPs.

- User Authentication
- S/MIME
- Send Only to Logged in User's Email Address
- Send from Logged in User (Email Connect)
- Store Sent Email on Sent Item Folder
- Apply Exchange Email Rules to Send to Email
- Single-Sign-On (SSO) (Kerberos and OAuth token)

FAX SECURITY

(Fax option may be required)

Customers who have Sharp MFPs equipped with the fax option can be assured that the architecture of the MFP provides a logical separation between the fax telephone line and the Local Area Network (LAN).

- Segregated Fax Line
- Prevention of Junk Fax
- Confidential Fax

MOBILE AND WIFI SECURITY

Embrace mobile printing and scanning by eliminating unauthorized access to corporate network.

- User Authentication
- Print Retention
- PIN Number Printing
- Access Point WiFi Mode

DOCUMENT SECURITY

Protecting data on an MFP is only part of what's required to ensure complete end-to-end document security. Sharp MFPs employ a number of means, that if implemented, can help assure customers that their document data will remain confidential.

- Secure Print Release with a PIN Number
- Encrypted PDF (AES 256 bit Encryption)
- Encrypted PDF Lockout
- Tracking Information Print
- Hidden Pattern Print and Detection**

PRINT SECURITY

Printing is the most common use of MFPs and printers. Sharp helps protect and secure print jobs during transition and at the printer.

- User Authentication
- TLS Encryption
- Secure Print Release with a PIN Number
- Serverless Print Release
- Sharp USA Applications

AUDIT TRAIL SECURITY

Sharp MFPs offer extensive internal logging. Audit tracking is often a critical component to monitor user and device activity. Sharp MFPs can also provide the following information:

- Job Log and Usage Tracking
- Image Job Log
- Reporting and Data Export
- Administrator System Audit Logs
- Syslog Protocol RFC 5424/3164 for Syslog/SIEM Integration
- Program Partner Applications
- SRDM Security Policy Management Features

*Color Advanced and Essentials Series MFPs. **Optional Data Security Kit Feature.

Sharp Security Suite Compatibility (Monochrome)

	MX-B350W/B450W	MX-B350P/B450P	MX-B376W/B476W	MX-M2651/ M3051/M3551/M4051/ M5051/M6051	MX-M3071/M3571/ M4071/M5071/M6071	MX-M7570	MX-M905	MX-M1055/M1205 (without Fiery option)
GENERAL MFP FEATURES/FUNCTIONS								
Speed	35/45 ppm	35/45 ppm	37/47 ppm	26/30/35/40/50/60 ppm	30/35/40/50/60 ppm	75 ppm	90 ppm	105/120 ppm
Hard Disk Drive	-	-	Std	Std	Std	Std	Std	Std
Data Security Kit (DSK) & Common Criteria Certification								
Data Security Kit (optional)	-	-	MX-FR63U	MX-FR64U	MX-FR64U	MX-FR60U HCD PP (Protection Profile for Hardcopy Devices) v1.0 support	MX-FR54U HCD PP (Protection Profile for Hardcopy Devices) v1.0 support	MX-FR53U
Common Criteria Certification	Certified HCD V1.0 Dated 2015	-	Pending	Pending	Pending	Certified HCD V1.0 Dated 2015	-	-
Data and Information Security								
Data Overwrite (Auto)	-	-	Std	Std	Std	Std	Std	Std
Data Overwrite (Manual)	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Data Overwrite At Power-up	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Up To 10-times Overwrite	-	-	Up to 10 times	Up to 10 times	Up to 10 times	Up to 10 times	Up to 10 Times	Up to 7 times
Custom Overwrite Pattern	-	-	User settable, DoD5220.22-M preset	User settable, DoD5220.22-M preset	User settable, DoD5220.22-M preset	User settable, DoD5220.22-M preset	User settable, DoD5220.22-M preset	-
256-bit Data Encryption	-	-	Std	Std	Std	Std	Std	Std
End-of-Lease Data Erase	Std	Std	Std	Std	Std	Std	Std	Std
Trusted Platform Module (TPM)	-	-	Yes	Yes	Yes	Yes	Yes	-
Application Whitelisting	-	-	Std	Std	Std	-	-	-
Firmware Attack Prevention & Self Recovery	-	-	Std	Std	Std	-	-	-
Access Control Security								
User Authentication (Local Address Book)	User number	User number	Std	Std	Std	Std	Std	Std
User Authentication (LDAP)	-	-	Std	Std	Std	Std	Std	Std
User Authentication (Active Directory)	-	-	Std Group Policy	Std Group Policy	Std Group Policy	Std	Std	-
Group Authorization	-	-	Std	Std	Std	Std	Std	Std
Page Limit Control	Std	Std	Std	Std	Std	Std	Std	Std
Password Protected Access To Device Web Page	Yes	Yes	Std	Std	Std	Std	Std	Std
Restrict List Printing	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Scan To Home Directory	-	N/A	Std	Std	Std	Std	Std	-
Scan Only To Logged-in User's Email	-	N/A	Std	Std	Std	Std	Std	Std
Disable Destination Method Selection	-	N/A	Std	Std	Std	Std	Std	Std

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Items Indicated with "Yes" in the table above may require additional options or software downloads.

Sharp Security Suite Compatibility (Monochrome) *continued*

	MX-B350W/B450W	MX-B350P/B450P	MX-B378W/B478W	MX-M2651/ M3051/M3351/M4051/ M5051/M6051	MX-M3071/M3571/ M4071/M5071/M6071	MX-M7570	MX-M905	MX-M1055/M1205 (without Fiery option)
Access Control Security								
Disable Address Book Registration	-	N/A	Std	Std	Std	Std	Std	Std
Receipt Rejection From Specified User(s)	Std	N/A	Std	Std	Std	-	Std	Std
Lock Users After 3 Tries	Std (op. panel only)	Std (op. panel only)	Std	Std	Std	Std	Std	Std
USB Card Reader Support	-	-	Std	Std	Std	Std	Std	Std
Network Security								
AD Integration	-	-	Std Group Policy	Std Group Policy	Std Group Policy	Std	Std	-
TSL Encryption	Std	Std	Std	Std	Std	Std	Std	Std
2048 Certificate	Std	Std	Std	Std	Std	Std	Std	-
Security Policy Management	Std	Std	Std	Std	Std	Std	Std	Std
SNMPv3 Support	Std	Std	Std	Std	Std	Std	Std	Std
SNMP Community String Support	Std	Std	Std	Std	Std	Std	Std	Std
Kerberos	Std	Std	Std	Std	Std	Std	Std	Std
IPv6 and IPsec	Std	Std	Std	Std	Std	Std	Std	Std
Device Certificates	Std	Std	Std	Std	Std	Std	Std	Std
IP Address Filtering	Std	Std	Std	Std	Std	Std	Std	Std
MAC Address Filtering	Std	Std	Std	Std	Std	Std	Std	Std
Port Control (Disable/Enable Ports)	Std	Std	Std	Std	Std	Std	Std	Std
CSRF Measure	Std	Std	Std	Std	Std	Std	Std	Std
Admin Password Protection*	-	-	Std	Std	Std	Std	Std	Std
IEEE 802.1X	-	-	Std	Std	Std	Std	Std	Std
SHA-2	Std	Std	Std	Std	Std	Std	Std	Std
S/MIME	-	N/A	Std	Std	Std	Std	Std	-
Fax Security (Fax Option May Required)								
Separation Between Fax and Network	Std	N/A	Std	Std	Std	Std	Std	Std
Confidential Fax	-	N/A	Std	Std	Std	Std	Std	Std
Filter Junk Fax	-	N/A	Std	Std	Std	Std	Std	Std

*Admin password can be protected when a Sharp MFP is accessed from FTP, preventing password leakage.

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Sharp Security Suite Compatibility (Monochrome) *continued*

	MX-B350W/B450W	MX-B350P/B450P	MX-B376W/B476W	MX-M2551/ M3051/M3551/M4051/ M5051/M6051	MX-M3071/M3571/ M4071/M5071/M6071	MX-M7570	MX-M905	MX-M1055/M1205 (without Fiery option)
Document Security								
Job Status Display Only Logged-in User	-	-	Std	Std	Std	Std	Std	Std
Secure Pull Print FTP/SMB	-	-	Std	Std	Std	Std	Std	Std
Secure Print Release With a PIN Number	Std	Std	Std	Std	Std	Std	Std	Std
Serverless Print Release	-	-	Std	Std	Std	Std	Std	-
Encrypted PDF Transmission	-	-	Std	Std	Std	Std	Std	Std
Encrypted PDF Direct Printing	Std (w/o password)	Std (w/o password)	Std	Std	Std	Std	Std	Std
Hidden Security Pattern Print	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Hidden Security Pattern Detection	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Audit Trail and Other Security								
Job Log and Usage Tracking	-	-	Std	Std	Std	Std	Std	Std
Admin Audit Tracking (SIEM and Syslog Integration)	-	-	Std	Std	Std	Std	Std	Std
Digitally Signed Firmware	-	-	Std	Std	Std	Std	Yes	-

Items indicated with "Yes" in the table above may require additional options or software downloads.

Sharp Security Suite Compatibility (Color)

	MX-C303W/C304W	MX-C300P	MX-C250/C300W	MX-2651/3051/ 3551/4051/5051/6051	MX-3071/ 3571/4071/5071/6071	MX-6580N/7580N (without Fiery option)	MX-7090N/8090N (without Fiery option)
GENERAL MFP FEATURES/FUNCTIONS							
Speed	30 ppm	30ppm	25/30 ppm	26/30/35/40/50/60 ppm	30/35/40/50/60 ppm	65/75 ppm	70/80 ppm
Hard Disk Drive	Std	-	-	Std	Std	Std	Std
Data Security Kit (DSK) & Common Criteria Certification							
Data Security Kit (optional)	MX-FR61U	-	-	MX-FR62U	MX-FR62U	MX-FR65U	MX-FR58U
Common Criteria Certification	Pending	-	-	Certified HCD V1.0 Dated 2015	Certified HCD V1.0 Dated 2015	-	-
Data and Information Security							
Data Overwrite (Auto)	Std	-	-	Std	Std	Std	Std
Data Overwrite (Manual)	Yes	-	-	Yes	Yes	Yes	Yes
Data Overwrite At Power-up	Yes	-	-	Yes	Yes	Yes	Yes
Up To 10-times Overwrite	Up to 10 times	-	-	Up to 10 times	Up to 10 times	Up to 10 times	Up to 10 times
Custom Overwrite Pattern	User settable, DoD5220.22-M preset	-	-	User settable, DoD5220.22-M preset	User settable, DoD5220.22-M preset	User settable, DoD5220.22-M preset	User settable, DoD5220.22-M preset
256-bit Data Encryption	Std	-	-	Std	Std	Std	Std
End-of-Lease Data Erase	Std	-	-	Std	Std	Std	Std
Trusted Platform Module (TPM)	Yes	-	-	Yes	Yes	Yes	Yes
Application Whitelisting	Std	-	-	Std	Std	-	-
Firmware Attack Prevention & Self Recovery	Std	-	-	Std	Std	-	-
Access Control Security							
User Authentication (Local Address Book)	Std	Std	Std	Std	Std	Std	Std
User Authentication (LDAP)	Std	-	Std	Std	Std	Std	Std
User Authentication (Active Directory)	Std Group Policy	-	-	Std Group Policy	Std Group Policy	Std	Std
Group Authorization	Std	-	-	Std	Std	Std	Std
Page Limit Control	Std	Std	Std	Std	Std	Std	Std
Password Protected Access To Device Web Page	Std	-	-	Std	Std	Std	Std
Restrict List Printing	Yes	-	-	Yes	Yes	Yes	Yes
Scan To Home Directory	Std	-	-	Std	Std	Std	Std
Scan Only To Logged-in User's Email	Std	-	-	Std	Std	Std	Std
Disable Destination Method Selection	Std	-	-	Std	Std	Std	Std

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Items indicated with "Yes" in the table above may require additional options or software downloads.

Sharp Security Suite Compatibility (Color) *continued*

	MX-C303W/C304W	MX-C300P	MX-C250/C300W	MX-2651/3051/ 3551/4051/5051/6051	MX-3071/ 3571/4071/5071/6071	MX-6580N/7580N (without Fiery option)	MX-7090N/8090N (without Fiery option)
Access Control Security							
Disable Address Book Registration	Std	-	-	Std	Std	Std	Std
Receipt Rejection From Specified User(s)	Std	-	Std	Std	Std	Std	Std
Lock Users After 3 Tries	Std	-	-	Std	Std	Std	Std
USB Card Reader Support	Std	-	-	Std	Std	Std	Std
Network Security							
AD Integration	Std Group Policy	-	-	Std Group Policy	Std Group Policy	Std	Std
TSL Encryption	Std	HTTPS for client only	HTTPS for client only	Std	Std	Std	Std
2048 Certificate	Std	Std	-	Std	Std	Std	Std
Security Policy Management	Std	-	Yes	Std	Std	Std	Std
SNMPv3 Support	Std	-	-	Std	Std	Std	Std
SNMP Community String Support	Std	-	Yes	Std	Std	Std	Std
Kerberos	Std	-	Yes	Std	Std	Std	Std
IPv6 and IPsec	Std	Yes	Yes	Std	Std	Std	Std
Device Certificates	Std	Yes	Yes	Std	Std	Std	Std
IP Address Filtering	Std	Yes	Yes	Std	Std	Std	Std
MAC Address Filtering	Std	Yes	Yes	Std	Std	Std	Std
Port Control (Disable/Enable Ports)	Std	Yes	Yes	Std	Std	Std	Std
CSRF Measure	Std	Std	-	Std	Std	Std	Std
Admin Password Protection*	Std	-	Yes	Std	Std	Std	Std
IEEE 802.1X Support	Std	-	-	Std	Std	Std	Std
SHA-2	Std	-	-	Std	Std	Std	Std
S/MIME	Std	-	-	Std	Std	Std	Std
Fax Security (Fax Option May Required)							
Separation Between Fax and Network	Std	-	Yes	Std	Std	Std	Std
Confidential Fax	Std	-	Yes	Std	Std	Std	Std
Filter Junk Fax	Std	-	Yes	Std	Std	Std	Std

* Admin password can be protected when a Sharp MFP is accessed from FTP, preventing password leakage.
 ** Only supports the file without a password.

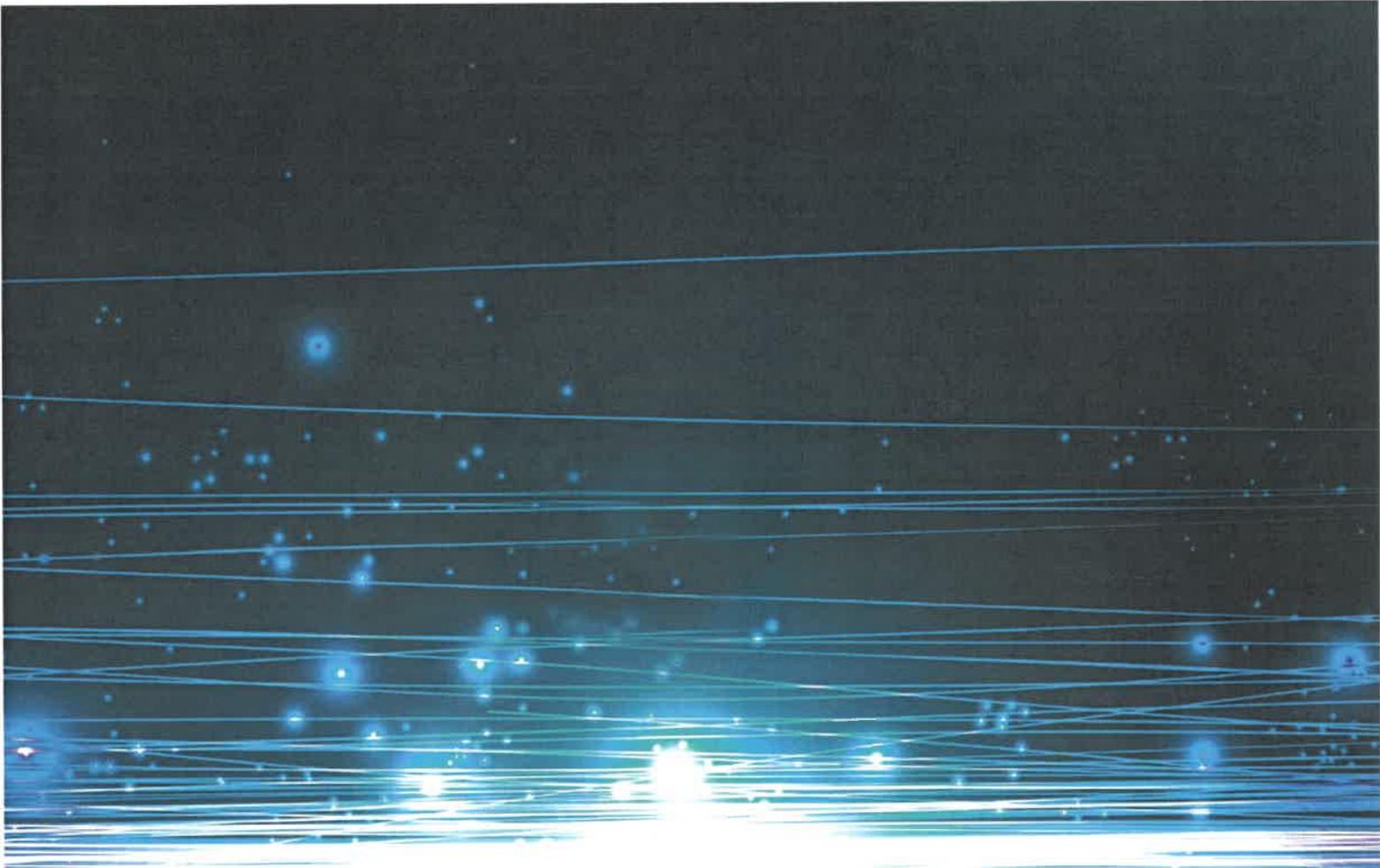
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Sharp Security Suite Compatibility (Color) *continued*

	MX-C303W/C304W	MX-C300P	MX-C250/C300W	MX-2651/3051/ 3551/4051/5051/6051	MX-3071/ 3571/4071/5071/6071	MX-6580N/7580N (without Fiery option)	MX-7090N/8090N (without Fiery option)
Document Security							
Job Status Display Only Logged-In User	Std	-	-	Std	Std	Std	Std
Secure Pull Print FTP/SMB	Std	-	-	Std	Std	Std	Std
Secure Print Release With a PIN Number	Std	-	Std	Std	Std	Std	Std
Serverless Print Release	Std	-	-	Std	Std	Std	Std
Encrypted PDF Transmission	Std	-	-	Std	Std	Std	Std
Encrypted PDF Direct Printing	Std	Std**	Std**	Std	Std	Std	Std
Hidden Security Pattern Print	Yes	-	-	Yes	Yes	Yes	Yes
Hidden Security Pattern Detection	Yes	-	-	Yes	Yes	Yes	Yes
Audit Trail and Other Security							
Job Log and Usage Tracking	Std	-	-	Std	Std	Std	Std
Admin Audit Tracking (SIEM and Syslog Integration)	Std	-	-	Std	Std	Std	Std
Digitally Signed Firmware	Std	-	-	Std	Std	Yes	Yes

* Admin password can be protected when a Sharp MFP is accessed from FTP, preventing password leakage.
 ** Only supports the file without a password.

Items indicated with "Yes" in the table above may require additional options or software downloads.



SHARP®

SHARP ELECTRONICS CORPORATION
100 Paragon Drive, Montvale, NJ 07645
1-800-BE-SHARP • www.sharpusa.com

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

State of West Virginia
 Centralized Request for Quote
 Office Equip.

Proc Folder: 914412			Reason for Modification: ADDENDUM_1: Is issued to move the bid opening date from 08/31/2021 to 09/09/2021. NO OTHER CHANGES
Doc Description: Statewide Contract for DIGITAL COPIERS & Accessories			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-08-24	2021-09-09 13:30	CRFQ 0212 SWC2200000002	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000103733
Vendor Name : Sharp Electronics Corporation
Address : 100 Paragon Drive
Street :
City : Montvale
State : New Jersey **Country :** USA **Zip :** 07645
Principal Contact : Christine Bush
Vendor Contact Phone: 804-519-3703 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Vendor Signature X Mike Marusic, President of SIICA **FEIN#** 13-1968872 **DATE** 8/25/21

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

ADDITIONAL INFORMATION

ADDENDUM_1: Is issued to move the bid opening date from 08/31/2021 to 09/09/2021 at 1:30pm EDT.

NO OTHER CHANGES

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT.	2021-08-19

SOLICITATION NUMBER: CRFQ 0212 SWC2200000002
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2200000002 (“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 move the bid opening date from 08/31/2021 to 09/09/2021 at 1:30pm EDT.

No other changes made.

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 0212 SWC2200000002

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 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

8/25/21

Date

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



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

State of West Virginia
 Centralized Request for Quote
 Office Equip.

Proc Folder: 914412		Reason for Modification:	
Doc Description: Statewide Contract for DIGITAL COPIERS & Accessories		ADDENDUM_2	
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-08-31	2021-09-09 13:30	CRFQ 0212 SWC2200000002	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000103733
Vendor Name : Sharp Electronics Corporation
Address : 100 Paragon Drive
Street :
City : Montvale
State : New Jersey **Country :** USA **Zip :** 07645
Principal Contact : Christine Bush
Vendor Contact Phone: 804-519-3703 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Vendor Signature X Mike Marusic, President of SIICA **FEIN#** 13-1968872 **DATE** 9/1/21

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

ADDITIONAL INFORMATION

ADDENDUM_2: Is issued for the following:

1. To publish the State's response to the questions submitted by Vendors during the Technical Questioning period.
2. To publish the Revised 8/27/2021 Specifications.
3. To publish the Revised 8/27/2021 Exhibit_A Pricing Pages.
4. To open a second technical question period round.

NO OTHER CHANGES

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:
PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT.	2021-08-19

Line

Event

Event Date

2

Technical Questions due by 10:00am EDT.

2021-09-03

SOLICITATION NUMBER: CRFQ 0212 SWC2200000002
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2200000002 (“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 revised specifications (8/27/2021)
- Attachment of revised Exhibit_A Pricing Pages (8/27/2021)
- Open second Technical Question period.

Description of Modification to Solicitation:

- 1. To publish the State’s response to the questions submitted by Vendors during the Technical Questioning period.**
- 2. To publish the Revised 8/27/2021 Specifications.**
- 3. To publish the Revised 8/27/2021 Exhibit_A Pricing Pages.**
- 4. To open a second technical question period round.**

No other changes made.

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.

Question #1: Would you please clarify the section on Cloud Printing and Card Readers? We need more information to present the solution for the RFQ.

Response #1: Do to the lack of a specific question, the State has little direction to clarify. As such, for example purposes only, and without preference for brand or product, the State is seeking a cloud printing solution similar to EveryonePrint Cloud Print Management System or equal.

Question #2: There is a requirement for both 15- and 20-amp protectors. Must we include both when the unit will require one or the other?

Response #2: Per Specification 3.1.17.13 Vendors must include a surge and ground noise protection unit for every copier purchased/leased under this contract. 3.1.17.13.1 Power protector must meet the manufacturer's recommended minimum standard. This would be either a 15- or 20-amp protector depending on the machine requirements. Additionally, both protectors require a price on the Exhibit_A Pricing Pages in the event an agency would like to purchase additional protectors.

Question #3: How many machines were cancelled, with current vendor on the existing contract over the last 4 years?

Response #3: The Purchasing Division does not have this information.

Question #4: In Specifications – Section 3.1.17.20 & Instructions to Bidders AND General Terms & Conditions – Section 19 Cancellation: Please Confirm that this cancellation is for the master agreement per section 19 cancellation and that the survivability language per section 3.1.17.20 reference will apply to individual unit placed before the cancellation date.

Response #4: The cancellation of a master agreement or any purchase is governed by West Virginia Code of State Rules §148-1-5.2.b.

Question #5: In Specifications – Section 3.1.16.3 You state Vendor's print resolution must allow for print release via "swipe card". What type of card will the end user be using?

Response #5: End users will be using a close-proximity swipe card.

Question #6: In Specifications – Section 3.1.17.13 You must include a surge and ground moist protection unit for every copier but on the pricing sheet you have these line itemed separate. Which do you want included or separate?

Response #6: See Response #2

Question #7: In Specifications – Section 3.1.17.15 You ask that cable and cards be included, what type of cards are you referring to?

Response #7: Please see Response #5.

Question #8: On Band 6 and 7 color (Exhibit_A Pricing Pages): On band 6 and 7 color you ask for large capacity tray twice the only difference is you say on the side. Please clarify what would be the difference.

Response #8: Side mount refers to an external unit that attaches to the side of the machine as opposed to configured into the base of the copier.

Question #9: On Band 6 and 7 color (Exhibit_A Pricing Pages): With inclusion of the Band 6 and 7 color would you consider adding the option for an advance print controller? These machines offer multiple options standard for office but if the agency is doing a lot of printing (printshop) they will want/need the option of an advanced print controller.

Response #9: No. The State has print services for agencies that they must use for large printing jobs.

Question #10: Exhibit_B Usage Document: The equipment total dollars reference on attachment Exhibit_B Usage Report for each year does this include just the service and maintenance or just new machines purchased/lease or total spend?

Response #10: It is the total spend for all equipment and services combined.

Question #11: Exhibit_A Pricing Pages: On the pricing sheet, is the estimated quantity unit of measure, each (per year), the total opportunity or the new contracts for each year? Are there 983 copiers in place or 983 copiers replaced each year?

Response #11: Per Specifications Section 4.3 “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. The State does not have the current number of copiers in place. The total spend amounts provided in Exhibit_B is the total spend reported by the incumbent vendor for the DIGCOP17 contract and is intended to be informational only.

Question #12: Instructions to Bidders AND General Terms & Conditions: We have identified terms that are not addressed in your RFP such as Title & Risk of Loss. Can a Vendor submit additional Terms & Conditions that don't conflict with your current RFP requirements to be negotiated after bid award?

Response #12: See Section 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 conditions of the Solicitation may result in bid disqualification".

Question #13: Specification 3.1.17.8 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. The term "Newly Manufactured" is an extremely restrictive term only used by Xerox. The term "Newly Manufactured" is not a manufacturing industry term, but a marketing term. The definition from their literature says "*These machines are assembled on the manufacturing line and include products that contain new parts as well as those that may contain a limited number of reused parts, such as internal frames, covers, or glass used inside the imaging unit of a device. Xerox has placed significant effort and made substantial investments to meet corporate sustainability goals and the expectations of our customers and other stakeholders. Our quality manufacturing process ensures that every Xerox machine complies with all product performance and reliability specifications, as confirmed by results of final testing. Each of these machines comes with a new serial number, and you, our customer, are the first user of this new equipment*". We would request that this be changed to read: Only devices being marketed by the Contractor with a manufacturer-defined build status of either "New", "newly Manufactured" or Similar Equal models and used for the first time may be installed at the inception of, and during this Contract. If named other than New, the equipment must be shown at a minimum, to be factory produced, built using ISO Certified processes such as ISO 9001 and 14001, be BLI Listed, have a new unique serial number, zero meter and carry the same warranty as new.

Response #13: The Specifications 3.1.17.8 has been revised to read as such, " 3.1.17.8 New/Re-manufactured Requirement: All Contract Items must be New (not used previously or remanufactured), of current manufacturer. Re-manufactured equipment is not acceptable. Only equipment designated as factory new shall be accepted with a new machine warranty".

Question #14: Specification 3.1.16.3 Vendor's print release solution must allow for print release via "swipe card", in which the end-user can scan a badge in lieu of entering credentials manually. Please provide the type of "swipe card" used (magnetic stripe card, proximity reader card, smart card etc.) – Different types of Swipe Card may require different set-ups and have different pricing. How should we provide pricing in the current pricing sheets to meet various customer needs?

Response #14: Please see Response #5.

Question #15: Specification 3.1.16.3 Vendor's print release solution must allow for print release via "swipe card", in which the end-user can scan a badge in lieu of entering credentials manually. Approximately how many devices are currently equipped with card readers?

Response #15: The number is unknown, as it is an agency-by-agency decision.

Question #16: Specification 3.1.16.3 Vendor's print release solution must allow for print release via "swipe card", in which the end-user can scan a badge in lieu of entering credentials manually. Please provide a list of agencies currently utilizing "swipe cards" for copy/print devices as well as the types of "swipe cards".

Response #16: See Responses #5 and #15.

Question #17: 3.1.1-3.1.6 Band 1-6 Monochrome Copier. We would request that the maximum speeds in these bands be removed so you are not restricting a vendor from providing a faster copier which may allow the vendor to provide a better pricing to the state.

Response #17: The maximum speeds have been removed. See the attached Specifications (Revised 8/27/2021 with this addendum.

Question #18: 3.1.8 – 3.1.13 Band 1-6 Color Copier. We would request that the maximum speeds in these bands be removed so you are not restricting a vendor from providing a faster copier which may allow the vendor to provide a better pricing to the state.

Response #18: See response #17.

Question #19: 3.1.1 – 3.1.14 Maximum Speeds. We would request that the vendor be allowed to have a 1 CPM +/- variance in the minimum speed. This will allow the vendor to not have to change models which may require a higher price to the State. It is a restriction that is an unfair advantage for some vendors. No operator could notice the difference and no process would be delayed in any measurable way. The minimum speeds for the majority of bands in the last bid were even speeds, 30, 40, 50, etc. which was much fairer process.

Response #19: The Specifications (Revised 8/27/2021) have the maximum speeds removed for all bands except Band 7. Also, the minimum speeds have been made to even numbers. No machine provided will be accepted below the minimum cpm for each copier.

Question #20: Overall Total Bid Pricing Page Specification 4.1 Failure to bid all Contract items may result in rejection of a vendor's bid. The list of additional accessory line items for each of the Bands is very manufacturer specific, restrictive and does not necessarily represent what the needs of the State of WV end users may be. We would respectfully request that the accessory items be limited to the generic items they were for the last bid or allow the vendors to provide a list of accessories that would complement the units bid for a set of specific functions without the penalty of rejection or any other downgrading. It would be extremely unfair to reject a vendor's bid because they didn't have a table, keyboard or some other items that aren't exactly as described and possibly not needed for the models they are bidding. All of the vendors have a feature rich set of accessories for their models but may not be defined the same.

Response #20: The accessories listed on the pricing pages are generic in description and without reference to any manufacturer model or part number. The State has determined that only accessories listed on the pricing pages will be permitted for purchase under the new contract awarded. Tables and keyboards are commonly purchased items and therefore must be available for an agency to procure when needed. If a Table or Keyboard is included in the copier base price, then per specification 4.2.2.1 the term "INCLUDED" should be entered into the Brand Name and Model Number fields of the accessory. See Specification 4.2.2.1.1 for additional information.

Question #21: 3.1.2.1g. Dual Scan document Feeder: Does Dual Scan mean Scanning both sides of document simultaneously in a single pass?

Response #21: Yes.

Question #22: 3.1.17.2 Service and Maintenance: Can you please provide historical copy volumes for the Bands both BW and Color?

Response #22: The Purchasing Division does not have this information.

Question #23: 5.5 Invoice/Meter Reading: Are the volumes shown in the pricing spreadsheet meant to be guaranteed minimum monthly or base volumes? If so, where would overage charges be input into the pricing sheet?

Response #23: Specification 5.5 Invoice/Meter Read has been updated to read as such, "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. 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".

Question #24: Regarding Section 3.1 Mandatory Requirements. Please consider removing Maximum cpm for each band. Having both a minimum and maximum cpm listed on the bands limits the response for vendors.

Response #24: See response #17.

Question #25: 3.1.17.5 Paper Requirement: To qualify as a paper source, a tray must contain a minimum of 500 sheets. Band 2 states 2 paper sources but 500 sheet paper capacity. Would this be 1 paper source?

Response #25: The Band 2 specifications have been revised to read 2 paper sources, 1,000 sheet paper capacity.

Question #26: 3.1.17.5 Paper Requirement: To qualify as a paper source, a tray must contain a minimum of 500 sheets. Band 7 states 4 paper sources but only a 2000 sheet paper capacity. With this size device, a large capacity tray is standard. If paper capacity is met, can 3 paper sources be the requirement?

Response #26: Yes, if the minimum capacity requirement for the copier is met without using a by-pass tray as a source for the capacity requirement.

Question #27: 3.1.16.3 Vendor's print release solution must allow for print release via "swipe card", in which the end user can scan a badge in lieu of entering credentials manually. Due to the added cost of providing badge readers on each device, can this be made optional for only those department that require badge access?

Response #27: Badge readers are not required for each device but are priced optionally. The pricing pages have been updated to allow pricing for Cloud Printing Software, Card Reader, and Swipe cards if an agency desires to have these items.

Question #28: 3.1.16.3 Vendor's print release solution must allow for print release via "swipe card", in which the end user can scan a badge in lieu of entering credentials manually. Please provide types of cards being used.

Response #28: See Response #5.

Question #29: For bands 2-7 monochrome & color specs, please clarify dual scan document feeder. Is this a dual-scan/single-pass document feeder so that the document feeder doesn't have to recirculate the document 3 times just to scan both sides?

Response #29: See response #21.

Question #30: For band 1 monochrome & color, is the maximum speed necessary? I think the main intension for a band-1 is to be desktop systems for offices that don't have the floor space for a console unit.

Response #30: See response #17.

Question #31: Section 3.1.1.16.1 – Please provide more details on what is expected with a "Cloud Printing" solution. What end-user devices would be compatible?

Response #31: Users would send print jobs via PCs, laptops, and tablets to the copier purchased. Currently, Dell provides a vast majority of the State's computer equipment under the IP19 Statewide Contract, but that is subject to change.

Question #32: Section 3.1.1.16.1 – Please provide more details on what is expected with a "Cloud Printing" solution. And does "without the need for on-premise printing infrastructure" just mean a print server is not required?

Response #32: Please see Response #1.

Question #33: Section 3.1.16.2 – The price lists don't include a card reader. Can a line item be added to the price sheets?

Response #33: This has been added. See the Revised Exhibit_A Pricing Pages included with this addendum.

Question #34: Section 3.1.16.2 – The price lists don't include a card reader. Also, should the cards and card readers be Proximity based instead of old-style magnetic strip cards?

Response #34: See Response #5.

Question #35: Will the Office of Technology be responsible for installing print drivers and setting up network settings, such as scan location, or will this be the responsibility of the vendor?

Response #35: The Vendor must work with the Office of Technology to install the print drivers and network settings.

Question #36: All the calculations sheets are off when calculating the cost per click charges.

Response #36: No errors found. See Specification Section 4.2.10 for how the pricing pages calculate the Per Click Charges. The per click calculations in the pricing pages are used to determine the estimated total cost of the machine for the period requested (i.e. Purchased is 1 year and Leased is the term of the lease).

Question #37: Section 3.1.17.2.G – What is the purpose of a 30-minute call back, if the agency has already called in the issue? Would this only be applicable if the agency places a call by some other means such placing a call by fax, email, or website?

Response #37: The purpose of the 30-minute call back is to coordinate and confirm the time the technician will arrive at the agency for the needed repair.

Question #38: I'm assuming all systems must be toner based and not inkjet like previous contracts specs.

Response #38: Yes, toner based. No inkjet toner is permitted under this RFQ.

Question #39: Can vendors have at least two week bid extension?

Response #39: The bid date has been extended to 09/09/2021 at 1:30pm EDT.

Question #40: When can we expect questions to be answered?

Response #40: Questions will be published by addenda for all the vendor community to review at the same time.

Question #41: When can we expect award to be announced?

Response #41: The contract will be awarded after all bid evaluations have been concluded. All vendors will receive notification of an award.

Question #42: Our parent company does not service West Virginia directly but our authorized dealers do, will you allow us to use them to service the equipment?

Response #42: The State will contract with one vendor only. The agencies and political subdivisions utilizing the contract will only order and pay the contracted vendor. All bids received must meet the qualifications required in the RFQ. See Specification 3.1.17.18 Vendor Certification, Specification 3.1.17.2.E Certification Requirement, and Specification 8.5 Minimum Qualification Experience for additional information.

Question #43: What is West Virginia's expectations for our local service certification? Factory authorized?

Response #43: See response #42 and specification Section 3.1.17.2 E. Certification Requirement.

Question #44: For political subdivisions can our local dealers, respond directly to the customers for service calls, we would still have 800 and centralized dispatch for those who want it.

Response #44: Vendors will respond directly to end user. See Specification Section 3.1.17.2.G Response Requirement for additional information.

Question #45: For political subdivisions, that already do business with our local dealers, can those dealers utilize the state contract and receive orders and bill those local governments directly if the local government chooses?

Response #45: This contract is available for all political subdivisions. The State does not have authority over how those subdivisions order or pay under this contract.

Question #46: For band one, can we offer a larger piece of equipment that is over 20ppm that is over spec'd to meet band requirement?

Response #46: Maximum speeds for cpm have been removed for all bands per the revised specifications attached with this addendum. Please note that the maximum 90 cpm cannot be exceeded for any copier under this RFQ.

Question #47: If a machine needs an additional paper deck to meet minimum requirements do you want it included with the base unit or listed in accessories? Do you have a preference?

Response #47: All machines bid under this contract must meet the minimum specifications of the machine listed in the RFQ. As such, an additional paper deck to meet the minimum requirements would be required to be included in the base unit and provided to the end user in that configuration.

REQUEST FOR QUOTATION
CRFQ 0212 SWC2200000002
(DIGCOP21)
Digital Copiers

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids for an Open-End, Statewide Contract for Digital Copiers and Accessories. The Contract may be utilized by all West Virginia State agencies and Political Subdivisions within the State's 55 counties.

The previous contract was previously bid under CRFQ 0212 SWC1700000015 and opened on 7/21/2017. All bids received may be viewed at:

<http://www.state.wv.us/admin/purchase/Bids/FY2018/BO20170721.html>

The current contract was awarded as CMA 0212 SWC0000000019 (DIGCOP17A) and may be viewed on the Purchasing Division's website at:

<http://www.state.wv.us/admin/purchase/swc/DIGCOP.htm>

Note: The previous yearly spend totals for the SWC0000000019 (DIGCOP17A) contract as reported by the current vendor maybe viewed in **Exhibit_B Usuage Report:**

These spend totals are for informational use only and the State does not intend to imply or guarantee the spending amounts for the future contract resulting from this RFQ in any manner.

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 **“CPM”** means copies per minute.
 - 2.3 **“MFP”** means “Multi-Function Printer” configured to be the following: Copier, Printer, Scanner for all bands both Monochrome and Color.
 - 2.4 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
 - 2.5 **“RFQ”** means the official RFQ published by the Purchasing Division and identified as CRFQ 0212 SWC2200000002 (DIGCOP21).

REQUEST FOR QUOTATION
CRFQ 0212 SWC220000002
(DIGCOP21)
Digital Copiers

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.

MONOCHROME COPIERS (Bands 1-7)

3.1.1 BAND 1 – MONOCHROME COPIER

3.1.1.1 Band 1 must have the following minimum specifications:

- a. Manufacturer copy volume 5,000 per month
- b. Copy speed: Minimum 15
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Network Printing and Scanning

3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must have the following minimum specifications:

- a. Manufacturer copy volume 15,000 per month
- b. Copy speed: Minimum 20
- c. 1000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

REQUEST FOR QUOTATION
CRFQ 0212 SWC220000002
(DIGCOP21)
Digital Copiers

3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must have the following minimum specifications:

- a. Manufacturer copy volume 30,000 per month
- b. Copy speed: Minimum 30
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must have the following minimum specifications:

- a. Manufacturer copy volume 45,000 month
- b. Copy speed: Minimum 40
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must have the following minimum specifications:

- a. Manufacturer copy volume 65,000 month
- b. Copy speed: Minimum 50
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must have the following minimum specifications:

- a. Manufacturer copy volume 80,000 month
- b. Copy speed: Minimum 60
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must have the following minimum specifications:

- a. Manufacturer copy volume 150,000 month
- b. Copy speed: Minimum 70, Maximum 89 cpm
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

COLOR COPIERS (Bands 1-7)

3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must have the following minimum specifications:

- a. Manufacturer copy volume 5,000 month
- b. Copy speed: Minimum 15
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Network Printing and Scanning

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3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must have the following minimum specifications:

- a. Manufacturer copy volume 20,000 month
- b. Copy speed: Minimum 20
- c. 10000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed: Minimum 30
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.11 BAND 4 – COLOR COPIER

3.1.11.1 Band 4 must have the following minimum specifications:

- a. Manufacturer copy volume 40,000 month
- b. Copy speed: Minimum 40
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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3.1.12 BAND 5 – COLOR COPIER

3.1.12.1 Band 5 must have the following minimum specifications:

- a. Manufacturer copy volume 60,000 month
- b. Copy speed: Minimum 50
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.13 BAND 6 – COLOR COPIER

3.1.13.1 Band 6 must have the following minimum specifications:

- a. Manufacturer copy volume 75,000 month
- b. Copy speed: Minimum 60
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.14 BAND 7 – COLOR COPIER

3.1.14.1 Band 7 must have the following minimum specifications:

- a. Manufacturer copy volume 125,000 month
- b. Copy speed: Minimum 70, Maximum 89 cpm
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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3.1.15 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.

3.1.16 OPTIONAL CLOUD PRINTING SOFTWARE

3.1.16.1 For agencies requiring cloud printing, the Vendor must provide the software and any necessary accessories to make its cloud printing solution fully functional with the copiers it is providing as part of this contract.

3.1.16.1.1 For purposes of this contract, the State defines 'cloud printing' as the ability print jobs by connecting enduser devices to a copier on the same enterprise network without the need for on-premise printing infrastructure. Users would send print jobs via, PCs, Laptops, and Tablets to the copier purchased.

3.1.16.2 The software must allow for 'print release', whereby the print job does not occur until the enduser has entered credentials at the copier or authorized the print release in some manner.

3.1.16.3 Vendor's print release solution must allow for print release via a close proximity 'swipe card', in which the enduser can scan a badge in lieu of entering credentials manually.

3.1.16.4 Vendor must provide on-going software maintenance and support including patches and upgrades.

3.1.17 ADDITIONAL CONTRACT ITEM REQUIREMENTS:

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

A. Be digital equipment. Analog models will not be accepted.

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- B.** Be capable of reproducing general office correspondence, reports, and bound documents.
- C.** Be able to reproduce quality copies from any of the following types of original documents while operating in an automated exposure mode: laser printed originals, multi-generation copies of copies, faxed documents, standard black graphite #2 pencils, red pen & pencil, blue ball point pen, NCR forms (blue or black print on white or colored paper stocks), photographs (color or B&W), solid lines and grids, solids, and graduated gray-scale tones.
- D.** Be capable of automatically selecting the proper paper size in respect to the original being copied.
- 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".
 - a. The 11" x 17" size is required for Bands 2 and above.
- I.** Must be compatible with using recycled paper, up to and including 100% Post-Consumer Waste (PCW) paper.

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- a. Vendor may not fault the use of recycled paper for Device failures, as long as the recycled paper in use meets the standard paper specifications (e.g., multi-purpose, copy, or laser paper).

3.1.17.2 SERVICE AND MAINTENANCE:

- A. Full Service Requirement:** Vendor must have the ability to provide on-site service and maintenance for all Contract Items.
 - a. Leased Copiers:** Agency must enter into a full service and maintenance contract (Per Click Charge) for all Contract Items that are leased.
 - b. Purchased Copiers:** If the Contract Items are Purchased, the Agency may elect to include maintenance contract (Per Click Charge) in the purchase price at the time of the purchase.
 - c.** 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 copiers to include all parts, supplies and consumables (excluding paper) for each band. Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that

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are necessary to maintain satisfactory performance of the copier.

- a. 11"x17" impressions may be counted as two (2) clicks.
- b. A two-sided document may be counted as two (2) clicks. There shall be no charge for service impressions.
- c. 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.

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G. Response Requirement: Vendors must respond to all requests for service within 30 minutes by phone call of an Agency's request and be on site to complete the repair within four (4) working hours of the request throughout the term of

this Contract for all requests in the following 25 mile radius of these cities: Beckley, Charleston, Huntington, Martinsburg, Morgantown, Parkersburg, All other areas shall respond onsite within eight (8) working hours.

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

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

3.1.17.3 Training: Vendor shall provide Agency with in-house at the agency's location or online training within five (5) working days of installation of the equipment or as otherwise agreed to by Agency.

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3.1.17.4 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.

3.1.17.5 Paper Requirement: To qualify as a paper source, a tray must contain a minimum of 500 sheets.

3.1.17.5.1 A stack feed bypass (allows insertion of 20 to 150 sheets at a time and provides multi-copy capability) may not be substituted or included for the paper requirement.

3.1.17.6 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 fees.

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

3.1.17.7 Manufacturer Accessory Listing Requirements: Vendors shall only provide pricing for accessories listed on the Pricing Pages. Agencies are not permitted to purchase any accessory not included on the pricing pages.

3.1.17.8 New/Re-manufactured Requirement: All Contract Items must be New (not used previously or remanufactured), of current

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manufacturer. Re-manufactured equipment is not acceptable. Only equipment designated as factory new shall be accepted with a new machine warranty.

3.1.17.9 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.

3.1.17.9.1 Features must be installed within 90 calendar days after it becomes available to the public.

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

3.1.17.11 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.

3.1.17.12 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.

3.1.17.13 Power Protection: Vendors must include a surge and ground noise protection unit for every copier purchased/leased under this contract (price included in copier).

3.1.17.13.1 Power protector must meet the manufacturer's recommended minimum standard.

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3.1.17.14 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.

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

3.1.17.16 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. Agency must obtain approval from the appropriate entity prior to connecting any firmware/software to a State network. Vendor must maintain current Firmware/Software updates for each copier as per manufacturer updates.

3.1.17.17 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.

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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 must be incorporated into the unit pricing.

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

3.1.17.19 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.

3.1.17.19.1 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.

3.1.17.19.2 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.

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3.1.17.19.2 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.

3.1.17.20 Survivability:

3.1.17.20.1 Any order placed under the Contract (DIGCOP21) shall survive the expiration of the contract.

3.1.17.20.1.1 Any order placed under the Contract shall survive the expiration of the Contract.

Example:

An agency enters into a 48 month lease one (1) week before the Contract expires. That lease will remain in effect for the full 48 months, unless the customer terminates the lease sooner. In addition, all the Contract requirements that accompany the 48 month lease will also remain in effect until the lease is terminated.

3.1.17.20.1.2 Vendor will not be permitted to increase pricing on any Order that was placed prior to the expiration of the Contract.

Example:

Purchase: A customer purchases a Device and enters into a 12 month Maintenance Agreement (Per Click Charge) one (1) week before the Contract is set to expire. The pricing for that Maintenance Agreement must remain firm for the 12 month term.

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Example:

Lease: A customer enters into a 48 month lease one (1) year before the Contract expires. The pricing for that lease (including the Equipment, the Maintenance Agreement, an MPS statement of work, etc.) must remain firm for the 48 month term, unless the customer terminates the lease sooner.

3.1.17.20.1.3 Vendor shall maintain compliance with all requirements of the Contract throughout the duration of the Contract.

4. CONTRACT AWARD:

4.1 Contract Award: The Purchasing Division intends to award this Contract to a single vendor that will provide the Contract Items listed on the Exhibit_A Pricing Pages. This Contract shall be limited to only the Contract Items (Copiers and Accessories) included in the Pricing Pages. This Contract will be awarded to the Vendor that provides the Contract Items for the lowest Total Overall Bid Price for the Items on the Pricing Pages. Failure to bid the requested Contract Items may result in rejection of a vendor's bid. Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

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). No additional charges or fees will be paid under this contract.

Accessories: Vendor shall not provide any accessories other than those listed on the Exhibit_A Pricing Pages under this contract. All prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. Any attempt to provide a separate charge for fees is prohibited under this contract. Only the copier bid for each band and the related accessories listed on the Pricing Pages shall be provided to an Agency at the established pricing.

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- 4.2 Pricing Pages:** The Pricing Pages consist of the six item numbers each listing an order type and containing 1 through 7 monochrome copier bands with accessories or 1 through 7 color copier bands with accessories. 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 the only approved accessories that may be provided for each copier bid in a specific band. Each Band contains some or all of the following:

Purchased Machines (Items No. 1 and 2)

- 4.2.1 Copier** – Vendor must list the brand name and Model No. of the single copier that it is bidding for the item no. and band number requested. Vendor must 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** – Vendor must include the brand name of the accessory, the model number of the accessory and the Unit Price for each accessory. If the accessory is included in the base copier bid, then “INCLUDED” should be entered into the Brand Name and Model Number field. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

4.2.2.1 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 and “INCLUDED” entered into the Brand Name and Model Number fields of the accessory.

- 4.2.2.1.1** Any accessory that does not have a price provided will be considered available and will be awarded as a **“NO CHARGE”** item to the agency on the contract for purchase.

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- 4.2.3 Per Click Charge Per Copier (Monochrome)** - Vendor must provide a unit price for the per click charge price which must include maintenance and consumables. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.
- 4.2.4 Per Click Charge Per Copier (Color)** – Vendor must provide a unit price for the per click charge price which must include maintenance and consumables. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.
- 4.2.5 Total for Bands 1 through 7 (Monochrome) and Bands 1 through 7 (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 – 7. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

Leased Machines (Items Number 3 through 6)

- 4.2.6 Copier (including maintenance for ___ copies)** – Vendor must 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. By entering the Unit Price into the pricing pages, it will automatically 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 through 7 (for Monochrome & Color)** – Same as above.

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4.2.10 Per Click Copy Charge (Monochrome) – Vendor must 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 clicks per month and by the estimated copiers for the specific band to arrive at the Total Price per Month. Then the Total Price Per Month should be multiplied by the lease term (36 or 48 months) to arrive at the Total Lease Term cost. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

4.2.10.1.1 EXAMPLE: MONOCHROME 36 month Lease Band 2:

$$\begin{aligned} & 2,200 \text{ (Estimated Clicks Per Month)} \\ & \times \$1.00 \text{ (Unit Price Per Click)} \\ & \times \underline{\quad 3 \quad} \text{ (Estimated Number of copiers)} \\ & = \$6,600.00 \text{ (Total Monthly Price)} \\ & \times \underline{\quad 36 \quad} \text{ (Number of Lease Months)} \\ & = \$237,600.00 \text{ (Total Lease Term Cost)} \end{aligned}$$

4.2.10.1.2 EXAMPLE: MONOCHROME Purchase Band 3:

$$\begin{aligned} & 4,500 \text{ (Estimated Clicks Per Month)} \\ & \times \$1.00 \text{ (Unit Price Per Click)} \\ & \times \underline{\quad 5 \quad} \text{ (Estimated Number of copiers)} \\ & = \$54,000.00 \text{ (Total Monthly Price)} \\ & \times \underline{\quad 12 \quad} \text{ (Months per Year)} \\ & = \$270,000.00 \text{ (Total Yearly Cost)} \end{aligned}$$

4.2.11 Per Click Copy Charge (Color) – Vendor must 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 clicks per month and by the estimated copiers for the specific band to arrive at the Total Price per Month. Then the Total Price Per Month should be multiplied by the lease term to arrive at the Total Lease Term cost. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals. (SEE ABOVE EXAMPLE).

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 36 or 48 months.

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4.2.13 Total Monthly Lease Price of Color Bands 1 through 7 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 36 or 48 months.

Final Pricing Page

4.2.14 Total Price for All Items – The last page of the Pricing Pages (Tab labeled Overall Total Bid Price) contains a chart of each items (Item Nos. 1 through 6) total Price and a combined total of all items identified as the Total Price for All Items. The prices for each tab will automatically populate the Total Bid Amount for each tab on this page. However, Vendor should ensure that each of these line items has been properly added and completed before submitting their bid.

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

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

Vendor should type or electronically enter the information into the Exhibit_A 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 Mark.A.Atkins@wv.gov.

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5. ORDERING AND PAYMENT:

5.1 Ordering Procedure: At the time of need, agencies shall review the minimum specification requirements for copier bands to determine the appropriate band required. The agency should execute an ADO (Agency Delivery Order) in wvOasis or use the WV-39 form to obtain Contract Items under this Contract.

An Agency may either lease or purchase the Contract Items from the vendor awarded this Contract.

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 Maintenance (optional for Purchases only): Agencies have the option of not entering into a maintenance/service contract (Per Click Charge) on purchased copiers.

5.2.1 If maintenance is not obtained through this Contract at the time of the initial purchase, an Agency may obtain it at a later date through a separate procurement process (not part of this Contract) utilizing their agency delegated authority, on a per call, time and materials basis.

5.3 Short Term Rental: Any Agency requiring a copier for less than a 36-month term shall bid the procurement on the open market in accordance with State of West Virginia, Department of Administration, Purchasing Division rules and regulations.

5.4 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

5.5 Invoicing/Meter Read: Normal invoicing shall be monthly in arrears. However, upon mutual agreement of the Vendor and Agency, invoicing may be done on a quarterly basis in arrears. 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.

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6. DELIVERY AND RETURN:

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

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

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

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

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

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

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

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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. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this contract.

7.1.1 Failure to provide Eligible Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

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8. MISCELLANIOUS:

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

8.2 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.

8.3 Quarterly Reports:

8.3.1 Agency: 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.

8.3.2 Purchasing Division: The Vendor shall provide quarterly utilization reports containing at a minimum the following information pertaining to the State of West Virginia agencies, boards, commissions, and political subdivisions:

- 8.3.2.1** Ordering Entity;
- 8.3.2.2** Purchase order number;
- 8.3.2.3** Description;
- 8.3.2.4** Quantity;
- 8.3.2.5** Price.
- 8.3.2.6** Onsite service response.

These reports will be provided in editable Excel format and sent via email to Mark.A.Atkins@wv.gov on a quarterly basis as follows:

<u>PERIOD END</u>	<u>REPORT DUE</u>
December 31	January 31
March 31	April 30
June 30	July 31
September 30	October 31

Failure to supply such reports may be grounds for cancellation of this Contract.

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- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 Rental Term:** Prices for all standard rental units are to be for a 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.
- 8.8 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.

(Revised 8/27/2021)

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8.9 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. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Christine Bush

Telephone Number: 804-519-3703

Fax Number: _____

Email Address: BushC@sharpsec.com

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 with Scanning, Network Printing, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Automatic Document Feeder			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet (2 x 500-sheet universal tray)			1	each	\$ -	\$ -
		Paper Feed Cabinet (2,500 sheets/Letter size only)			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			500	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 1						\$ -

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, Continued	Monochrome						
		Band 2						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			2,200	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 2						\$ -

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, Continued	Monochrome						
		Band 3						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			4,500	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 3						\$ -

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, Continued	Monochrome						
		Band 4						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			7,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		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, Continued	Monochrome						
		Band 5						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			12,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 5						\$ -

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, Continued	Monochrome						
		Band 6						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			18,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 6						\$ -

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, Continued	Monochrome						
		Band 7						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (includes maintenance and consumables)			25,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 7						\$ -
Total Purchase Price of Monochrome Bands 1 through 7								\$ -

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
2	Purchase	Color						
		Band 1						
		Copier with Scanning, Network Printing, & Power Protector			10	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Automatic Document Feeder			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet (500-sheet universal tray + storage)			1	each	\$ -	\$ -
		Paper Feed Cabinet (2 x 500-sheet universal tray)			1	each	\$ -	\$ -
		Paper Feed Cabinet (2,500 sheets/Letter size only)			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			200	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			500	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 1						\$ -

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)
2	Purchase, Continued	Color						
		Band 2						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 2						\$ -

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)
2	Purchase, Continued	Color						
		Band 3						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Inner Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling			1	each	\$ -	\$ -
		Floor Finisher w/stapling + Saddle Stitcher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			2,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 3						\$ -

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)
2	Purchase, Continued	Color						
		Band 4						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			20	each (per year)	\$ -	\$ -
		Fax Kit			5	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			4,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		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)
2	Purchase, Continued	Color						
		Band 5						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 5						\$ -

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)
2	Purchase, Continued	Color						
		Band 6						
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			10	each (per year)	\$ -	\$ -
		Fax Kit			3	each (per year)	\$ -	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -
		Output Tray			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -
		Post inserter			1	each	\$ -	\$ -
		Z-fold unit			1	each	\$ -	\$ -
		Job separator tray			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -
		Working Table			1	each	\$ -	\$ -
		Keyboard			1	each	\$ -	\$ -
		Stand w/storage only			1	each	\$ -	\$ -
		Basic Stand			1	each	\$ -	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			2,000	per month	\$ -	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -
		Optional Card Reader			1	each	\$ -	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -
		Total for Band 6						\$ -

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	36 Month Lease, Continued	Monochrome								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			5	each (per year)	\$ -	\$ -	36	\$ -
		Fax Kit			2	each (per year)	\$ -	\$ -	36	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	36	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	36	\$ -
		Output Tray			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	36	\$ -
		Post inserter			1	each	\$ -	\$ -	36	\$ -
		Z-fold unit			1	each	\$ -	\$ -	36	\$ -
		Job separator tray			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	36	\$ -
		Working Table			1	each	\$ -	\$ -	36	\$ -
		Keyboard			1	each	\$ -	\$ -	36	\$ -
		Stand w/storage only			1	each	\$ -	\$ -	36	\$ -
		Basic Stand			1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables)			25,000	per month	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	36	\$ -
		Total for Band 7								\$ -
Overall 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
4	36 Month Lease, Continued	Color								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			15	each (per year)	\$ -	\$ -	36	\$ -
		Fax Kit			4	each (per year)	\$ -	\$ -	36	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	36	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	36	\$ -
		Output Tray			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	36	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	36	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	36	\$ -
		Post inserter			1	each	\$ -	\$ -	36	\$ -
		Z-fold unit			1	each	\$ -	\$ -	36	\$ -
		Job separator tray			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	36	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	36	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	36	\$ -
		Working Table			1	each	\$ -	\$ -	36	\$ -
		Keyboard			1	each	\$ -	\$ -	36	\$ -
		Stand w/storage only			1	each	\$ -	\$ -	36	\$ -
		Basic Stand			1	each	\$ -	\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			4,000	per month	\$ -	\$ -	36	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	36	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	36	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	36	\$ -
		Total for Band 7								\$ -
Total Monthly Lease Price of Color Bands 1 through 7 for 36 Month Lease										\$ -

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
5	48 Month Lease, Continued	Monochrome								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			20	each (per year)	\$ -	\$ -	48	\$ -
		Fax Kit			5	each (per year)	\$ -	\$ -	48	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	48	\$ -
		Output Tray			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	48	\$ -
		Post inserter			1	each	\$ -	\$ -	48	\$ -
		Z-fold unit			1	each	\$ -	\$ -	48	\$ -
		Job separator tray			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	48	\$ -
		Working Table			1	each	\$ -	\$ -	48	\$ -
		Keyboard			1	each	\$ -	\$ -	48	\$ -
		Stand w/storage only			1	each	\$ -	\$ -	48	\$ -
		Basic Stand			1	each	\$ -	\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables)			25,000	per month	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	48	\$ -
		Total for Band 7								\$ -
Overall 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
6	48 Month Lease, Continued	Color								
		Band 7								
		Copier with Scanning, Network Printing, Dual Scan automatic document feeder, & Power Protector			65	each (per year)	\$ -	\$ -	48	\$ -
		Fax Kit			16	each (per year)	\$ -	\$ -	48	\$ -
		Power Protector 120v/15A			1	each	\$ -	\$ -	48	\$ -
		Power Protector 120v/20A			1	each	\$ -	\$ -	48	\$ -
		Output Tray			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/50-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling			1	each	\$ -	\$ -	48	\$ -
		Finisher w/100-sheet stapling + booklet finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for inner finisher			1	each	\$ -	\$ -	48	\$ -
		Punch kit for floor finisher			1	each	\$ -	\$ -	48	\$ -
		Post inserter			1	each	\$ -	\$ -	48	\$ -
		Z-fold unit			1	each	\$ -	\$ -	48	\$ -
		Job separator tray			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 1x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/ 2x500 universal drawer + storage			1	each	\$ -	\$ -	48	\$ -
		Paper Feed Cabinet w/large capacity tray 8 1/2 x 11			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray 2500			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Trays 2 each			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 2,500 sheet			1	each	\$ -	\$ -	48	\$ -
		Large Capacity Tray side mount 3,000 sheet			1	each	\$ -	\$ -	48	\$ -
		Working Table			1	each	\$ -	\$ -	48	\$ -
		Keyboard			1	each	\$ -	\$ -	48	\$ -
		Stand w/storage only			1	each	\$ -	\$ -	48	\$ -
		Basic Stand			1	each	\$ -	\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables)			4,000	per month	\$ -	\$ -	48	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables)			1,000	per month	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Software			1	each	\$ -	\$ -	48	\$ -
		Optional Card Reader			1	each	\$ -	\$ -	48	\$ -
		Optional Cloud Printing Swipe Card			10	each	\$ -	\$ -	48	\$ -
		Total for Band 7								\$ -
Total Monthly Lease Price of Color Bands 1 through 7 for 48 Month Lease										\$ -

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

<u>Vendor Information:</u>	
Company Name:	
Contact Name:	
Phone No.:	
Fax No.:	
Email:	
Authorized Signature:	

SPECIFICATION 4.1 This Contract shall be limited to only the Contract Items (Copiers and Accessories) included in the Pricing Pages. This Contract will be awarded to the Vendor that provides the Contract Items for the lowest Total Overall Bid Price for the Items on the Pricing Pages. Failure to bid the requested Contract Items may result in rejection of a vendor’s bid. Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

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). No additional charges or fees will be paid under this contract.

Accessories: Vendor shall not provide any accessories other than those listed on the Exhibit_A Pricing Pages under this contract. All prices for the listed copiers on the pricing pages should include the vendor’s profit, shipping, setup cost and installation for all items. Any attempt to provide a separate charge for fees is prohibited under this contract. Only the copier bid for each band and the related accessories listed on the Pricing Pages shall be provided to an Agency at the established pricing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2200000002

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

9/1/21

Date

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

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by *W. Va. Code* § 6D-1-2)

Name of Contracting Business Entity: _____ Address: _____

Name of Authorized Agent: _____ Address: _____

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

~~Check here if this is a Supplemental Disclosure~~

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (*attach additional pages if necessary*):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: *M. Marie*

Date Signed: _____

Notary Verification

State of _____, County of _____:

I, _____, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this _____ day of _____, _____.

Lucy Jarvis
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: Purchasing Division



REQUEST FOR QUOTATION
CRFQ 0212 SWC2200000002
(DIGCOP21)
Digital Copiers

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids for an Open-End, Statewide Contract for Digital Copiers and Accessories. The Contract may be utilized by all West Virginia State agencies and Political Subdivisions within the State's 55 counties.

The previous contract was previously bid under CRFQ 0212 SWC1700000015 and opened on 7/21/2017. All bids received may be viewed at:

<http://www.state.wv.us/admin/purchase/Bids/FY2018/BO20170721.html>

The current contract was awarded as CMA 0212 SWC0000000019 (DIGCOP17A) and may be viewed on the Purchasing Division's website at:

<http://www.state.wv.us/admin/purchase/swc/DIGCOP.htm>

Note: The previous yearly spend totals for the SWC0000000019 (DIGCOP17A) contract as reported by the current vendor maybe viewed in **Exhibit_B Usuage Report:**

These spend totals are for informational use only and the State does not intend to imply or guarantee the spending amounts for the future contract resulting from this RFQ in any manner.

- 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 "CPM"** means copies per minute.
- 2.3 "MFP"** means "Multi-Function Printer" configured to be the following: Copier, Printer, Scanner for all bands both Monochrome and Color.
- 2.4 "Pricing Pages"** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
- 2.5 "RFQ"** means the official RFQ published by the Purchasing Division and identified as CRFQ 0212 SWC2200000002 (DIGCOP21).

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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.

MONOCHROME COPIERS (Bands 1-7)

3.1.1 BAND 1 – MONOCHROME COPIER

3.1.1.1 Band 1 must have the following minimum specifications:

- a. Manufacturer copy volume 5,000 per month
- b. Copy speed: Minimum 15, Maximum 20 cpm
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Network Printing and Scanning

3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must have the following minimum specifications:

- a. Manufacturer copy volume 15,000 per month
- b. Copy speed: Minimum 21, Maximum 30 cpm
- c. 500 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must have the following minimum specifications:

- a. Manufacturer copy volume 30,000 per month
- b. Copy speed: Minimum 31. Maximum 40 cpm
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must have the following minimum specifications:

- a. Manufacturer copy volume 45,000 month
- b. Copy speed: Minimum 41, Maximum 50 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must have the following minimum specifications:

- a. Manufacturer copy volume 65,000 month
- b. Copy speed: Minimum 51, Maximum 60 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must have the following minimum specifications:

- a. Manufacturer copy volume 80,000 month
- b. Copy speed: Minimum 61, Maximum 70 cpm
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must have the following minimum specifications:

- a. Manufacturer copy volume 150,000 month
- b. Copy speed: Minimum 71, Maximum 89 cpm
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

COLOR COPIERS (Bands 1-7)

3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must have the following minimum specifications:

- a. Manufacturer copy volume 5,000 month
- b. Copy speed: Minimum 15, Maximum 20 cpm
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Network Printing and Scanning

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3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must have the following minimum specifications:

- a. Manufacturer copy volume 20,000 month
- b. Copy speed: Minimum 21, Maximum 30 cpm
- c. 500 sheet paper capacity
- d. Bypass tray
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed: Minimum 31. Maximum 40 cpm
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.11 BAND 4 – COLOR COPIER

3.1.11.1 Band 4 must have the following minimum specifications:

- a. Manufacturer copy volume 40,000 month
- b. Copy speed: Minimum 41, Maximum 50 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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3.1.12 BAND 5 – COLOR COPIER

3.1.12.1 Band 5 must have the following minimum specifications:

- a. Manufacturer copy volume 60,000 month
- b. Copy speed: Minimum 51. Maximum 60 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.13 BAND 6 – COLOR COPIER

3.1.13.1 Band 6 must have the following minimum specifications:

- a. Manufacturer copy volume 75,000 month
- b. Copy speed: Minimum 61. Maximum 70 cpm
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

3.1.14 BAND 7 – COLOR COPIER

3.1.14.1 Band 7 must have the following minimum specifications:

- a. Manufacturer copy volume 125,000 month
- b. Copy speed: Minimum 71, Maximum 89 cpm
- c. 2,000 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Electronic sorting
- g. Dual Scan automatic document feeder
- h. Network Printing and Scanning

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3.1.15 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.

3.1.16 OPTIONAL CLOUD PRINTING SOFTWARE

3.1.16.1 For agencies requiring cloud printing, the Vendor must provide the software and any necessary accessories to make its cloud printing solution fully functional with the copiers it is providing as part of this contract.

3.1.16.1.1 For purposes of this contract, the State defines 'cloud printing' as the ability print jobs by connecting enduser devices to a copier on the same enterprise network without the need for on-premise printing infrastructure.

3.1.16.2 The software must allow for 'print release', whereby the print job does not occur until the enduser has entered credentials at the copier or authorized the print release in some manner.

3.1.16.3 Vendor's print release solution must allow for print release via 'swipe card', in which the enduser can scan a badge in lieu of entering credentials manually.

3.1.16.4 Vendor must provide on-going software maintenance and support including patches and upgrades.

3.1.17 ADDITIONAL CONTRACT ITEM REQUIREMENTS:

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

A. Be digital equipment. Analog models will not be accepted.

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- B.** Be capable of reproducing general office correspondence, reports, and bound documents.

- C.** Be able to reproduce quality copies from any of the following types of original documents while operating in an automated exposure mode: laser printed originals, multi-generation copies of copies, faxed documents, standard black graphite #2 pencils, red pen & pencil, blue ball point pen, NCR forms (blue or black print on white or colored paper stocks), photographs (color or B&W), solid lines and grids, solids, and graduated gray-scale tones.

- D.** Be capable of automatically selecting the proper paper size in respect to the original being copied.

- 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”.
 - a. The 11” x 17” size is required for Bands 2 and above.

- I.** Must be compatible with using recycled paper, up to and including 100% Post-Consumer Waste (PCW) paper.
 - a. Vendor may not fault the use of recycled paper for Device failures, as long as the recycled paper in use meets the standard paper

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specifications (e.g., multi-purpose, copy, or laser paper).

3.1.17.2 SERVICE AND MAINTENANCE:

- A. Full Service Requirement:** Vendor must have the ability to provide on-site service and maintenance for all Contract Items.
- a. Leased Copiers:** Agency must enter into a full service and maintenance contract (Per Click Charge) for all Contract Items that are leased.
 - b. Purchased Copiers:** If the Contract Items are Purchased, the Agency may elect to include maintenance contract (Per Click Charge) in the purchase price at the time of the purchase.
 - c.** 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 copiers to include all parts, supplies and consumables (excluding paper) for each band. Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that are necessary to maintain satisfactory performance of the copier.

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- a. 11"x17" impressions may be counted as two (2) clicks.
- b. A two-sided document may be counted as two (2) clicks. There shall be no charge for service impressions.
- c. 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 30 minutes by phone call of an Agency's request and be on site to complete the repair within four (4) working hours of the request throughout the term of

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this Contract for all requests in the following 25 mile radius of these cities: Beckley, Charleston, Huntington, Martinsburg, Morgantown, Parkersburg, All other areas shall respond onsite within eight (8) working hours.

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

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

3.1.17.3 Training: Vendor shall provide Agency with in-house at the agency's location or online training within five (5) working days of installation of the equipment or as otherwise agreed to by Agency.

3.1.17.4 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

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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.

3.1.17.5 Paper Requirement: To qualify as a paper source, a tray must contain a minimum of 500 sheets.

3.1.17.5.1 A stack feed bypass (allows insertion of 20 to 150 sheets at a time and provides multi-copy capability) may not be substituted or included for the paper requirement.

3.1.17.6 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 fees.

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

3.1.17.7 Manufacturer Accessory Listing Requirements: Vendors shall only provide pricing for accessories listed on the Pricing Pages. Agencies are not permitted to purchase any accessory not included on the pricing pages.

3.1.17.8 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

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

3.1.17.9 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.

3.1.17.9.1 Features must be installed within 90 calendar days after it becomes available to the public.

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

3.1.17.11 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.

3.1.17.12 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.

3.1.17.13 Power Protection: Vendors must include a surge and ground noise protection unit for every copier purchased/leased under this contract.

3.1.17.13.1 Power protector must meet the manufacturer's recommended minimum standard.

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3.1.17.14 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.

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

3.1.17.16 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. Agency must obtain approval from the appropriate entity prior to connecting any firmware/software to a State network. Vendor must maintain current Firmware/Software updates for each copier as per manufacturer updates.

3.1.17.17 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.

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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 must be incorporated into the unit pricing.

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

3.1.17.19 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.

3.1.17.19.1 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.

3.1.17.19.2 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.

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3.1.17.19.2 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.

3.1.17.20 Survivability:

3.1.17.20.1 Any order placed under the Contract (DIGCOP21) shall survive the expiration of the contract.

3.1.17.20.1.1 Any order placed under the Contract shall survive the expiration of the Contract.

Example:

An agency enters into a 48 month lease one (1) week before the Contract expires. That lease will remain in effect for the full 48 months, unless the customer terminates the lease sooner. In addition, all the Contract requirements that accompany the 48 month lease will also remain in effect until the lease is terminated.

3.1.17.20.1.2 Vendor will not be permitted to increase pricing on any Order that was placed prior to the expiration of the Contract.

Example:

Purchase: A customer purchases a Device and enters into a 12 month Maintenance Agreement (Per Click Charge) one (1) week before the Contract is set to expire. The pricing for that Maintenance Agreement must remain firm for the 12 month term.

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Example:

Lease: A customer enters into a 48 month lease one (1) year before the Contract expires. The pricing for that lease (including the Equipment, the Maintenance Agreement, an MPS statement of work, etc.) must remain firm for the 48 month term, unless the customer terminates the lease sooner.

3.1.17.20.1.3 Vendor shall maintain compliance with all requirements of the Contract throughout the duration of the Contract.

4. CONTRACT AWARD:

4.1 Contract Award: The Purchasing Division intends to award this Contract to a single vendor that will provide the Contract Items listed on the Exhibit_A Pricing Pages. This Contract shall be limited to only the Contract Items (Copiers and Accessories) included in the Pricing Pages. This Contract will be awarded to the Vendor that provides the 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. 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). No additional charges or fees will be paid under this contract.

Accessories: Vendor shall not provide any accessories other than those listed on the Exhibit_A Pricing Pages under this contract. All prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. Any attempt to provide a separate charge for fees is prohibited under this contract. Only the copier bid for each band and the related accessories listed on the Pricing Pages shall be provided to an Agency at the established pricing.

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4.2 Pricing Pages: The Pricing Pages consist of the six item numbers each listing an order type and containing 1 through 7 monochrome copier bands with accessories or 1 through 7 color copier bands with accessories. 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 the only approved accessories that may be provided for each copier bid in a specific band. Each Band contains some or all of the following:

Purchased Machines (Items No. 1 and 2)

4.2.1 Copier – Vendor must list the brand name and Model No. of the single copier that it is bidding for the item no. and band number requested. Vendor must 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 – Vendor must include the brand name of the accessory, the model number of the accessory and the Unit Price for each accessory. If the accessory is included in the base copier bid, then “INCLUDED” should be entered into the Brand Name and Model Number field. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

4.2.2.1 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 and “INCLUDED” entered into the Brand Name and Model Number fields of the accessory.

4.2.2.1.1 Any accessory that does not have a price provided will be awarded as a **“NO CHARGE”** item to the agency on the contract for purchase.

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- 4.2.3 Per Click Charge Per Copier (Monochrome)** - Vendor must provide a unit price for the per click charge price which must include maintenance and consumables. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.
- 4.2.4 Per Click Charge Per Copier (Color)** – Vendor must provide a unit price for the per click charge price which must include maintenance and consumables. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.
- 4.2.5 Total for Bands 1 through 7 (Monochrome) and Bands 1 through 7 (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 – 7. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

Leased Machines (Items Number 3 through 6)

- 4.2.6 Copier (including maintenance for ___ copies)** – Vendor must 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. By entering the Unit Price into the pricing pages, it will automatically 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 through 7 (for Monochrome & Color)** – Same as above.

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4.2.10 Per Click Copy Charge (Monochrome) – Vendor must 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 clicks per month and by the estimated copiers for the specific band to arrive at the Total Price per Month. Then the Total Price Per Month should be multiplied by the lease term to arrive at the Total Lease Term cost. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals.

4.2.10.1.1 EXAMPLE: MONOCHROME 36 month Lease Band 2:

$$\begin{aligned} & 2,200 \text{ (Estimated Clicks Per Month)} \\ & \times \$1.00 \text{ (Unit Price)} \\ & \times \underline{\quad 3 \quad} \text{ (Estimated Number of copiers)} \\ & = \$6,600.00 \text{ (Total Monthly Price)} \\ & \times \underline{\quad 36 \quad} \text{ (Number of Lease Months)} \\ & = \$237,600.00 \text{ (Total Lease Term Cost)} \end{aligned}$$

4.2.11 Per Click Copy Charge (Color) – Vendor must 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 clicks per month and by the estimated copiers for the specific band to arrive at the Total Price per Month. Then the Total Price Per Month should be multiplied by the lease term to arrive at the Total Lease Term cost. By entering Unit Price into the pricing pages, the Total Pricing will automatically calculate the bid totals. (SEE ABOVE EXAMPLE).

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 36 or 48 months.

4.2.13 Total Monthly Lease Price of Color Bands 1 through 7 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 36 or 48 months.

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Final Pricing Page

4.2.14 Total Price for All Items – The last page of the Pricing Pages (Tab labeled Overall Total Bid Price) contains a chart of each items (Item Nos. 1 through 6) total Price and a combined total of all items identified as the Total Price for All Items. The prices for each tab will automatically populate the Total Bid Amount for each tab on this page. However, Vendor should ensure that each of these line items has been properly added and completed before submitting their bid.

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

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

Vendor should type or electronically enter the information into the Exhibit_A 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 Mark.A.Atkins@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 execute an ADO (Agency Delivery Order) in wvOasis or use the WV-39 form to obtain Contract Items under this Contract.

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An Agency may either lease or purchase the Contract Items from the vendor awarded this Contract.

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 Maintenance (optional for Purchases only): Agencies have the option of not entering into a maintenance/service contract (Per Click Charge) on purchased copiers.

5.2.1 If maintenance is not obtained through this Contract at the time of the initial purchase, an Agency may obtain it at a later date through a separate procurement process (not part of this Contract) utilizing their agency delegated authority, on a per call, time and materials basis.

5.3 Short Term Rental: Any Agency requiring a copier for less than a 36-month term shall bid the procurement on the open market in accordance with State of West Virginia, Department of Administration, Purchasing Division rules and regulations.

5.4 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

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

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

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Digital Copiers

6. DELIVERY AND RETURN:

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

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

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

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

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

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

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

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Digital Copiers

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. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this contract.

7.1.1 Failure to provide Eligible Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

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8. MISCELLANIOUS:

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

8.2 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.

8.3 Quarterly Reports:

8.3.1 Agency: 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.

8.3.2 Purchasing Division: The Vendor shall provide quarterly utilization reports containing at a minimum the following information pertaining to the State of West Virginia agencies, boards, commissions, and political subdivisions:

8.3.2.1 Ordering Entity;

8.3.2.2 Purchase order number;

8.3.2.3 Description;

8.3.2.4 Quantity;

8.3.2.5 Price.

8.3.2.6 Onstie service response.

These reports will be provided in editable Excel format and sent via email to Mark.A.Atkins@wv.gov on a quarterly basis as follows:

PERIOD END

December 31

March 31

June 30

September 30

REPORT DUE

January 31

April 30

July 31

October 31

Failure to supply such reports may be grounds for cancellation of this Contract.

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(DIGCOP21)
Digital Copiers

- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 Rental Term:** Prices for all standard rental units are to be for a 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.
- 8.8 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.

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(DIGCOP21)
Digital Copiers

8.9 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. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Christine Bush

Telephone Number: 804-519-3703

Fax Number: _____

Email Address: BushC@Sharpsec.com



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

State of West Virginia
 Centralized Request for Quote
 Office Equip.

Proc Folder: 914412			Reason for Modification:
Doc Description: Statewide Contract for DIGITAL COPIERS & Accessories			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-08-13	2021-08-31 13:30	CRFQ 0212 SWC2200000002	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000103733
Vendor Name : Sharp Electronics Corporation
Address : 100 Paragon Drive
Street :
City : Montvale
State : New Jersey **Country :** USA **Zip :** 07645
Principal Contact : Christine Bush
Vendor Contact Phone: 804-519-3703 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Vendor Signature X Mike Marusic, President of SIICA **FEIN#** 13-1968872 **DATE** 8/25/21

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

ADDITIONAL INFORMATION

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

INVOICE TO**SHIP TO**

VARIOUS AGENCY
LOCATIONS
AS INDICATED BY ORDER

STATE OF WEST VIRGINIA

VARIOUS LOCATIONS AS
INDICATED BY ORDER

No City WV
US

No City WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 10:00am EDT.	2021-08-19

	Document Phase	Document Description	Page
SWC2200000002	Final	Statewide Contract for DIGITAL COPIERS & Accessories	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Centralized Request for Quote
 Office Equip.

Proc Folder: 914412		Reason for Modification:	
Doc Description: Statewide Contract for DIGITAL COPIERS & Accessories		ADDENDUM_2	
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-08-31	2021-09-09 13:30	CRFQ 0212 SWC2200000002	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:
Vendor Name : Sharp Electronics Corporation
Address : 100 Paragon Drive
Street :
City : Montvale
State : New Jersey **Country :** USA **Zip :** 07645
Principal Contact : Christine Bush
Vendor Contact Phone: 804-519-3703 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Vendor Signature X Mike Marusic, President of SIICA **FEIN#** 13-1968872 **DATE** 9/7/21

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

ADDITIONAL INFORMATION

ADDENDUM_2: Is issued for the following:

1. To publish the State's response to the questions submitted by Vendors during the Technical Questioning period.
2. To publish the Revised 8/27/2021 Specifications.
3. To publish the Revised 8/27/2021 Exhibit_A Pricing Pages.
4. To open a second technical question period round.

NO OTHER CHANGES

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Digital Copiers & Accessories (Purchased)	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

PURCHASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Digital Copiers & Accessories (Leased)	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

LEASED: Digital Copiers & Accessories

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Per Click Charge (Inc. Maintenance & Consumables)	0.00000			

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: Vendor shall complete each tab in the Exhibit_A Pricing Pages for bid pricing AND must attach with bid.

If vendor is submitting a bid online via wvOasis, Vendor should enter \$0.00 in the wvOasis commodity line and attach the Exhibit_A Pricing Pages to their bid.

See Section #6 BID SUBMISSION in the Instructions to Bidders document for additional information.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 10:00am EDT.	2021-08-19

Line

Event

Event Date

2

Technical Questions due by 10:00am EDT.

2021-09-03

	Document Phase	Document Description	Page
SWC2200000002	Final	Statewide Contract for DIGITAL COPIERS & Accessories	5

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



SHARP AUTHORIZED WEST VIRGINIA DEALERS

NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COUNTY COVERAGE
CENTRAL BUSINESS SYSTEMS, INC.	3138 CUSTER DR, SUITE 210	LEXINGTON	KY	40517	859-276-1690	Barbour, Boone, Brxton, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Grant, Greenbrier, Hampshire, Hardy, Harrison, Jackson, Kanawha, Lewis, Lincoln, Logan, Marion, Mason, McDowell, Mercer, Mineral, Mingo, Monongalia, Monroe, Nicholas, Pendleton, Pleasants, Pocahontas, Preston, Putnam, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Upshur, Wayne, Webster, Wetzell, Wirt, Wood
CENTRIC BUSINESS SYSTEMS, INC.	10702 RED RUN BLVD	OWINGS MILLS	MD	21117	410-902-3300	Berkeley, Jefferson
COMPTON OFFICE MACHINE CO	1829 BIGLEY AVENUE	CHARLESTON	WV	25302	800-230-4329	Boone, Braxton, Cabell, Clay, Fayette, Gilmer, Grant
COMPTON OFFICE MACHINE CO	422 NINTH STREET, SUITE 101	HUNTINGTON	WV	25701	800-230-4329	Hardy, Harrison, Jackson, Kanawha, Lewis, Lincoln, Logan, Marion, Mason, McDowell, Mercer, Mingo, Monongalia, Monroe, Nicholas, Pendleton, Pocahontas, Preston, Putnam, Raleigh, Randolph, Roane, Summers, Taylor, Tucker, Upshur, Wayne, Webster, Wyoming
COMPTON OFFICE MACHINE CO	267 DAWKINS DRIVE, SUITE B	LEWISBURG	WV	24901	304-645-7428	Greenbrier
COMPTON OFFICE MACHINES	1038 N EISENHOWER DR	BECKLEY	WV	25801	800-230-4329	Raleigh
DOING BETTER BUSINESS, INC	2735 RAILROAD STREET	PITTSBURGH	PA	15222	301-797-1399	Berkeley, Grant, Hampshire, Hardy, Jefferson
DONNELLEN MCCARTHY ENTERPRISES	610 GREEN ST	PARKERSBURG	WV	26101	513-769-7800	Wood
DONNELLON MCCARTHY ENTERPRISES	10855 MEDALLION DR	CINCINNATI	OH	45241	513-769-7800	Calhoun, Doddridge, Jackson, Pleasants, Ritchie, Wirt, Wood
MARCO INC	501 FULLING MILL RD	MIDDLETOWN	PA	17057	717-944-0400	Berkeley, Jefferson, Morgan
MOS OFFICE SYSTEMS	3153 BELMONT STREET	BELLAIRE	OH	43906	740-676-2943	Brooke, Hancock, Marshall, Ohio
QUEEN CITY BUSINESS SYSTEMS	505 NATIONAL HWY	LA VALE	MD	21502	301-759-4700	Grant, Hampshire, Hardy, Harrison, Marion, Mineral, Preston, Randolph, Taylor, Tucker, Upshur
RELIABLE OFFICE TECHNOLOGIES CORP	211 SOUTH JEFFERSON ST	FREDERICK	MD	21701	800-564-0989	Berkeley, Jefferson, Morgan
VALLEY BUSINESS SYSTEMS	610 GLENMORE LOOP ROAD	ELKINS	WV	26241	304-636-0504	Barbour, Gilmer, Grant, Hardy, Lewis, Randolph, Taylor, Tucker, Upshur

SHARP®

DESKTOP MONOCHROME DOCUMENT SYSTEMS



MX-B427W

Sharp desktop monochrome document systems deliver leading-edge integration and powerful productivity, all in a small compact design.

A HIGHER BENCHMARK OF INNOVATION

performance

The MX-B427W desktop monochrome document system delivers crisp, high-quality output with exceptional ease of use. This model provides customers with an intuitive user experience and the confidence of knowing their jobs will come out right the first time, every time. Designed with robust technology and energy efficient features, the compact MX-B427W delivers the productivity you need with the performance and reliability you want in your workplace or home office.

Key Features

- **Ease of Use** – 2.8" (diagonal) touchscreen display with user-friendly graphical interface provides quick access to a user guide, copy and scan settings and more.
- **Productivity** – Out-of-the-box copy, print, scan and fax capabilities and standard wireless connectivity enables users to easily manage their workflow from PCs, smartphones and tablets.
- **Workplace Friendly** – Integrates seamlessly with today's complex network environments and mobile technologies. Sharp utilizes system updates to provide feature enhancements and to ensure your machine remains compatible with current technology.

The compact MX-B427W desktop monochrome document system offers powerful productivity features enabling users to quickly execute workflow tasks, whether in the office, or working from home.



DESIGNED TO DELIVER CONVENIENCE



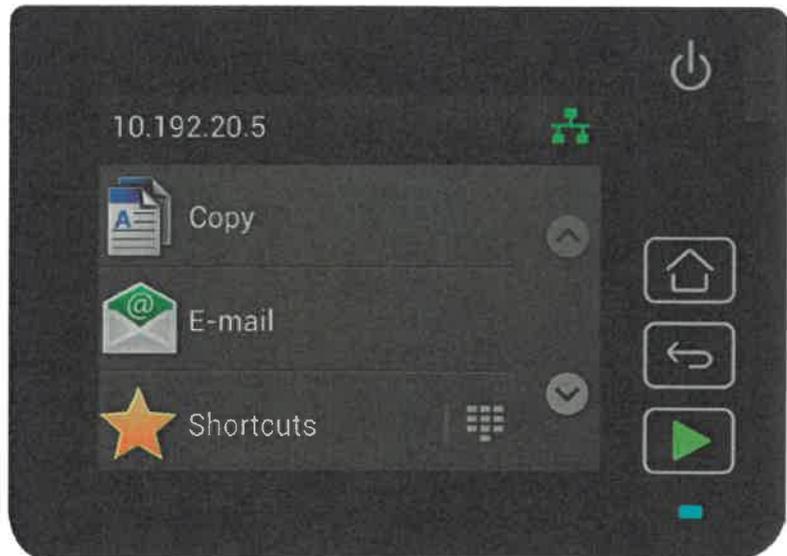
INTUITIVE INTERFACE

STANDARD WIRELESS NETWORKING

VERSATILE DESIGN

A reliable document system that meets tomorrow's business needs today.

- Standard **copy, print, scan** and **fax** capability right out-of-the-box.
- Productive printing speeds of up to **42 pages per minute**.
- **50-sheet** duplexing document feeder **scans at speeds up to 96 images per minute**.
- Supports **letter, statement and legal size paper** through the standard paper drawer or bypass tray.
- Offers up to **3 paper sources** with available 900-sheet maximum paper capacity.
- **600 x 600 dpi** printing delivers clear, crisp images and text page after page.
- **2.8" (diagonal) color touchscreen** display with user-friendly graphical interface.



- **Compact design** easily fits into small offices or home workspaces in desktop or console configurations.
- Convenient front-facing **USB port** for **easy direct printing** of PDF files from a USB drive without having to access a PC.
- Easily **copy** both sides of **ID, business or credit cards** onto one single page.
- **Supports popular mobile technologies**, enabling users to easily print files from smartphones, tablets and even notebook computers.
- Protect your intellectual property: a **wide range of security features** help to keep your information safe, whether it's in a document, on the device, or over your network.
- **Sharp Remote Device Manager (SRDM)** allows administrators to have centralized control of the device over the network in order to simplify installation and management.*

*Some SRDM features not available. Contact your Sharp representative for availability and details.

MX-B427W SPECIFICATIONS

Main Specifications

MX-B427W	Base model includes 50-sheet DSPP, PCL® 6 and PostScript® 3™ compatible printing systems, network scanning, auto duplexing, 1 x 250-sheet paper drawer, 100-sheet bypass tray. Imaging kits and starter toner included.
Type	Desktop monochrome multifunction printer
Display	2.8" (diagonal) color dot matrix high-resolution touchscreen
Functions	Copy, print, network print, network scan and fax
Originals	Sheets and bound documents
Max. Original Size	8½" x 14"
Output Size	Min. 5½" x 8½", Max. 8½" x 14"
Copy Speed	42 ppm (8½" x 11")
First Copy Time (in seconds)¹	Platen Glass: 5.9 Doc Feeder: 5.9
Magnification	25% to 400% in 1% increments
Original Feed	50-sheet DSPP
Scan Speed	Up to 96 ipm (Mono)/42 ipm (Color)
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 14", 2" x 3½" business card
Paper Capacity	Standard: 350 sheets/Maximum: 900 sheets
Paper Feed System²	Standard: 250-sheet paper drawer and 100-sheet bypass tray (letter/legal/statement size, envelopes through bypass only). Optional: 550-sheet paper drawer (letter/legal/statement).
Paper Weights and Types	Standard and optional paper drawers: Plain and heavy paper from 16-32 lb. bond. Other paper types include pre-printed, recycled, pre-punched, letterhead, color paper, paper labels, recycled, pre-punched, letterhead, color paper, paper labels, card stock, envelopes.
Duplexing	Standard automatic duplex copying and printing
CPU	1 GHz multi-processor design
Interface	RJ-45 Ethernet (10/100 Base-T), USB 2.0: host, high speed port (front), wireless LAN (IEEE 802.11 a/b/g/n)
Memory	Standard: 512 MB
Copy Resolution	Up to 600 x 600 dpi
Copy Features	Collating copies, copy shortcut, duplex copy, paper save functions (N-Up), 2 up portrait or landscape, 4 up portrait or landscape, scale (reduce/enlarge) function, maximum number of copies 9,999, long edge binding, short edge binding.
Account Control	Supports user authentication via user-number
Output Tray Capacity	Center Exit Tray (Main): 150 sheets plain paper/10 envelopes
Cloud Supported Services	Google Drive, OneDrive for Business, SharePoint Online, Dropbox and Box.
Network Protocols	TCP/IP (IPv4, IPv6, TCP X, UDP X, IPSEC w/ IPv4 X, IPSEC w/ IPv6 X, ICMP X, IGMP X, 802.1x)
Network and Data Security	Includes IP address filtering, protocol filtering, port control, TLS Encryption, Kerberos
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N

Main Specifications (continued)

Device Setup	Web-based management/cloning with user/administrator level login
Service/Functions	Remote Front Panel, remote access to service logs and click counts
Accessibility Features	Touch front panel, swipe navigation, key pad operation, AT compatible print and scan drivers, AT compatible embedded web server page, accessible user guides, magnification, tactile volume control, raised operator panel keys, quick copy, display brightness control, control panel key repeat adjustable.
Environmental Standards	International ENERGY STAR Program Ver. 3.0, European RoHS, Blue Angel (RAL-UZ205)
Power	110-127V AC, 50-60 Hz, 12 A receptacle
Power Consumption	0.54 kW
Weight	Approx. 28.2 lbs.
Dimensions	Approx. 16.2" (w) x 14.4" (d) x 13.3" (h)

Network Printing System

PDL	Standard PCL 6 and PostScript 3 compatible
Resolution	600 x 600 dpi
Print Speed	42 ppm (8½" x 11")
Print Drivers	Windows Server® 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Windows 7, Windows 8.1, Windows 10, MAC OS® (including 10.10 to 10.15), all MAC PPD, Linux® PPD

Mobile Printing

Print Features	AirPrint®, Android printing framework, Wi-Fi direct print Auto configuration, bar code font printing, confidential print, custom image registration, different cover page/last page/other page, document filing, duplex printing, electronic sorting, form overlay, image rotation, image type, job retention, layout print, N-up printing, pamphlet style, proof print, stapling, toner save mode, tray status, user authentication, watermarks, zoom print.
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Direct Printing

File Types	JPEG, TIFF, GIF, BMP, PNG, PCX, PDF. Methods: FTP, Web page and USB memory
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Resident Fonts

Operating Systems and Environments	89 fonts (PCL), 158 fonts (PS) Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Windows 7, Windows 8.1, Windows 10, Citrix®, Linux
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Printing Protocols

	LPD, Raw TCP (port 9100), enhanced IP (port 9400), FTP, TFTP, IPP
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Network Scanning System

Scan Modes	Standard: color, monochrome and grayscale
Max. Original Size	8½" x 14"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 75 dpi

Network Scanning System (continued)

Image	Color Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
Compression	Color/Grayscale: JPEG (high, middle, low)
Image Formats	JPEG, PDF, PDF/A-1a/1b, XPS, TIFF
Scan Destinations	Email, Desktop, FTP, Folder (SMB), USB, Super G3 fax
Scanning Protocols	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP/SMTP-SSL/ESMTP, POP3, LDAP, S/MIME
Software	Optional third party applications

Super G3 Facsimile Function

Communication Line	Public Switched Telephone Network (PSTN) or Analog PABX (RJ-11)
Transmission Mode	Super G3, G3
Modem Speed	Maximum 33.6 KBPS with auto fallback
Compression	JBIG, JPEG, MMR, MR, MH
Scanning Method	Sheet fed or manual feed from platen glass
Transmit Resolution	600 x 600 dpi (ultra-fine), 300 x 300 dpi (super-fine), 200 x 200 dpi (fine), 200 x 100 (standard)
Transmit Speed	Approx. 3 seconds per page in Super G3 mode
Auto Dialing	Up to 400 destinations (combined)
Group Dialing	Up to 400 groups
Inbound Fax Routing	To email address, FTP or SMB using Transmit Terminal Identification (TTI), also Document Administration function can send blind copy of transmissions and receptions to an administrator email address, FTP or SMB location.
Max. Original Length	Up to 14"
Memory	6 MB
Features	Transaction Reports, Activity Reports, PC Fax, Quick On-line Transmission, Inbound Fax Routing, Anti-Junk Fax Reception, Fax Release, Out-of-Paper Memory Reception, Auto Redial, Auto Exposure, Group Dialing, Duplex Reception, Fax Forwarding, Color Page and Color Fax.

Optional Equipment

MX-CS26	550-sheet Paper Feed Unit
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Supplies

MX-B427	Black Toner Cartridge
MX-B42DU	Black Imaging Kit

¹ May vary depending on product configuration, machine settings and operating and/or environmental conditions.

² Some features require optional equipment. See your local dealer.



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100 Paragon Drive, Montvale, NJ 07645
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SHARP®

ADVANCED SERIES MONOCHROME DOCUMENT SYSTEMS



MX-M3071 MX-M3571 MX-M4071



"2019 Copier MFP Line of the Year"
"New to the Line"

The New Sharp Monochrome Advanced Series document systems deliver cutting-edge integration and powerful productivity.

DESIGNED FOR THE TECHNOLOGY-DRIVEN WORKPLACE

advanced

The Sharp MX-M3071, MX-M3571 and MX-M4071 Advanced Series monochrome document systems are built using the latest technology available to deliver the performance, features and reliability needed in today's busy workplace environments. These new MFPs are also easy to use and offer enhanced productivity, all 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 Monochrome Advanced Series also offers leading-edge security features to help businesses protect their data and personal information.

Key Features

- **Ease of Use** – Award-winning touchscreen display offers a user-friendly graphical interface with simplified Easy Modes, integrated user guides and quick access to network services. With Sharp's new **MFP Voice** feature available for these models, you can interact with the machine with the power of natural language.
- **Productive Features** – Standard full multifunction capability out-of-box, including copying, network printing and color network scanning. New Adobe Embedded Print Engine technology direct prints PDF files from a variety of sources with greater performance and rendering accuracy.
- **Workplace Friendly** – Integrates seamlessly with today's complex network environments, and supports popular cloud services and mobile technologies. Sharp's new **Application Portal** enables administrators to easily add new apps or update existing apps right from the MFP.

The new MX-M3071, MX-M3571 and MX-M4071 Monochrome Advanced Series offers businesses powerful multitasking features, enabling them to quickly execute the ever-changing workflow tasks of today's busy office environments.



POWERED BY
Adobe Embedded Print Engine

POWERFUL PERFORMANCE, STRONG PRODUCTIVITY



An advanced design plus multifunctional capability allow you to meet tomorrow's business needs today.

- Standard 150-sheet **duplexing single-pass document feeder** scans documents at speeds up to 220 images per minute (ipm).
- **Flexible paper handling** supports media up to 110 lb. cover (300 gsm) and feeds up to 12" x 18" through the paper trays, allowing users to print on a wide variety of media.
- Sharp's available **MFP Voice** feature enables users to control the device with simple verbal commands. Experience hands-free, voice-first interaction with **Amazon Alexa**.
- Network-ready **PCL® 6** and **Adobe® PostScript® 3™** printing systems ensure your documents print with the clarity and formatting you expect.
- Easily **convert documents** to popular Microsoft® file formats, as well as a variety of PDF formats, with standard OCR (optical character recognition) capabilities.

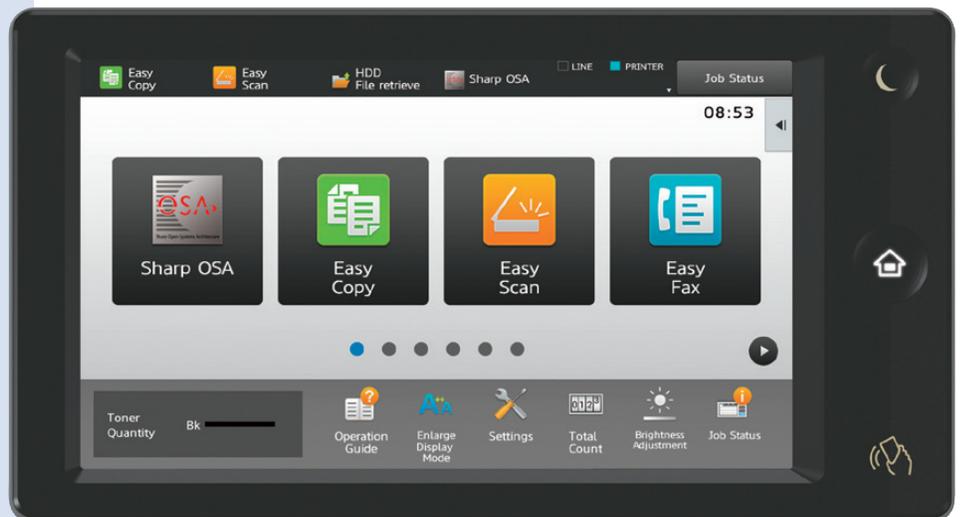
EASY TO USE

PRODUCTIVE FEATURES

WORKPLACE FRIENDLY



"PaceSetter Award in
Ease of Use 2018-2019"



- Award-winning 10.1" (diagonal) **customizable touchscreen display** with a clean design enables easy access to features and functions when setting up jobs.
- **Built-in walk-up motion sensor** automatically detects approaching users and immediately wakes the machine, making it ready for use within seconds.
- Standard **wireless networking** feature can connect directly to your network or to mobile devices for convenient scanning and printing with the **Sharpdesk® Mobile App**.
- Access popular cloud services, such as Microsoft OneDrive™ for Business, SharePoint® Online, Google Drive™, Dropbox and more with Sharp's **Cloud Connect** feature.
- **Multi-layered, leading-edge security features** provide enhanced protection while an End-of-Lease feature can erase all data and personal information at time of trade-in.



Built-in retractable keyboard simplifies email address and subject line entries as well as repetitive scanning tasks and user authentication.



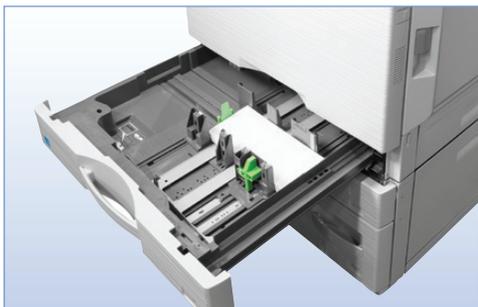
ENHANCED FUNCTIONALITY – INTUITIVE DESIGN



Easy Copy Screen offers the most commonly used settings.



MX-M4071 shown in both a compact configuration with inner finisher and full configuration with saddle stitch finisher and large capacity cassette.



Feeds up to 50 envelopes from the standard paper tray.

From paper handling to networking, the MX-M3071, MX-M3571 and MX-M4071 Monochrome Advanced Series will exceed your expectations.

Simple and Intuitive Operation

From the most basic of copy functions, to the most complex scan jobs, the Monochrome Advanced 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. Easy Modes are available for the standard copy and scan functions, as well as for the optional fax expansion kit. And for more advanced features, just touch the “Details” button—it’s that easy.

The Productivity You Need with the Performance You Want

When it’s time to get the job done, the Advanced Series monochrome document systems are outstanding performers. Quickly scan documents at speeds up to **220 ipm**. 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 finishing** 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. These models also feed up to 50 envelopes from the standard paper tray.*

Experience Hands-free, Voice-first Interaction at the MFP with Alexa

Sharp has always been known for enhancing MFP productivity in the workplace by offering innovative, easy-to-use features. Sharp has done it again with the new **MFP Voice feature** available for the new Monochrome Advanced Series document systems. With Sharp’s MFP Voice feature, you can interact with the machine just by using the power of natural language. With simple voice commands, you can ask the Sharp document system to make copies or scan a document.



MX-M4071 shown with available Sharp MFP Voice feature with Alexa.

*See specifications for a list of supported envelopes.

HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-M3071/M3571/M4071 Advanced Series monochrome document systems provide high-performance functionality that easily adapts to your business needs.

innovative features

Duplexing Single Pass Feeder (DSPF)

Standard 150-sheet dual head document feeder scans both sides of a document in a single pass, and a built-in indicator light flashes to remind you to take your originals.

Convenient Wireless Networking

Scanning and printing from mobile devices is made quick and easy with the available Sharpdesk Mobile App.

Easy-to-Use Smart Touchscreen

Award-winning, tablet-style menu provides quick access to features and functions.

High Quality Printing

1,200 x 1,200 dpi resolution produces razor-sharp documents. Adobe PostScript 3 drivers offer extensive job control.

Built-in Retractable Keyboard

Full-size QWERTY keyboard enables easy data entry.

Hands-free Operation

The available MFP Voice feature enables users to control the device using simple verbal commands with Alexa.

In-line Stapling

Produce professional-looking corner-staple or edge-staple documents up to 65 pages.

Walk-up Motion Sensor

Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

Manual Stapler

Manual stapling feature makes it easy to re-staple originals after scanning.

100-sheet Bypass Tray

Manual bypass tray feeds envelopes, OHP film, glossy paper, as well as paper up to 300 gsm.

Saddle Stitch Finishers

Make high quality booklets up to 80 pages.

Multi-layered Security Features

Leading-edge security features provide enhanced protection of data and personal information and helps protect against network intrusions.

Easily Access Popular Cloud Applications

With the available Cloud Connect feature, users gain access to Microsoft OneDrive, Google Drive, Dropbox and more. Sharp's new Application Portal makes it easy for administrators to add or update apps right from the MFP.

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. Also feeds up to 50 envelopes through the standard paper tray.* A variety of paper tray options are available, including a large capacity cassette and split tandem paper drawers.

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.



* See specifications for a list of supported envelopes.

ENHANCED COLLABORATION FOR STREAMLINED WORKFLOWS



Access popular cloud applications, distribute files and print documents more easily.



Scan and convert documents to popular file types seamlessly with Sharp's built-in OCR function.



Standard Serverless Print Release enables users to securely print a job and release it from up to six supported models on the same network.

Powerful document workflow solutions help you work more efficiently.

Distribute, Access and Print Your Documents with Ease

Sharp makes it easy to go beyond traditional network scanning with standard **Email Connect** and **Cloud Connect** features. With **Email Connect**, scan to email is seamlessly integrated with Microsoft Exchange/Office 365[®] and Gmail[™] user accounts, making it easy to identify the sender of scanned files. With Cloud Connect, users can easily scan-to and print-from **Microsoft OneDrive for Business, SharePoint Online, Google Drive, Box and Dropbox**. And with Sharp's new Application Portal, administrators can **easily add new apps** and update existing apps right from the MFP touchscreen panel.



Scan and Print Files Easily from Mobile Devices

The Advanced Series monochrome 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 mobile devices.* These new models also support popular mobile technologies such as **Apple[®] Airprint[®], Android[™] print framework and Google Cloud Print[™]**. With standard **wireless networking**, users can also print directly to the MFP from mobile devices without interfering with the corporate network!

Simplify Managing Different File Types with Intelligent Image Processing

With standard OCR capabilities, users can easily scan and convert documents to popular file formats including Microsoft Word, PowerPoint and Excel, as well as Searchable PDF, Encrypted PDF and others. You can even directly print these same file types from thumb drives, cloud applications and mobile devices. This function is enabled via Qualcomm DirectOffice technology. These new models also support the new **Adobe Embedded Print Engine**, which direct prints PDF files from a variety of sources with greater performance and rendering accuracy.

Flexible Printing Solutions Help Maximize Productivity

Standard PCL 6 and Adobe PostScript 3 printing systems to help you speed through all of your output needs. Sharp's **Serverless Print Release** feature enables users to securely print a job and release it from up to six supported models on your network.* And with **Google Cloud Print**, you can send print jobs from Chromebook[™] notebook computers, PCs and more from virtually anywhere.

Simplify Complex Business Workflows with Sharp OSA[®] Technology

Sharp OSA technology can help your business leverage the power of your network applications, back-end systems and cloud services. Easily automate complex processes and help eliminate redundant tasks. Talk to your authorized Sharp dealer to see how they can help you implement a streamlined workflow solution.



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

TAKING CARE OF BUSINESS SAFELY AND SECURELY

Manage your device, help safeguard your data, help protect your business.

To help protect employees' privacy and intellectual property, the new Monochrome Advanced Series is armed with leading-edge, **multi-layered security features**, including **Firmware Attack Prevention and Self Recovery**, which can help identify a malicious intrusion and restore the machine firmware to its original state. The new **Application Whitelisting** feature detects access attempts to the machine file system and denies access if the source data is not on the whitelist. **Authority Groups** help manage and restrict copying, printing and scanning features to safeguard data and control costs. Administrators can also apply **Active Directory® Group Policy** to the device, which offers centralized configuration and control. **Confidential Printing** helps ensure sensitive documents are kept safe by requiring users to enter a PIN code to print them. These models also support Active Directory user authentication and secure **Single Sign-On**. **Integrated ID card authentication** is also available.* When you are ready to trade the machine in, a convenient **End-of-Lease** feature can erase all data and personal information, as well as print a confirmation report.



These scalable security offerings aim to help protect your confidential and personal information, as well as help your business meet regulatory requirements. For additional information visit: www.sharpusa.com/security.

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



With **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. Event-driven service alerts help monitor the device and maximize uptime. The centrally managed **security dashboard** monitors security settings and can automatically reset the security policy if changed locally at the machine. Also, **Centralized Admin Password Management** and **Centralized Power Management** make it easy to deploy changes when needed. The **Remote Front Panel** feature enables administrators to control the machine's LCD panel from a PC to troubleshoot issues and train operators. 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 Advanced Series model to help you understand all of the features.



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. The Monochrome Advanced Series adhere to Sharp's 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-M3071/M3571/M4071 document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. These products also have low TEC values. Sharp MFPs are EPEAT® registered.



Toner Recycling Program

As part of our commitment to help preserve the environment, Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers. This program includes cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing them with 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-M3071/M3571/M4071 SPECIFICATIONS

Main Specifications

MX-M3071/ M3571/M4071	Base models include multitasking controller, 150-sheet DSPF, PCL® 6 and Adobe PostScript® 3™ printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray.
Type	Monochrome multi-function digital document system
Display	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display. 1,024 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"
Output Size	Min. 5½" x 8½", Max. 12" x 18"
Copy Speed	30/35/40 ppm (8½" x 11")
Multiple Copy	Max. 9,999 copies
First Copy Time (In Seconds)²	Platen Glass: 4.5 DSPF: 7.4
Warm Up Time	27 seconds (from main power switch on), 14 seconds (from [Power] button on)
Magnification	25% to 400% in 1% increments (with DSPF 25%-200%)
Original Feed	150-sheet DSPF with original size detection
Scan Speed	Copy: Up to 220 ipm (Mono) Scan: Up to 220 ipm (Mono/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) paper drawer 550 sheets (letter/legal/ledger/stmt. size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawer(s) (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/statement size).
Paper Weights and Types	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or 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), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.
Duplexing	Standard automatic duplex copying and printing
CPU	Up to 1.4 GHz multi-processor design
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 2 host ports (front and rear), wireless 802.11 b/g/n
Memory	Standard 5 GB copy/print (shared)
Hard Disk Drive	500 GB
Copy Resolution	Scan: Up to 600 x 600 dpi Output: Up to 1200 x 1200 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, 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 via local, LDAP and Active Directory for copy, print, scan and document management

Main Specifications (continued)

Output Tray	Center Exit Tray (Main): 250 sheets (face down)
Capacity	Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 100 sheets (face down)
Cloud Supported Services	Google Cloud Print, Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Office 365, Gmail
Network Protocols	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, SNNPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
Network and Data Security	Includes IP/MAC address filtering, protocol filtering, port control, user authentication (local/LDAP/Active Directory), TLS Encryption, Kerberos support
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
Device Setup	Web-based management with user/admin level login
Service/Functions	Remote Front Panel, remote access to service logs and click counts
Accessibility Features	Free stop tilting front panel, adjustment of key touch sound and speed, concave key, universal feeder free stop, job programs, remote front panel, dimensional grip for paper trays, and disable screen timeout
Environmental Standards	International Energy Star Program Ver. 3.0, European RoHS, Blue Angel (RAL-UZ205)
Power Source	110-127 V AC, 60 Hz, 15 A receptacle
Power Consumption	1.5 kW or less
Weight	Approx. 159 lbs.
Dimensions	Approx. 24" (w) x 26" (d) 33" (h)
Network Printing System	
PDL	Standard PCL 6, Adobe PostScript 3
Resolution	1200 x 1200 dpi
Print Speed	30/35/40 pages per minute (8½" x 11")
Print Drivers	Windows® 7, Windows 8.1, Windows 10, Windows Server® 2008, Windows Server 2012, Windows Server 2016, Windows Server 2019, Windows PPD, Mac® OS X® (including 10.9 to 10.14), all Mac PPD, UNIX®, Linux®
Mobile Printing¹	Android printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, Google Cloud Print, Apple AirPrint
Print Features	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, 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, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, and PNG. Optional: PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. PDF file formats support the Adobe Embedded Print Engine
Resident Fonts	80 outline fonts (PCL), 139 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0, Wireless
Operating Systems and Environments	Windows 7, Windows 8, Windows 10, Windows Server 2008, Windows Server 2012, Windows Server 2016, Windows Server 2019, Chrome®, Mac OS X 10.9 to 10.14, Unix, Linux, Citrix®, and SAP device types ¹
Printing Protocols	LPR, IPP, IPPS, PAP, Raw TCP (port 9100), FTP, POP3 and HTTP
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

Network Scanning System (continued)

Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, 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)
Max. Jobs	Up to 100
Enhanced Email Integration	Standard Gmail connector, standard Exchange connector
Scanning Protocols	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
Software¹	Sharpdesk personal document management software, Network Scanner tool, Sharpdesk Mobile (download)

Optional Equipment

MX-60ABD	Deluxe Copier Cabinet Base (with front door)
MX-DE25N	Stand/1 x 550-sheet Paper Drawer
MX-DE26N	Stand/2 x 550-sheet Paper Drawers
MX-DE27N	Stand/3 x 550-sheet Paper Drawers
MX-DE28N	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
MX-DE29N	Low Stand/1 x 550-sheet Paper Drawer
MX-LC17N	3,000-sheet Large Capacity Cassette (letter, requires MX-DE25N/26N/27N/28N)
MX-LT10	Long Paper Feeding Tray
MX-FN27N	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
MX-FN31	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
MX-RB25N	Paper Pass Unit (required for MX-FN28/29/30/31)
MX-PN14B	3-Hole Punch Unit (requires MX-FN27N)
MX-PN15B	3-Hole Punch Unit (requires MX-FN28/29)
MX-PN16B	3-Hole Punch Unit (requires MX-FN30/31)
MX-SCX1	Staple Cartridge for MX-FN27N/28
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-TR19N	Right Side Exit Tray
MX-TR20	Job Separator Tray
MX-TU16	Center Exit Tray
MX-UT10	Utility Table
MX-FX15	Fax Expansion Kit
MX-FWX1L	Internet Fax Kit
MX-PF10	Bar Code Font Kit
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)
AR-SV1	Stamp Cartridge
MX-AMX1L	Application Integration Module
MX-FR64U	Data Security Kit
DVENDFSV	Generic Vendor Interface Kit
Supplies	
MX-561NT	Toner Cartridge
MX-561NV	Developer
MX-560DR	Drum
MX-609HB	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.



SHARP ELECTRONICS CORPORATION
100 Paragon Drive, Montvale, NJ 07645
1-800-BE-SHARP • www.sharpsusa.com

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SHARP®

ADVANCED SERIES COLOR DOCUMENT SYSTEMS



MX-3071 MX-3571 MX-4071



"2019 Copier MFP Line of the Year"

The New Sharp Color Advanced Series document systems deliver cutting-edge integration and powerful productivity.

DESIGNED FOR THE TECHNOLOGY-DRIVEN WORKPLACE

advanced

The Sharp MX-3071, MX-3571 and MX-4071 Advanced Series color document systems are built using the latest technology available to deliver the performance, features and reliability needed in today's busy workplace environments. These new MFPs are also easy to use and offer enhanced productivity, all 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 Advanced Series also offers leading-edge security features to help businesses protect their data and personal information.

Key Features

- **Ease of Use** – Award-winning touchscreen display offers a user-friendly graphical interface with simplified Easy Modes, integrated user guides and quick access to network services. With Sharp's new **MFP Voice** feature available for these models, you can interact with the machine with the power of natural language.
- **Productive Features** – Standard full multifunction capability out-of-box, including copying, network printing and color network scanning, combines with Sharp's Color Consistency System for long-lasting high-quality output page after page.
- **Workplace Friendly** – Integrates seamlessly with today's complex network environments, and supports popular cloud services and mobile technologies. And with Sharp's new **Application Portal** (coming Spring 2019) administrators can add new apps or update existing apps right from the MFP.

The new MX-3071, MX-3571 and MX-4071 Color Advanced Series offers businesses powerful multitasking features, enabling them to quickly execute the ever-changing workflow tasks of today's busy office environments.



POWERFUL PERFORMANCE, STRONG PRODUCTIVITY



EASY TO USE

PRODUCTIVE FEATURES

WORKPLACE FRIENDLY



"PaceSetter Award in
Ease of Use 2018-2019"

An advanced design plus multifunctional capability allow you to meet tomorrow's business needs today.

- Standard 150-sheet **duplexing single-pass document feeder** scans documents at speeds up to 220 images per minute (ipm).
- **Flexible paper handling** supports media up to 110 lb. cover (300 gsm) and feeds up to 12" x 18" through the paper trays, allowing users to print on a wide variety of media, including envelopes through the standard paper tray and bypass tray.
- Sharp's new **MFP Voice** feature enables users to control the device with simple verbal commands. Experience a hands-free, voice-first interaction with **Amazon Alexa**, available for these Advanced Series models.
- Network-ready **PCL® 6** and **Adobe® PostScript® 3™** printing systems ensure your documents print with the clarity and formatting you expect.
- Easily **convert documents** to popular Microsoft® file formats as well as a variety of PDF formats. You can also direct print these same file types from thumb drives, cloud applications and more. This function is enabled via Qualcomm® DirectOffice™ technology.



- Award-winning 10.1" (diagonally measured) **customizable touchscreen display** with a clean design enables easy access to features and functions when setting up jobs.
- **Built-in walk-up motion sensor** automatically detects approaching users and immediately wakes the machine, making it ready for use within seconds.
- Standard **wireless networking** feature can connect directly to your network or to mobile devices for convenient scanning and printing with the **Sharpdesk® Mobile App**.
- Access popular cloud services, such as Microsoft® OneDrive™ for Business, SharePoint® Online, Google Drive™, Dropbox and more with Sharp's **Cloud Connect** feature. And with Sharp's new **Application Portal** (coming Spring 2019) administrators can add or update apps right from the MFP.
- Sharp's **Color Consistency System** delivers high quality color output and helps maintain optimum image balance and toner density page after page.
- **Multi-layered, leading-edge security features** provide enhanced protection and help businesses stay one step ahead of hackers and malicious network intruders. An End-of-Lease feature can erase all data and personal information at time of trade-in.



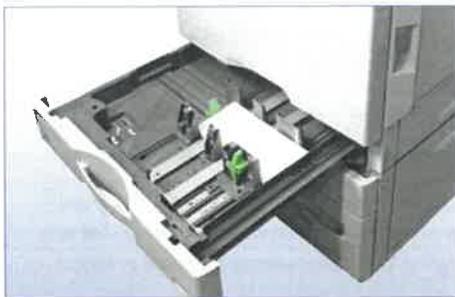
ENHANCED FUNCTIONALITY – INTUITIVE DESIGN



Easy Copy Screen offers the most commonly used settings.



MX-4071 shown in both a compact configuration with inner finisher and full configuration with saddle stitch finisher and large capacity cassette.



Feeds up to 50 envelopes from the standard paper tray.

From paper handling to networking, the MX-3071, MX-3571 and MX-4071 Color Advanced Series will exceed your expectations.

Simple and Intuitive Operation

From the most basic of copy functions, to the most complex scan jobs, the Color Advanced 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. Easy Modes are available for the standard copy and scan functions, as well as for the optional fax expansion kit. And for more advanced features, just touch the "Details" button—it's that easy.

The Productivity You Need with the Performance You Want

When it's time to get the job done, the Advanced Series color document systems are outstanding performers. Quickly scan documents at speeds up to **220 ipm**. 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 finishing** 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. These models also feed up to 50 envelopes from the standard paper tray.*

Experience Hands-free, Voice-first Interaction at the MFP with Alexa

Sharp has always been known for enhancing MFP productivity in the workplace by offering innovative, easy-to-use features. Sharp has done it again with the new **MFP Voice feature** available for the new Color Advanced Series document systems. With Sharp's MFP Voice feature, you can interact with the machine just by using the power of natural language. With simple voice commands, you can ask the Sharp document system to make copies or scan a document.



"Alexa, ask Sharp Copier to scan to me."



MX-4071 shown with available Sharp MFP Voice feature with Alexa.

* See specifications for a list of supported envelopes.

HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-3071/3571/4071 Advanced Series color document systems provide high-performance functionality that easily adapts to your business needs.

innovative features

Duplexing Single Pass Feeder (DSPF)

Standard 150-sheet dual head document feeder scans both sides of a document in a single pass, and a built-in indicator light flashes to remind you to take your originals.

Convenient Wireless Networking

Scanning and printing from mobile devices is made quick and easy with the available Sharpdesk Mobile App.

Easy-to-Use Smart Touchscreen

Award-winning, tablet-style menu provides quick access to features and functions.

High Quality Printing

1,200 x 1,200 dpi resolution produces razor-sharp documents. Adobe PostScript 3 drivers offer extensive job control.

Built-in Retractable Keyboard

Full-size QWERTY keyboard enables easy data entry.

Hands-free Operation

The available MFP Voice feature enables users to control the device using simple verbal commands with Alexa.

In-line Stapling

Produce professional-looking corner-staple or edge-staple documents up to 65 pages.

Walk-up Motion Sensor

Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

Manual Stapler

Manual stapling feature makes it easy to re-staple originals after scanning.

Easily Access Popular Cloud Applications

With the Cloud Connect feature, users gain access to Microsoft OneDrive, Google Drive, Dropbox and more. Sharp's new Application Portal (coming Spring 2019) will make it easy for administrators to add or update apps right from the MFP.

Saddle Stitch Finishers

Make high quality booklets up to 80 pages.

Multi-layered Security Features

Leading-edge security features provide enhanced protection of data and personal information and helps protect against network intrusions.



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. Also feeds up to 50 envelopes through the standard paper tray.* A variety of paper tray options are available, including a large capacity cassette and split tandem paper drawers.



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.

*See specifications for a list of supported envelopes.



ENHANCED COLLABORATION FOR STREAMLINED WORKFLOWS



Access popular cloud applications, distribute files and print documents more easily.



Scan and convert documents to popular file types seamlessly with Sharp's built-in OCR function.



Standard Serverless Print Release enables users to securely print a job and release it from up to six supported models on the same network.

Powerful document workflow solutions help you work more efficiently.

Distribute, Access and Print Your Documents with Ease

Sharp makes it easy to go beyond traditional network scanning with standard **Email Connect** and **Cloud Connect** features. With **Email Connect**, scan to email is seamlessly integrated with Microsoft Exchange/Office 365® and Gmail™ user accounts, making it easy to identify the sender of scanned files. With **Cloud Connect**, users can easily scan-to and print-from **Microsoft OneDrive for Business, SharePoint Online, Google Drive, Box and Dropbox**. And with Sharp's new **Application Portal** (coming spring 2019), administrators will be able to **easily add new apps** and update existing apps right from the MFP touchscreen panel.



Scan and Print Files Easily from Mobile Devices

The Advanced 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 mobile devices.* These new models also support popular mobile technologies such as **Apple® Airprint®**, **Android™ print framework** and **Google Cloud Print™**. With standard **wireless networking**, users can also print directly to the MFP from mobile devices without interfering with the corporate network!

Simplify Managing Different File Types with Intelligent Image Processing

With standard OCR capabilities, users can easily scan and convert documents to popular file formats including Microsoft Word, PowerPoint and Excel, as well as Searchable PDF, Encrypted PDF and others. You can even directly print these same file types from thumb drives, cloud applications and mobile devices. This function is enabled via Qualcomm DirectOffice technology. These new models also support the new **Adobe Embedded Print Engine**, which direct prints PDF files with greater accuracy and performance.

Flexible Printing Solutions Help Maximize Productivity

Standard PCL 6 and Adobe PostScript 3 printing systems to help you speed through all of your output needs. Sharp's **Serverless Print Release** feature enables users to securely print a job and release it from up to six supported models on your network.* And with **Google Cloud Print**, you can send print jobs from Chromebook™ notebook computers, PCs and more from virtually anywhere.

Simplify Complex Business Workflows with Sharp OSA® Technology

Sharp OSA technology can help your business leverage the power of your network applications, back-end systems and cloud services. Easily automate complex processes and help eliminate redundant tasks. Talk to your authorized Sharp dealer to see how they can help you implement a streamlined workflow solution.



* Go to www.sharpsusa.com for a list of supported equipment and operating systems.

TAKING CARE OF BUSINESS SAFELY AND SECURELY

Manage your device, help safeguard your data, help protect your business.

To help protect employees' privacy and intellectual property, the new Color Advanced Series is armed with leading-edge, **multi-layered security features**, including **Firmware Attack Prevention and Self Recovery**, which can help identify a malicious intrusion and restore the machine firmware to its original state. The new **Whitelisting** feature detects access attempts to the machine file system and denies access if the source data is not on the white list. **Authority Groups** help manage and restrict copying, printing and scanning features to safeguard data and control costs. Administrators can also apply **Active Directory® Group Policy** to the device, which offers centralized configuration and control. **Confidential Printing** helps ensure sensitive documents are kept safe by requiring users to enter a PIN code to print them. These models also support Active Directory user authentication and secure **Single Sign-On**. **Integrated ID card authentication** is also available.* When you are ready to trade the machine in, a convenient **End-of-Lease** feature can erase all data and personal information, as well as print a confirmation report.



These scalable security offerings aim to help protect your confidential and personal information, as well as help your business meet regulatory requirements. For additional information visit: www.sharpusa.com/security.

* Some features require optional equipment and/or software.



With **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. Event-driven service alerts help monitor the device and maximize uptime. The centrally managed **security dashboard** monitors security settings and can automatically reset the security policy if changed locally at the machine. Also, **Centralized Admin Password Management** and **Centralized Power Management** make it easy to deploy changes when needed. The **Remote Front Panel** feature enables administrators to control the machine's LCD panel from a PC to troubleshoot issues and train operators. 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 Advanced Series model to help you understand all of the features.



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. The Color Advanced Series adhere to Sharp's 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-3071/3571/4071 document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. These products also have low TEC values. Sharp MFPs are EPEAT® registered.



Toner Recycling Program

As part of our commitment to help preserve the environment, Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers. This program includes cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing them with 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-3071/3571/4071 SPECIFICATIONS

Main Specifications

MX-3071/3571/4071	Base models include multitasking controller, 150-sheet DSPP, PCL [®] 6 and Adobe PostScript [®] 3™ printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray. Black and color developer is included. Color multi-function digital document system
Type	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display, 1,024 x 600 dots (W-SVGA)
Display	Copy, print, network print, network scan, document filling and fax ¹
Functions	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Belt fusing/white LED exposure
Copy System	Sheets and bound documents
Originals	11" x 17"
Max. Original Size	Min. 5½" x 8½", Max. 12" x 18"
Output Size	30/35/40 ppm Mono/Color (8½" x 11")
Copy Speed	Max. 9,999 copies
Multiple Copy	Platen Glass: Mono 4.7, Color 6.7
First Copy Time	DSPP: Mono 7.3, Color 10.0
(In Seconds) ²	33 seconds (from main power switch on), 20 seconds (from [Power] button on)
Warm Up Time	25% to 400% in 1% increments (with DSPP 25%-200%)
Magnification	150-sheet DSPP with original size detection
Original Feed	Scan: Up to 220 ipm (Mono)/110 ipm (Color)
Scan Speed	Copy: Up to 220 ipm (Mono)/110 ipm (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) paper drawer 550 sheets (letter/legal/ledger/stmt. size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawer(s) (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/statement size).
Paper Weights and Types	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or 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), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.
Duplexing	Standard automatic duplex copying and printing
CPU	Up to 1.9 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), wireless 802.11 a/b/g/n
Memory	Standard 5 GB copy/print (shared)
Hard Disk Drive	500 GB
Copy Resolution	Scan: 600 x 600 dpi (Mono/Color) Output: Up to 1200 x 1200 dpi (Mono), up to 600 x 600 dpi (Color) Auto Color Selection (ACS), Full Color Mode, Monochrome (B/W)
Color Modes	Modes: Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document
Exposure Control	Settings: Auto or 8 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 via local, LDAP and Active Directory for copy, print, scan and document management

Main Specifications (continued)

Output Tray	Center Exit Tray (Main); 250 sheets (face down)
Capacity	Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 100 sheets (face down)
Cloud Supported Services	Google Cloud Print, Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Office 365, Gmail
Network Protocols	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, S/MMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
Network and Data Security	Includes IP/MAC address filtering, protocol filtering, port control, user authentication (local/LDAP/Active Directory), TLS Encryption, Kerberos support
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
Device Setup Service/Functions	Web-based management with user/admin level login Remote Front Panel, remote access to service logs and click counts
Accessibility Features	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
Environmental Standards	International Energy Star Program Ver. 2.0, European RoHS, Blue Angel (RAL-UZ205)
Power Source	110-127 V AC, 60 Hz, 15 A Receptacle
Power Consumption	1.5 kW or less
Weight	Approx. 191 lbs.
Dimensions	Approx. 24" (w) x 26" (d) 33" (h)
Network Printing System	PDL: Standard PCL 6, Adobe PostScript 3
Resolution	1200 x 1200 dpi
Print Speed	30/35/40 pages per minute (8½" x 11")
Print Drivers	Windows [®] 7, Windows 8.1, Windows 10, Windows Server [®] 2008, Windows Server 2012, Windows Server 2016, Windows PPD, Mac [®] OS X [®] (including 10.6 to 10.13), all Mac PPD, Unix [®] , Linux [®]
Mobile Printing ¹	Android printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, Google Cloud Print
Print Features	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filling, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, 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, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, and PNG. Optional: PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. PDF file formats support the Adobe Embedded Print Engine
Resident Fonts	80 outline fonts (PCL), 139 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0, Wireless
Operating Systems and Environments	Windows 7, Windows 8, Windows 10, Windows Server 2008, Windows Server 2012, Windows Server 2016, Chrome [®] , Mac OS X 10.6-10.13, Unix [®] , Linux [®] , Citrix [®] , and SAP device types ¹
Printing Protocols	LPR, IPP, IPPS, PAP, Raw TCP (port 9100), FTP, POP3 and HTTP
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) ²

Network Scanning System (continued)

Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, 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)
Max. Jobs	Up to 100
Enhanced Email Integration	Standard Gmail connector, standard Exchange connector
Scanning Protocols	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
Software ¹	Sharpdesk personal document management software, Network Scanner tool, Sharpdesk Mobile (download)
Optional Equipment	
MX-DE25N	Stand/1 x 550-sheet Paper Drawer
MX-DE26N	Stand/2 x 550-sheet Paper Drawers
MX-DE27N	Stand/3 x 550-sheet Paper Drawers
MX-DE28N	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
MX-DE29N	Low Stand/1 x 550-sheet Paper Drawer
MX-LC17N	3,000-sheet Large Capacity Cassette (letter, requires MX-DE25N/26N/27N/28N)
MX-LT10	Long Paper Feeding Tray
MX-FN27N	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
MX-FN31	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
MX-RB25N	Paper Pass Unit (required for MX-FN28/29/30/31)
MX-PN14B	3-Hole Punch Unit (requires MX-FN27N)
MX-PN15B	3-Hole Punch Unit (requires MX-FN28/29)
MX-PN16B	3-Hole Punch Unit (requires MX-FN30/31)
MX-SCX1	Staple Cartridge for MX-FN27N/28
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-TR19N	Right Side Exit Tray
MX-TR20	Job Separator Tray
MX-TU16	Center Exit Tray
MX-UT10	Utility Table
MX-FX15	Fax Expansion Kit
MX-FWX1L	Internet Fax Kit
MX-PP10	Bar Code Font Kit
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)
AR-SV1	Stamp Cartridge
MX-AMX1L	Application Integration Module
MX-FR62U	Commercial Data Security Kit
DVEND-FSV	Generic Vendor Interface Kit
Supplies	
MX-61NTBA	Black Toner Cartridge
MX-61NTCA	Cyan Toner Cartridge
MX-61NTMA	Magenta Toner Cartridge
MX-61NTYA	Yellow Toner Cartridge
MX-60NRSA	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.



Qualcomm DirectOffice™



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100 Paragon Drive, Montvale, NJ 07645
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SHARP®

DESKTOP MONOCHROME DOCUMENT SYSTEMS



MX-B427W

Sharp desktop monochrome document systems deliver leading-edge integration and powerful productivity, all in a small compact design.

A HIGHER BENCHMARK OF INNOVATION

performance

The MX-B427W desktop monochrome document system delivers crisp, high-quality output with exceptional ease of use. This model provides customers with an intuitive user experience and the confidence of knowing their jobs will come out right the first time, every time. Designed with robust technology and energy efficient features, the compact MX-B427W delivers the productivity you need with the performance and reliability you want in your workplace or home office.

Key Features

- **Ease of Use** – 2.8" (diagonal) touchscreen display with user-friendly graphical interface provides quick access to a user guide, copy and scan settings and more.
- **Productivity** – Out-of-the-box copy, print, scan and fax capabilities and standard wireless connectivity enables users to easily manage their workflow from PCs, smartphones and tablets.
- **Workplace Friendly** – Integrates seamlessly with today's complex network environments and mobile technologies. Sharp utilizes system updates to provide feature enhancements and to ensure your machine remains compatible with current technology.

The compact MX-B427W desktop monochrome document system offers powerful productivity features enabling users to quickly execute workflow tasks, whether in the office, or working from home.



DESIGNED TO DELIVER CONVENIENCE



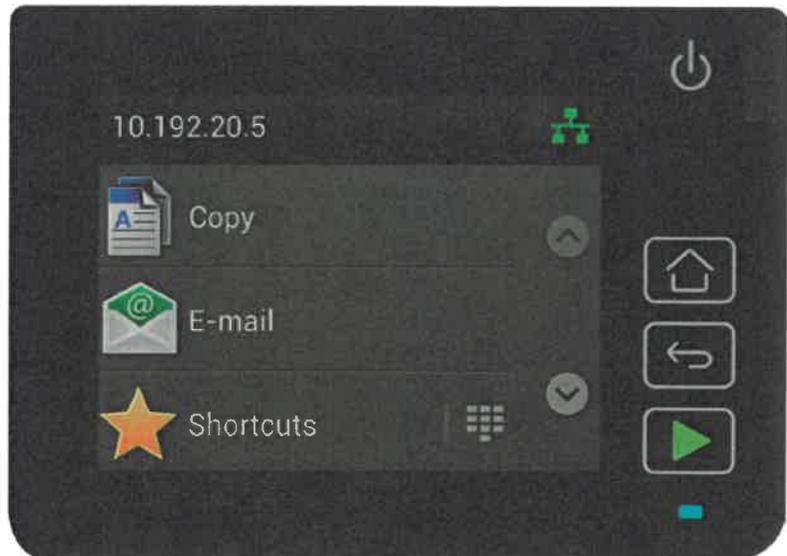
INTUITIVE INTERFACE

STANDARD WIRELESS NETWORKING

VERSATILE DESIGN

A reliable document system that meets tomorrow's business needs today.

- Standard **copy, print, scan** and **fax** capability right out-of-the-box.
- Productive printing speeds of up to **42 pages per minute**.
- **50-sheet** duplexing document feeder **scans at speeds up to 96 images per minute**.
- Supports **letter, statement and legal size paper** through the standard paper drawer or bypass tray.
- Offers up to **3 paper sources** with available 900-sheet maximum paper capacity.
- **600 x 600 dpi** printing delivers clear, crisp images and text page after page.
- **2.8" (diagonal) color touchscreen** display with user-friendly graphical interface.



- **Compact design** easily fits into small offices or home workspaces in desktop or console configurations.
- Convenient front-facing **USB port** for **easy direct printing** of PDF files from a USB drive without having to access a PC.
- Easily **copy** both sides of **ID, business or credit cards** onto one single page.
- **Supports popular mobile technologies**, enabling users to easily print files from smartphones, tablets and even notebook computers.
- Protect your intellectual property: a **wide range of security features** help to keep your information safe, whether it's in a document, on the device, or over your network.
- **Sharp Remote Device Manager (SRDM)** allows administrators to have centralized control of the device over the network in order to simplify installation and management.*

*Some SRDM features not available. Contact your Sharp representative for availability and details.

MX-B427W SPECIFICATIONS

Main Specifications

MX-B427W	Base model includes 50-sheet DSPP, PCL® 6 and PostScript® 3™ compatible printing systems, network scanning, auto duplexing, 1 x 250-sheet paper drawer, 100-sheet bypass tray. Imaging kits and starter toner included.
Type	Desktop monochrome multifunction printer
Display	2.8" (diagonal) color dot matrix high-resolution touchscreen
Functions	Copy, print, network print, network scan and fax
Originals	Sheets and bound documents
Max. Original Size	8½" x 14"
Output Size	Min. 5½" x 8½", Max. 8½" x 14"
Copy Speed	42 ppm (8½" x 11")
First Copy Time (in seconds)¹	Platen Glass: 5.9 Doc Feeder: 5.9
Magnification	25% to 400% in 1% increments
Original Feed	50-sheet DSPP
Scan Speed	Up to 96 ipm (Mono)/42 ipm (Color)
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 14", 2" x 3½" business card
Paper Capacity	Standard: 350 sheets/Maximum: 900 sheets
Paper Feed System²	Standard: 250-sheet paper drawer and 100-sheet bypass tray (letter/legal/statement size, envelopes through bypass only). Optional: 550-sheet paper drawer (letter/legal/statement).
Paper Weights and Types	Standard and optional paper drawers: Plain and heavy paper from 16-32 lb. bond. Other paper types include pre-printed, recycled, pre-punched, letterhead, color paper, paper labels, recycled, letterhead, color paper, paper labels, card stock, envelopes.
Duplexing	Standard automatic duplex copying and printing
CPU	1 GHz multi-processor design
Interface	RJ-45 Ethernet (10/100 Base-T), USB 2.0: host, high speed port (front), wireless LAN (IEEE 802.11 a/b/g/n)
Memory	Standard: 512 MB
Copy Resolution	Up to 600 x 600 dpi
Copy Features	Collating copies, copy shortcut, duplex copy, paper save functions (N-Up), 2 up portrait or landscape, 4 up portrait or landscape, scale (reduce/enlarge) function, maximum number of copies 9,999, long edge binding, short edge binding.
Account Control	Supports user authentication via user-number
Output Tray Capacity	Center Exit Tray (Main): 150 sheets plain paper/10 envelopes
Cloud Supported Services	Google Drive, OneDrive for Business, SharePoint Online, Dropbox and Box.
Network Protocols	TCP/IP (IPv4, IPv6, TCP X, UDP X, IPSEC w/ IPv4 X, IPSEC w/ IPv6 X, ICMP X, IGMP X, 802.1x)
Network and Data Security	Includes IP address filtering, protocol filtering, port control, TLS Encryption, Kerberos
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N

Main Specifications (continued)

Device Setup	Web-based management/cloning with user/administrator level login
Service/Functions	Remote Front Panel, remote access to service logs and click counts
Accessibility Features	Touch front panel, swipe navigation, key pad operation, AT compatible print and scan drivers, AT compatible embedded web server page, accessible user guides, magnification, tactile volume control, raised operator panel keys, quick copy, display brightness control, control panel key repeat adjustable.
Environmental Standards	International ENERGY STAR Program Ver. 3.0, European RoHS, Blue Angel (RAL-UZ205)
Power	110-127V AC, 50-60 Hz, 12 A receptacle
Power Consumption	0.54 kW
Weight	Approx. 28.2 lbs.
Dimensions	Approx. 16.2" (w) x 14.4" (d) x 13.3" (h)

Network Printing System

PDL	Standard PCL 6 and PostScript 3 compatible
Resolution	600 x 600 dpi
Print Speed	42 ppm (8½" x 11")
Print Drivers	Windows Server® 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Windows 7, Windows 8.1, Windows 10, MAC OS® (including 10.10 to 10.15), all MAC PPD, Linux® PPD

Mobile Printing

Print Features	AirPrint®, Android printing framework, Wi-Fi direct print Auto configuration, bar code font printing, confidential print, custom image registration, different cover page/last page/other page, document filing, duplex printing, electronic sorting, form overlay, image rotation, image type, job retention, layout print, N-up printing, pamphlet style, proof print, stapling, toner save mode, tray status, user authentication, watermarks, zoom print.
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Direct Printing

File Types	JPEG, TIFF, GIF, BMP, PNG, PCX, PDF. Methods: FTP, Web page and USB memory
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Resident Fonts

Operating Systems and Environments	89 fonts (PCL), 158 fonts (PS) Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Windows 7, Windows 8.1, Windows 10, Citrix®, Linux
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Printing Protocols

	LPD, Raw TCP (port 9100), enhanced IP (port 9400), FTP, TFTP, IPP
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Network Scanning System

Scan Modes	Standard: color, monochrome and grayscale
Max. Original Size	8½" x 14"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 75 dpi

Network Scanning System (continued)

Image	Color Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
Compression	Color/Grayscale: JPEG (high, middle, low)
Image Formats	JPEG, PDF, PDF/A-1a/1b, XPS, TIFF
Scan Destinations	Email, Desktop, FTP, Folder (SMB), USB, Super G3 fax
Scanning Protocols	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP/SMTP-SSL/ESMTP, POP3, LDAP, S/MIME
Software	Optional third party applications

Super G3 Facsimile Function

Communication Line	Public Switched Telephone Network (PSTN) or Analog PABX (RJ-11)
Transmission Mode	Super G3, G3
Modem Speed	Maximum 33.6 KBPS with auto fallback
Compression	JBIG, JPEG, MMR, MR, MH
Scanning Method	Sheet fed or manual feed from platen glass
Transmit Resolution	600 x 600 dpi (ultra-fine), 300 x 300 dpi (super-fine), 200 x 200 dpi (fine), 200 x 100 (standard)
Transmit Speed	Approx. 3 seconds per page in Super G3 mode
Auto Dialing	Up to 400 destinations (combined)
Group Dialing	Up to 400 groups
Inbound Fax Routing	To email address, FTP or SMB using Transmit Terminal Identification (TTI), also Document Administration function can send blind copy of transmissions and receptions to an administrator email address, FTP or SMB location.
Max. Original Length	Up to 14"
Memory	6 MB
Features	Transaction Reports, Activity Reports, PC Fax, Quick On-line Transmission, Inbound Fax Routing, Anti-Junk Fax Reception, Fax Release, Out-of-Paper Memory Reception, Auto Redial, Auto Exposure, Group Dialing, Duplex Reception, Fax Forwarding, Color Page and Color Fax.

Optional Equipment

MX-CS26	550-sheet Paper Feed Unit
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Supplies

MX-B427	Black Toner Cartridge
MX-B42DU	Black Imaging Kit

¹ May vary depending on product configuration, machine settings and operating and/or environmental conditions.

² Some features require optional equipment. See your local dealer.



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SHARP®

ADVANCED SERIES COLOR DOCUMENT SYSTEMS



MX-3071 MX-3571 MX-4071



"2019 Copier MFP Line of the Year"

The New Sharp Color Advanced Series document systems deliver cutting-edge integration and powerful productivity.

DESIGNED FOR THE TECHNOLOGY-DRIVEN WORKPLACE

advanced

The Sharp MX-3071, MX-3571 and MX-4071 Advanced Series color document systems are built using the latest technology available to deliver the performance, features and reliability needed in today's busy workplace environments. These new MFPs are also easy to use and offer enhanced productivity, all 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 Advanced Series also offers leading-edge security features to help businesses protect their data and personal information.

Key Features

- **Ease of Use** – Award-winning touchscreen display offers a user-friendly graphical interface with simplified Easy Modes, integrated user guides and quick access to network services. With Sharp's new **MFP Voice** feature available for these models, you can interact with the machine with the power of natural language.
- **Productive Features** – Standard full multifunction capability out-of-box, including copying, network printing and color network scanning, combines with Sharp's Color Consistency System for long-lasting high-quality output page after page.
- **Workplace Friendly** – Integrates seamlessly with today's complex network environments, and supports popular cloud services and mobile technologies. And with Sharp's new **Application Portal** (coming Spring 2019) administrators can add new apps or update existing apps right from the MFP.

The new MX-3071, MX-3571 and MX-4071 Color Advanced Series offers businesses powerful multitasking features, enabling them to quickly execute the ever-changing workflow tasks of today's busy office environments.



POWERFUL PERFORMANCE, STRONG PRODUCTIVITY



EASY TO USE

PRODUCTIVE FEATURES

WORKPLACE FRIENDLY



"PaceSetter Award in
Ease of Use 2018-2019"

An advanced design plus multifunctional capability allow you to meet tomorrow's business needs today.

- Standard 150-sheet **duplexing single-pass document feeder** scans documents at speeds up to 220 images per minute (ipm).
- **Flexible paper handling** supports media up to 110 lb. cover (300 gsm) and feeds up to 12" x 18" through the paper trays, allowing users to print on a wide variety of media, including envelopes through the standard paper tray and bypass tray.
- Sharp's new **MFP Voice** feature enables users to control the device with simple verbal commands. Experience a hands-free, voice-first interaction with **Amazon Alexa**, available for these Advanced Series models.
- Network-ready **PCL® 6** and **Adobe® PostScript® 3™** printing systems ensure your documents print with the clarity and formatting you expect.
- Easily **convert documents** to popular Microsoft® file formats as well as a variety of PDF formats. You can also direct print these same file types from thumb drives, cloud applications and more. This function is enabled via Qualcomm® DirectOffice™ technology.



- Award-winning 10.1" (diagonally measured) **customizable touchscreen display** with a clean design enables easy access to features and functions when setting up jobs.
- **Built-in walk-up motion sensor** automatically detects approaching users and immediately wakes the machine, making it ready for use within seconds.
- Standard **wireless networking** feature can connect directly to your network or to mobile devices for convenient scanning and printing with the **Sharpdesk® Mobile App**.
- Access popular cloud services, such as Microsoft® OneDrive™ for Business, SharePoint® Online, Google Drive™, Dropbox and more with Sharp's **Cloud Connect** feature. And with Sharp's new **Application Portal** (coming Spring 2019) administrators can add or update apps right from the MFP.
- Sharp's **Color Consistency System** delivers high quality color output and helps maintain optimum image balance and toner density page after page.
- **Multi-layered, leading-edge security features** provide enhanced protection and help businesses stay one step ahead of hackers and malicious network intruders. An End-of-Lease feature can erase all data and personal information at time of trade-in.



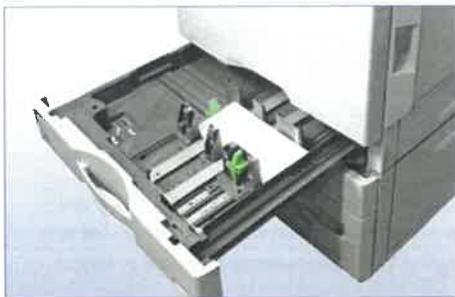
ENHANCED FUNCTIONALITY – INTUITIVE DESIGN



Easy Copy Screen offers the most commonly used settings.



MX-4071 shown in both a compact configuration with inner finisher and full configuration with saddle stitch finisher and large capacity cassette.



Feeds up to 50 envelopes from the standard paper tray.

From paper handling to networking, the MX-3071, MX-3571 and MX-4071 Color Advanced Series will exceed your expectations.

Simple and Intuitive Operation

From the most basic of copy functions, to the most complex scan jobs, the Color Advanced 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. Easy Modes are available for the standard copy and scan functions, as well as for the optional fax expansion kit. And for more advanced features, just touch the "Details" button—it's that easy.

The Productivity You Need with the Performance You Want

When it's time to get the job done, the Advanced Series color document systems are outstanding performers. Quickly scan documents at speeds up to **220 ipm**. 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 finishing** 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. These models also feed up to 50 envelopes from the standard paper tray.*

Experience Hands-free, Voice-first Interaction at the MFP with Alexa

Sharp has always been known for enhancing MFP productivity in the workplace by offering innovative, easy-to-use features. Sharp has done it again with the new **MFP Voice feature** available for the new Color Advanced Series document systems. With Sharp's MFP Voice feature, you can interact with the machine just by using the power of natural language. With simple voice commands, you can ask the Sharp document system to make copies or scan a document.



"Alexa, ask Sharp Copier to scan to me."



MX-4071 shown with available Sharp MFP Voice feature with Alexa.

* See specifications for a list of supported envelopes.

HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-3071/3571/4071 Advanced Series color document systems provide high-performance functionality that easily adapts to your business needs.

innovative features

Duplexing Single Pass Feeder (DSPF)

Standard 150-sheet dual head document feeder scans both sides of a document in a single pass, and a built-in indicator light flashes to remind you to take your originals.

Convenient Wireless Networking

Scanning and printing from mobile devices is made quick and easy with the available Sharpdesk Mobile App.

Easy-to-Use Smart Touchscreen

Award-winning, tablet-style menu provides quick access to features and functions.

High Quality Printing

1,200 x 1,200 dpi resolution produces razor-sharp documents. Adobe PostScript 3 drivers offer extensive job control.

Built-in Retractable Keyboard

Full-size QWERTY keyboard enables easy data entry.

Hands-free Operation

The available MFP Voice feature enables users to control the device using simple verbal commands with Alexa.

In-line Stapling

Produce professional-looking corner-staple or edge-staple documents up to 65 pages.

Walk-up Motion Sensor

Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

Manual Stapler

Manual stapling feature makes it easy to re-staple originals after scanning.

Easily Access Popular Cloud Applications

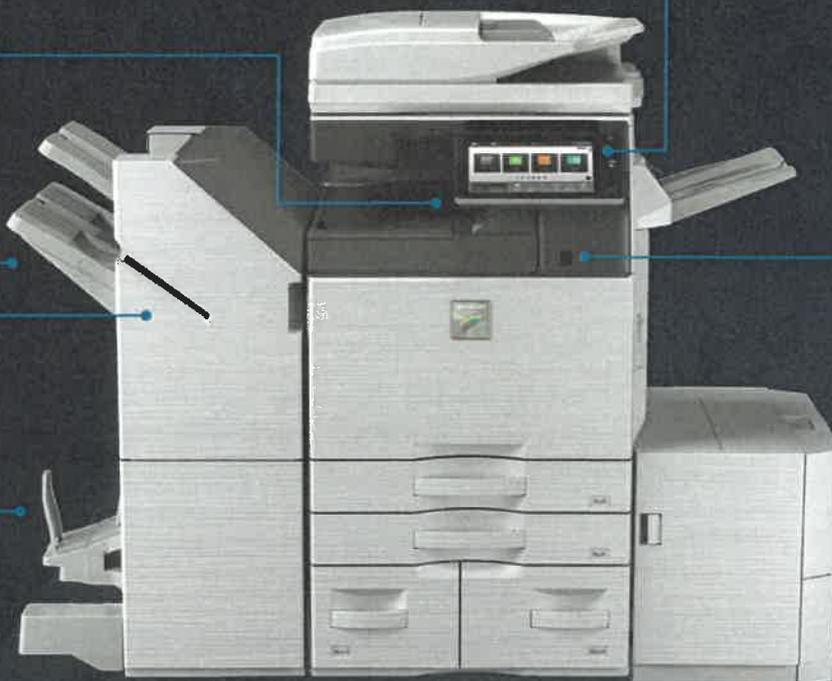
With the Cloud Connect feature, users gain access to Microsoft OneDrive, Google Drive, Dropbox and more. Sharp's new Application Portal (coming Spring 2019) will make it easy for administrators to add or update apps right from the MFP.

Saddle Stitch Finishers

Make high quality booklets up to 80 pages.

Multi-layered Security Features

Leading-edge security features provide enhanced protection of data and personal information and helps protect against network intrusions.



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. Also feeds up to 50 envelopes through the standard paper tray.* A variety of paper tray options are available, including a large capacity cassette and split tandem paper drawers.



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.

*See specifications for a list of supported envelopes.



ENHANCED COLLABORATION FOR STREAMLINED WORKFLOWS



Access popular cloud applications, distribute files and print documents more easily.



Scan and convert documents to popular file types seamlessly with Sharp's built-in OCR function.



Standard Serverless Print Release enables users to securely print a job and release it from up to six supported models on the same network.

Powerful document workflow solutions help you work more efficiently.

Distribute, Access and Print Your Documents with Ease

Sharp makes it easy to go beyond traditional network scanning with standard **Email Connect** and **Cloud Connect** features. With **Email Connect**, scan to email is seamlessly integrated with Microsoft Exchange/Office 365® and Gmail™ user accounts, making it easy to identify the sender of scanned files. With **Cloud Connect**, users can easily scan-to and print-from **Microsoft OneDrive for Business, SharePoint Online, Google Drive, Box and Dropbox**. And with Sharp's new **Application Portal** (coming spring 2019), administrators will be able to **easily add new apps** and update existing apps right from the MFP touchscreen panel.



Scan and Print Files Easily from Mobile Devices

The Advanced 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 mobile devices.* These new models also support popular mobile technologies such as **Apple® Airprint®**, **Android™ print framework** and **Google Cloud Print™**. With standard **wireless networking**, users can also print directly to the MFP from mobile devices without interfering with the corporate network!

Simplify Managing Different File Types with Intelligent Image Processing

With standard OCR capabilities, users can easily scan and convert documents to popular file formats including Microsoft Word, PowerPoint and Excel, as well as Searchable PDF, Encrypted PDF and others. You can even directly print these same file types from thumb drives, cloud applications and mobile devices. This function is enabled via Qualcomm DirectOffice technology. These new models also support the new **Adobe Embedded Print Engine**, which direct prints PDF files with greater accuracy and performance.

Flexible Printing Solutions Help Maximize Productivity

Standard PCL 6 and Adobe PostScript 3 printing systems to help you speed through all of your output needs. Sharp's **Serverless Print Release** feature enables users to securely print a job and release it from up to six supported models on your network.* And with **Google Cloud Print**, you can send print jobs from Chromebook™ notebook computers, PCs and more from virtually anywhere.

Simplify Complex Business Workflows with Sharp OSA® Technology

Sharp OSA technology can help your business leverage the power of your network applications, back-end systems and cloud services. Easily automate complex processes and help eliminate redundant tasks. Talk to your authorized Sharp dealer to see how they can help you implement a streamlined workflow solution.



* Go to www.sharpsusa.com for a list of supported equipment and operating systems.

TAKING CARE OF BUSINESS SAFELY AND SECURELY

Manage your device, help safeguard your data, help protect your business.

To help protect employees' privacy and intellectual property, the new Color Advanced Series is armed with leading-edge, **multi-layered security features**, including **Firmware Attack Prevention and Self Recovery**, which can help identify a malicious intrusion and restore the machine firmware to its original state. The new **Whitelisting** feature detects access attempts to the machine file system and denies access if the source data is not on the white list. **Authority Groups** help manage and restrict copying, printing and scanning features to safeguard data and control costs. Administrators can also apply **Active Directory® Group Policy** to the device, which offers centralized configuration and control. **Confidential Printing** helps ensure sensitive documents are kept safe by requiring users to enter a PIN code to print them. These models also support Active Directory user authentication and secure **Single Sign-On**. **Integrated ID card authentication** is also available.* When you are ready to trade the machine in, a convenient **End-of-Lease** feature can erase all data and personal information, as well as print a confirmation report.



These scalable security offerings aim to help protect your confidential and personal information, as well as help your business meet regulatory requirements. For additional information visit: www.sharpusa.com/security.

* Some features require optional equipment and/or software.



With **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. Event-driven service alerts help monitor the device and maximize uptime. The centrally managed **security dashboard** monitors security settings and can automatically reset the security policy if changed locally at the machine. Also, **Centralized Admin Password Management** and **Centralized Power Management** make it easy to deploy changes when needed. The **Remote Front Panel** feature enables administrators to control the machine's LCD panel from a PC to troubleshoot issues and train operators. 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 Advanced Series model to help you understand all of the features.



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. The Color Advanced Series adhere to Sharp's 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-3071/3571/4071 document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. These products also have low TEC values. Sharp MFPs are EPEAT® registered.



Toner Recycling Program

As part of our commitment to help preserve the environment, Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers. This program includes cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing them with 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-3071/3571/4071 SPECIFICATIONS

Main Specifications

MX-3071/3571/4071	Base models include multitasking controller, 150-sheet DSPP, PCL® 6 and Adobe PostScript® 3™ printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray. Black and color developer is included. Color multi-function digital document system
Type	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display, 1,024 x 600 dots (W-SVGA)
Display	Copy, print, network print, network scan, document filling and fax ¹
Functions	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Belt fusing/white LED exposure
Copy System	Sheets and bound documents
Originals	11" x 17"
Max. Original Size	Min. 5½" x 8½", Max. 12" x 18"
Output Size	30/35/40 ppm Mono/Color (8½" x 11")
Copy Speed	Max. 9,999 copies
Multiple Copy	Platen Glass: Mono 4.7, Color 6.7
First Copy Time	DSPP: Mono 7.3, Color 10.0
(In Seconds) ²	33 seconds (from main power switch on), 20 seconds (from [Power] button on)
Warm Up Time	25% to 400% in 1% increments (with DSPP 25%-200%)
Magnification	150-sheet DSPP with original size detection
Original Feed	Copy: Up to 220 ipm (Mono)/110 ipm (Color)
Scan Speed	Scan: Up to 220 ipm (Mono/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) paper drawer 550 sheets (letter/legal/ledger/stmt. size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawer(s) (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/statement size).
Paper Weights and Types	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or 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), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.
Duplexing	Standard automatic duplex copying and printing
CPU	Up to 1.9 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), wireless 802.11 a/b/g/n
Memory	Standard 5 GB copy/print (shared)
Hard Disk Drive	500 GB
Copy Resolution	Scan: 600 x 600 dpi (Mono/Color) Output: Up to 1200 x 1200 dpi (Mono), up to 600 x 600 dpi (Color) Auto Color Selection (ACS), Full Color Mode, Monochrome (B/W)
Color Modes	Modes: Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document
Exposure Control	Settings: Auto or 8 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 via local, LDAP and Active Directory for copy, print, scan and document management

Main Specifications (continued)

Output Tray	Center Exit Tray (Main); 250 sheets (face down)
Capacity	Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 100 sheets (face down)
Cloud Supported Services	Google Cloud Print, Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Office 365, Gmail
Network Protocols	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, SNNPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
Network and Data Security	Includes IP/MAC address filtering, protocol filtering, port control, user authentication (local/LDAP/Active Directory), TLS Encryption, Kerberos support
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
Device Setup Service/Functions	Web-based management with user/admin level login Remote Front Panel, remote access to service logs and click counts
Accessibility Features	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
Environmental Standards	International Energy Star Program Ver. 2.0, European RoHS, Blue Angel (RAL-UZ205)
Power Source	110-127 V AC, 60 Hz, 15 A Receptacle
Power Consumption	1.5 kW or less
Weight	Approx. 191 lbs.
Dimensions	Approx. 24" (w) x 26" (d) 33" (h)
Network Printing System	
PDL	Standard PCL 6, Adobe PostScript 3
Resolution	1200 x 1200 dpi
Print Speed	30/35/40 pages per minute (8½" x 11")
Print Drivers	Windows® 7, Windows 8.1, Windows 10, Windows Server® 2008, Windows Server 2012, Windows Server 2016, Windows PPD, Mac® OS X® (including 10.6 to 10.13), all Mac PPD, Unix®, Linux®
Mobile Printing ¹	Android printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, Google Cloud Print
Print Features	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filling, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, 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, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, and PNG. Optional: PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. PDF file formats support the Adobe Embedded Print Engine
Resident Fonts	80 outline fonts (PCL), 139 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0, Wireless
Operating Systems and Environments	Windows 7, Windows 8, Windows 10, Windows Server 2008, Windows Server 2012, Windows Server 2016, Chrome®, Mac OS X 10.6-10.13, Unix®, Linux®, Citrix®, and SAP device types ¹
Printing Protocols	LPR, IPP, IPPS, PAP, Raw TCP (port 9100), FTP, POP3 and HTTP
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) ²

Network Scanning System (continued)

Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, 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)
Max. Jobs	Up to 100
Enhanced Email Integration	Standard Gmail connector, standard Exchange connector
Scanning Protocols	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
Software ¹	Sharpdesk personal document management software, Network Scanner tool, Sharpdesk Mobile (download)
Optional Equipment	
MX-DE25N	Stand/1 x 550-sheet Paper Drawer
MX-DE26N	Stand/2 x 550-sheet Paper Drawers
MX-DE27N	Stand/3 x 550-sheet Paper Drawers
MX-DE28N	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
MX-DE29N	Low Stand/1 x 550-sheet Paper Drawer
MX-LC17N	3,000-sheet Large Capacity Cassette (letter, requires MX-DE25N/26N/27N/28N)
MX-LT10	Long Paper Feeding Tray
MX-FN27N	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
MX-FN31	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
MX-RB25N	Paper Pass Unit (required for MX-FN28/29/30/31)
MX-PN14B	3-Hole Punch Unit (requires MX-FN27N)
MX-PN15B	3-Hole Punch Unit (requires MX-FN28/29)
MX-PN16B	3-Hole Punch Unit (requires MX-FN30/31)
MX-SC11	Staple Cartridge for MX-FN27N/28
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-TR19N	Right Side Exit Tray
MX-TR20	Job Separator Tray
MX-TU16	Center Exit Tray
MX-UT10	Utility Table
MX-FX15	Fax Expansion Kit
MX-FWX1L	Internet Fax Kit
MX-PP10	Bar Code Font Kit
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)
AR-SV1	Stamp Cartridge
MX-AMX1L	Application Integration Module
MX-FR62U	Commercial Data Security Kit
DVEND-FSV	Generic Vendor Interface Kit
Supplies	
MX-61NTBA	Black Toner Cartridge
MX-61NTCA	Cyan Toner Cartridge
MX-61NTMA	Magenta Toner Cartridge
MX-61NTYA	Yellow Toner Cartridge
MX-60NRSA	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.



Qualcomm® DirectOffice™



SHARP ELECTRONICS CORPORATION
100 Paragon Drive, Montvale, NJ 07645
1-800-BE-SHARP • www.sharpusa.com

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SHARP®

ADVANCED SERIES MONOCHROME DOCUMENT SYSTEMS



MX-M5071
MX-M6071



"Most Reliable Monochrome
Copier MFP Brand 2018-2021"



"2019 Copier MFP Line of the Year"
"New to the Line"

POWERFUL PERFORMANCE, STRONG PRODUCTIVITY



EASY TO USE

PRODUCTIVE FEATURES

WORKPLACE FRIENDLY



"PaceSetter Award in
Ease of Use 2018-2019"

An advanced design plus multifunctional capability allow you to meet tomorrow's business needs today.

- Standard 150-sheet **duplexing single-pass document feeder** scans documents at speeds up to 220 images per minute (ipm).
- **Flexible paper handling** supports media up to 110 lb. cover (300 gsm) and feeds up to 12" x 18" through the paper trays, allowing users to print on a wide variety of media.
- Sharp's available **MFP Voice** feature enables users to control the device with simple verbal commands. Experience hands-free, voice-first interaction with **Amazon Alexa**.
- Network-ready **PCL® 6** and **Adobe® PostScript® 3™** printing systems ensure your documents print with the clarity and formatting you expect.
- Easily **convert documents** to popular Microsoft® file formats, as well as a variety of PDF formats, with standard OCR (optical character recognition) capabilities.



- Award-winning 10.1" (diagonal) **customizable touchscreen display** with a clean design enables easy access to features and functions when setting up jobs.
- **Built-in walk-up motion sensor** automatically detects approaching users and immediately wakes the machine, making it ready for use within seconds.
- Standard **wireless networking** feature can connect directly to your network or to mobile devices for convenient scanning and printing with the **Sharpdesk® Mobile App**.
- Access popular cloud services, such as Microsoft OneDrive™ for Business, SharePoint® Online, Google Drive™, Dropbox and more with Sharp's **Cloud Connect** feature.
- **Multi-layered, leading-edge security features** provide enhanced protection while an End-of-Lease feature can erase all data and personal information at time of trade-in.



Built-in retractable keyboard simplifies email address and subject line entries as well as repetitive scanning tasks and user authentication.

HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-M5071 and MX-M6071 Advanced Series monochrome document systems provide high-performance functionality that easily adapts to your business needs.

innovative features

Duplexing Single Pass Feeder (DSPF)

Standard 150-sheet dual head document feeder scans both sides of a document in a single pass, and a built-in indicator light flashes to remind you to take your originals.

Convenient Wireless Networking

Scanning and printing from mobile devices is made quick and easy with the available Sharpdesk Mobile App.

Easy-to-Use Smart Touchscreen

Award-winning, tablet-style menu provides quick access to features and functions.

High Quality Printing

1,200 x 1,200 dpi resolution produces razor-sharp documents. Adobe PostScript 3 drivers offer extensive job control.

Built-in Retractable Keyboard

Full-size QWERTY keyboard enables easy data entry.

Hands-free Operation

The available MFP Voice feature enables users to control the device using simple verbal commands with Alexa.

In-line Stapling

Produce professional-looking corner-staple or edge-staple documents up to 65 pages.

Walk-up Motion Sensor

Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

Manual Stapler

Manual stapling feature makes it easy to re-staple originals after scanning.

100-sheet Bypass Tray

Manual bypass tray feeds envelopes, OHP film, glossy paper, as well as paper up to 300 gsm.

Saddle Stitch Finishers

Make high quality booklets up to 80 pages.

Multi-layered Security Features

Leading-edge security features provide enhanced protection of data and personal information and help protect against network intrusions.

Easily Access Popular Cloud Applications

With the available Cloud Connect feature, users gain access to Microsoft OneDrive, Google Drive, Dropbox and more. Sharp's new Application Portal makes it easy for administrators to add or update apps right from the MFP.

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. Also feeds up to 50 envelopes through the standard paper tray.* A variety of paper tray options are available, including a large capacity cassette and split tandem paper drawers.

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.

*See specifications for a list of supported envelopes.

TAKING CARE OF BUSINESS SAFELY AND SECURELY

Manage your device, help safeguard your data, help protect your business.

To help protect employees' privacy and intellectual property, the new Monochrome Advanced Series is armed with leading-edge, **multi-layered security features**, including **Firmware Attack Prevention and Self Recovery**, which can help identify a malicious intrusion and restore the machine firmware to its original state. The new **Application Whitelisting** feature detects access attempts to the machine file system and denies access if the source data is not on the whitelist. **Authority Groups** help manage and restrict copying, printing and scanning features to safeguard data and control costs. Administrators can also apply **Active Directory® Group Policy** to the device, which offers centralized configuration and control. **Confidential Printing** helps ensure sensitive documents are kept safe by requiring users to enter a PIN code to print them. These models also support Active Directory user authentication and secure **Single Sign-On**. **Integrated ID card authentication** is also available.* When you are ready to trade the machine in, a convenient **End-of-Lease** feature can erase all data and personal information, as well as print a confirmation report.



These scalable security offerings aim to help protect your confidential and personal information, as well as help your business meet regulatory requirements. For additional information visit: www.sharpusa.com/security.

* Some features require optional equipment and/or software.



With **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. Event-driven service alerts help monitor the device and maximize uptime. The centrally managed **security dashboard** monitors security settings and can automatically reset the security policy if changed locally at the machine. Also, **Centralized Admin Password Management** and **Centralized Power Management** make it easy to deploy changes when needed. The **Remote Front Panel** feature enables administrators to control the machine's LCD panel from a PC to troubleshoot issues and train operators. 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 Advanced Series model to help you understand all of the features.



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. The Monochrome Advanced Series adhere to Sharp's 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-M5071 and MX-M6071 document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. These products also have low TEC values. Sharp MFPs are EPEAT® registered.



Toner Recycling Program

As part of our commitment to help preserve the environment, Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers. This program includes cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing them with a pre-paid recycling kit for their return to our facility.

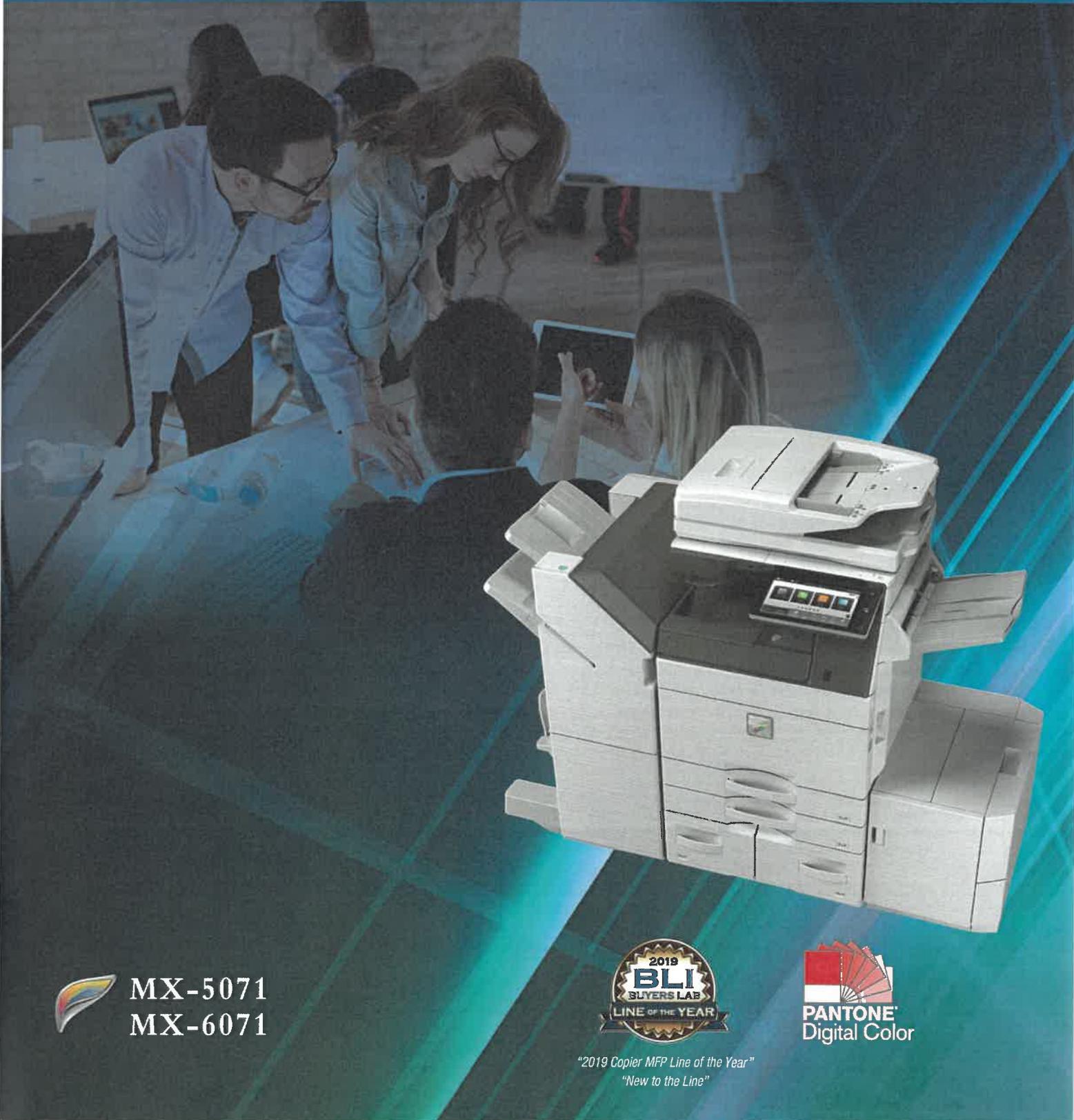
Environmental Leadership

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.

SHARP®

ADVANCED SERIES COLOR DOCUMENT SYSTEMS



MX-5071
MX-6071



"2019 Copier MFP Line of the Year"
"New to the Line"

POWERFUL PERFORMANCE, STRONG PRODUCTIVITY



EASY TO USE

PRODUCTIVE FEATURES

WORKPLACE FRIENDLY



"PaceSetter Award in
Ease of Use 2018-2019"

An advanced design plus multifunctional capability allow you to meet tomorrow's business needs today.

- Standard 150-sheet **duplexing single-pass document feeder** scans documents at speeds up to 220 images per minute (ipm).
- **Flexible paper handling** supports media up to 110 lb. cover (300 gsm) and feeds up to 12" x 18" through the paper trays, allowing users to print on a wide variety of media.
- Sharp's available **MFP Voice** feature enables users to control the device with simple verbal commands. Experience hands-free, voice-first interaction with **Amazon Alexa**.
- Network-ready **PCL® 6** and **Adobe® PostScript® 3™** printing systems ensure your documents print with the clarity and formatting you expect.
- Easily **convert documents** to popular Microsoft® file formats as well as a variety of PDF formats, with standard OCR (optical character recognition) capabilities.



- Award-winning 10.1" (diagonally-measured) **customizable touchscreen display** with a clean design enables easy access to features and functions when setting up jobs.
- **Built-in walk-up motion sensor** automatically detects approaching users and immediately wakes the machine, making it ready for use within seconds.
- Access popular cloud services, such as Microsoft OneDrive™ for Business, SharePoint® Online, Google Drive™, Dropbox and more with Sharp's **Cloud Connect** feature.
- Pantone Licensing on these models offers unprecedented levels of color fidelity to the **PANTONE MATCHING SYSTEM®**.
- **Multi-layered, leading-edge security features** provide enhanced protection while an End-of-Lease feature can erase all data and personal information at time of trade-in.



Built-in retractable keyboard simplifies email address and subject line entries as well as repetitive scanning tasks and user authentication.

HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-5071 and MX-6071 Advanced Series color document systems provide high-performance functionality that easily adapts to your business needs.

innovative features

Duplexing Single Pass Feeder (DSPF)

Standard 150-sheet dual head document feeder scans both sides of a document in a single pass, and a built-in indicator light flashes to remind you to take your originals.

Convenient Wireless Networking

Scanning and printing from mobile devices is made quick and easy with the available Sharpdesk Mobile App.

Easy-to-Use Smart Touchscreen

Award-winning, tablet-style menu provides quick access to features and functions.

High Quality Printing

1,200 x 1,200 dpi resolution produces razor-sharp documents. Adobe PostScript 3 drivers offer extensive job control.

Built-in Retractable Keyboard

Full-size QWERTY keyboard enables easy data entry.

Hands-free Operation

The available MFP Voice feature enables users to control the device using simple verbal commands with Alexa.

In-line Stapling

Produce professional-looking corner-staple or edge-staple documents up to 65 pages.

Walk-up Motion Sensor

Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

Manual Stapler

Manual stapling feature makes it easy to re-staple originals after scanning.

Easily Access Popular Cloud Applications

With the Cloud Connect feature, users gain access to Microsoft OneDrive, Google Drive, Dropbox and more. Sharp's new Application Portal makes it easy for administrators to add or update apps right from the MFP.

Saddle Stitch Finishers

Make high quality booklets up to 80 pages.

Multi-layered Security Features

Leading-edge security features provide enhanced protection of data and personal information and helps protect against network intrusions.



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. Also feeds up to 50 envelopes through the standard paper tray.* A variety of paper tray options are available, including a large capacity cassette and split tandem paper drawers.



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.

*See specifications for a list of supported envelopes.

TAKING CARE OF BUSINESS SAFELY AND SECURELY

Manage your device, help safeguard your data, help protect your business.

To help protect employees' privacy and intellectual property, the new Color Advanced Series is armed with leading-edge, **multi-layered security features**, including **Firmware Attack Prevention and Self Recovery**, which can help identify a malicious intrusion and restore the machine firmware to its original state. The new **Whitelisting** feature detects access attempts to the machine file system and denies access if the source data is not on the white list. **Authority Groups** help manage and restrict copying, printing and scanning features to safeguard data and control costs. Administrators can also apply **Active Directory® Group Policy** to the device, which offers centralized configuration and control. **Confidential Printing** helps ensure sensitive documents are kept safe by requiring users to enter a PIN code to print them. These models also support Active Directory user authentication and secure **Single Sign-On**. **Integrated ID card authentication** is also available.* When you are ready to trade the machine in, a convenient **End-of-Lease** feature can erase all data and personal information, as well as print a confirmation report.



These scalable security offerings aim to help protect your confidential and personal information, as well as help your business meet regulatory requirements. For additional information visit: www.sharppusa.com/security.

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The MX-5071 and MX-6071 document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. These products also have low TEC values. Sharp MFPs are EPEAT® registered.



Toner Recycling Program

As part of our commitment to help preserve the environment, Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers. This program includes cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing them with 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.sharppusa.com/environment.

SHARP®

HIGH-SPEED MONOCHROME DOCUMENT SYSTEMS



MX-M6570 MX-M7570



"2019 Copier MFP Line of the Year"

DESIGNED TO DELIVER PERFORMANCE AND PRODUCTIVITY

An advanced design plus multifunctional capability allow you to meet tomorrow's workflow needs today.

- Automatic **walk-up motion sensor** wakes the machine, and it's ready within seconds.
- **3,200-sheet** standard paper capacity **expandable to 6,700 sheets** with options.
- Large 10.1" (diagonally measured) **customizable touchscreen display** with a clean design enables easy access to features and functions.

EASY-TO-USE DESIGN

ENHANCED INTEGRATION WITH STANDARD WIRELESS CAPABILITY

HIGH PRODUCTIVITY

VERSATILE FINISHING CAPABILITIES



"PaceSetter Award in
Ease of Use 2018-2019"



- Sharp's **Easy Connect** feature makes it simple to print or scan with mobile devices using the free **Sharpdesk® Mobile** app.
- Built-in **Optical Character Recognition (OCR)** function can convert scanned documents to text searchable PDF format, Microsoft® Office file formats, and others.
- Easily **access popular cloud applications**, including Microsoft OneDrive® for Business, SharePoint® Online, Google Drive™ and more with Sharp's Cloud Connect features.
- Direct print **Microsoft Word, PowerPoint®** and **Excel®** files from thumb drives, cloud applications, network folders and more. This function is enabled via **DirectOffice™** technology.
- **Standard security platform** includes 256-bit encryption, up to 10-times data overwrite and an End-of Lease feature that erases all data and personal information at trade-in.
- 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)**, increasing reliability and productivity.



Built-in retractable keyboard simplifies email address and subject line entries as well as repetitive scanning tasks and user authentication.

HIGH IMPACT VERSATILITY AND SCALABILITY

The MX-M6570 and MX-M7570 high-speed monochrome document systems provide high-performance functionality adaptable to your business needs.

innovative features

High Quality Printing

1200 x 1200 dpi resolution produces razor-sharp documents. Genuine Adobe® PostScript® 3™ drivers offer extensive job control.

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 distribution to email, network folders, cloud applications and more.

Compact PDF

Standard compact PDF feature dramatically reduces the file size of most color scanned documents.

Easy-to-Use Smart Touchscreen

Tablet-style menu provides quick access to features and functions.

In-line Stapling

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

Manual Stapler

Available manual stapling feature makes it easy to re-staple originals after scanning.

Saddle Stitch Finishers

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

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.

Multi-folding Unit

Provides a variety of folds including z-fold, c-fold, accordion-fold, double-fold and half-fold.

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.

Enhanced Security Features

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

Built-in Retractable Keyboard

Full-size QWERTY keyboard enables easy data entry.

Walk-up Motion Sensor

Detects walk-up users and wakes the machine from sleep mode, making it ready for use.

On-board Document Storage

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



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-M6570 and MX-M7570 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 MX-M6570 and MX-M7570 are 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. For advanced security, these models support Active Directory user authentication and secure single sign-on to network folders and emails. For an optimized workflow experience, ID card authentication is also available.*



These scalable security offerings aim to help **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.sharppusa.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. The MX-M6570 and MX-M7570 adhere to Sharp's 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-M7570 document system is ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances. These products also have low TEC values. 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.sharppusa.com/environment.

SHARP®

HIGH-SPEED COLOR DOCUMENT SYSTEMS



MX-7081

MX-8081

MORE FEATURES, POWERFUL PRODUCTIVITY, GREATER RESULTS



**HIGH RESOLUTION
COLOR TOUCHSCREEN**

**PRODUCTIVITY PLUS
QUALITY AND EFFICIENCY**

**AVAILABLE FIERY®
PRINT SERVER**

A powerful, smart MFP that transforms office productivity and helps meet the demands of high-volume office customers.

- **300-sheet Duplex Single Pass Feeder (DSPF)** scans documents at up to 240 images per minute.
- **Scan Preview** feature offers on-the-fly page editing with easy **fingertip navigation**.
- **Triple air-feed paper handling** option offers **high reliability** and is virtually maintenance-free.
- The available Sharp **MFP Voice** feature enables users to control the device with simple verbal commands. Experience hands-free, voice-first interaction with **Amazon Alexa**.



- **Offers 8,500-sheet maximum paper capacity** and media support up to 110 lb. cover stock (300 gsm).
- High-performance print controller with included **PCL® 6** and **Adobe® PostScript® 3™**.
- True **1,200 x 1,200 dpi** printing provides beautiful images and enhanced clarity for fine details such as small text and graphics.
- The Sharp **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.
- Easily **access popular cloud applications**, including Microsoft® OneDrive® for Business, SharePoint® Online, Box and Google Drive™, with the Sharp Cloud Connect feature.
- Standard **Job Management** features make it easy to print on-demand as well as view jobs, retain jobs, combine jobs, select print settings and more.
- Supports the **Sharp OSA development platform**, enabling businesses to easily integrate with network applications and cloud services.
- **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.
- Convenient **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.

SCALABLE, POWERFUL AND VERSATILE TO FIT YOUR ENVIRONMENT

The MX-7081/8081 high-speed color document systems provide high performance, high functionality and high efficiency to exceed your business needs.

innovative features

High Quality Printing

1,200 x 1,200 dpi resolution produces razor-sharp documents. Adobe® PostScript® 3™ drivers offer extensive job control.

Post Sheet Inserter

Produce professional looking documents with pre-printed covers and chapter inserts with the available post sheet inserter.

Duplexing Single Pass Feeder (DSPF)

Standard 300-sheet dual head document feeder scans both sides of a document in a single pass.

Business Card Scanning

OCR scans up to 150 business cards with the DSPF and export them to a contact management system.

Easy-to-Use Smart Touchscreen

Tablet-style menu provides quick access to features and functions.

Built-in Retractable Keyboard

Full-size QWERTY keyboard enables easy data entry.

Saddle Stitch Finishers

Make high quality booklets up to 80-pages long.

Toner Hopper

Lets you change toner on-the-fly to help maximize productivity.



Optional MX-PE15 Fiery Server

Based on the latest Fiery FS400 Pro system software platform, the Fiery Server delivers performance-boosting features that shorten turnaround times.

Multi-Folding Unit

Provides a variety of folds, including Z-fold, C-fold, Accordion-fold, Double-fold and Half-fold.

Versatile GBC® SmartPunch Pro™

Professional punching system produces up to seven commonly used punch styles for creating professional bound booklets.

3,100-Sheet Standard Paper Capacity

Includes a 2,000-sheet letter size tandem tray, two 500-sheet letter/legal/ledger size trays that feed media up to 300 gsm and a 100-sheet bypass tray.

Multi-layered Security Features

Leading-edge security features provide enhanced protection of data and personal information and helps protect against network intrusions.

Superior Media Handling

Sharp's 5,000-sheet large capacity paper tray option utilizes triple air-feed technology, which directs air flow with precision accuracy for proper paper handling and enhanced media support up to 300 gsm.



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.

Convenient Job Management

1TB hard disk drive provides on-board document storage. An intuitive thumbnail view makes it easy to select, edit, reprint, repaginate and more.

Easily Access Popular Cloud Applications

With the Cloud Connect feature, users gain access to Microsoft OneDrive, Google Drive, Dropbox and more. The Sharp Application Portal makes it easy for administrators to add or update apps right from the MFP.

COMPREHENSIVE SECURITY HELPS PROTECT YOUR BUSINESS

Manage your device, help safeguard your data.

To help protect employees' privacy and intellectual property, the new MX-7081/8081 are armed with leading-edge, **multi-layered security features**, including **Firmware Attack Prevention and Self Recovery**, which can help identify a malicious intrusion and restore the machine firmware to its original state. The new **Whitelisting** feature detects access attempts to the machine file system and denies access if the source data is not on the whitelist. **Authority Groups** help manage and restrict copying, printing and scanning features to safeguard data and control costs. Administrators can also apply **Active Directory® Group Policy** to the device, which offers centralized configuration and control. **Confidential Printing** helps ensure sensitive documents are kept safe by requiring users to enter a PIN code to print them. These models also support Active Directory user authentication and secure **Single Sign-on**. **Integrated ID card authentication** is also available.* When you are ready to trade the machine in, a convenient **End-of-Lease** feature can erase all data and personal information, as well as print a confirmation report.



These scalable security offerings aim to help protect your confidential and personal information, as well as help your business meet regulatory requirements. For additional information visit: www.sharpusa.com/security.

* Some features require optional equipment and/or software.



With **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. Event-driven service alerts help monitor the device and maximize uptime. The centrally managed **security dashboard** monitors security settings and can automatically reset the security policy if changed locally at the machine. Also, **Centralized Admin Password Management** and **Centralized Power Management** make it easy to deploy changes when needed. The **Remote Front Panel** feature enables administrators to control the machine's LCD panel from a PC to troubleshoot issues and train operators. 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 these models to help you understand all of the features.



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