



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

Solicitation

| NUMBER |
|----------|
| DIGCOPI2 |

| PAGE |
|------|
| 1 |

| ADDRESS CORRESPONDENCE TO ATTENTION OF: |
|---|
| TARA LYLE 304-558-2544 |

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

| DATE PRINTED |
|--------------|
| 11/20/2012 |

BID OPENING DATE: 12/04/2012 BID OPENING TIME 1:30PM

| LINE | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|----------|------------------------|------------|--------|
| | | | | ADDENDUM NO. 13 | | |
| | | | | SEE ATTACHED PAGES. | | |
| | | | | END OF ADDENDUM NO. 13 | | |
| 0001 | 1 | LS | | 985-64 | | |
| | | | | DIGITAL COPIERS | | |
| ***** THIS IS THE END OF RFQ DIGCOPI2 ***** TOTAL: | | | | | | |

| | | | |
|-----------|------|-----------------------------------|------|
| SIGNATURE | | TELEPHONE | DATE |
| TITLE | FEIN | ADDRESS CHANGES TO BE NOTED ABOVE | |

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: DIGCOP12**Addendum Number: 13**

The purpose of this addendum is to modify the solicitation identified as DIGCOP12 ("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: Attached responses to Vendor's Third Round of Questions and revised Pricing Pages. The bid opening has been extended from 11/29/2012 to 12/04/2012. The bid opening time remains at 1:30 pm.

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.

DIGCOP12
THIRD ROUND QUESTIONS

QUESTIONS:

- Q1: Monochrome Segment 1 have a set of minimum specs, and stapling is NOT listed, yet stapling is listed on the new pricing spreadsheet. Does an 18CPM unit really need a stapling option?
- A1: Stapling is hereby removed from Band 1 and the pricing pages have been modified to reflect the change. The stapling option must be available on Bands 2 and above.
- Q2: I am also requesting another extension as now we are working from square one again
- A2: The bid opening has moved to 12/4/12.
- Q3: Does the State really need 11X17 for a segment 1 B&W product? Segment 1 units are usually basic units meant for low volume and minimal applications.
- A3: The 11" x 17" paper capacity requirement is hereby removed from Band 1 and must be available on Bands 2 and above.
- Q4: On the Excel calculation sheet, the overall total does not include the Purchase Monochrome total. You just need to change the sum range.
- A4: Corrected. Revised pricing pages will be attached and will be available electronically. Vendors can request an electronic copy for bid purposes by sending an email request to Tara Lyle at Tara.L.Lyle@wv.gov.
- Q5: On the Excel calculation sheet, should the totals for each rental category be multiplied by the total number of months also? (ex. 36 mo Monochrome total x 36 months=Term Rental Total)
- A5: No, all leased totals are for a single month.
- Q6: On the Excel calculation sheet, on purchased machines, should the monthly maintenance and overage charges be multiplied by at least 48 months, instead of only calculating 1 month of service per system?
- A6: No, all leased totals are for a single month.

- Q7: Section 3.1.13.1 – Section H – I understand that all systems are to be 11x17” capable. Although I think that a majority of band 1 monochrome systems are desktops, and systems that are 11x17” capable will be too big for desktop use.
- A7: See Question and Response 3 above.
- Q8: Section 4.1 – Please describe how the contract could be split among multiple vendors. Does this mean that multiple vendors could offer all bands of the contract or only 1 vendor per band?
- A8: The State reserves the right to split this contract in any manner that it deems to be in the State’s best interest.
- Q9: Section 4.1 Accessories – Please explain the requirement to provide accessories at manufacture’s invoice price. Does this mean that a vendor cannot make any profit? Also how would shipping, setup cost, and installation be accounted for?
- A9: Prices for the listed copiers on the pricing pages should include the vendor’s profit, shipping, setup cost and installation for all items including accessories as stated. Accessories must be provided at manufacturer’s invoice price with a copy of the invoice.
- Q10: Would it be possible for the State to please provide a physical address to ship our response to? FedEx will not deliver to a PO Box.
- A10: WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
- Q11: Please clarify whether or not the accessories listed on the pricing pages need to reflect a value if they're included in our configured systems.
- A11: See Section 4.2.2 which states in part:
- 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.

Q12: Please clarify whether or not a catalog is needed. If so, what information does the catalog need to include?

A12: Vendor should be prepared to provide a catalog of available accessories for the copiers bid upon request.

Q13: Will the State extend the bid submission date to allow vendors to consider your answers to these questions?

A13: The bid opening has been extended to 12/4/12.

Q14: Please define the difference between **rental** of machines and **lease** of machines is in the cancellation terms for convenience. Vendor default and Non appropriation of funds are standard accepted reasons for cancel. In this contract, will an end user agency have the right to cancel a machine for convenience during its initial term without any penalty?

A14: Yes, as stated in the General Terms and Conditions, Item No. 24:

CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.

Q15: Under the current contract many units have been placed from band 1. These are typically very low volume, low price devices. The current contract did not require 11X17 on that band. Would the state consider removing the 11X17 requirement from band one so that all of those agencies have a price effective way to replace their current equipment?

A15: See Question and Response 3 above.

**** No additional questions will be accepted on this RFQ. The bid opening is scheduled for 12/4/12 at 1:30 pm. ****

DIGCOP12 - Pricing Pages - Amended And Restated

| Item No. | Order Type | Item Description | Brand Name of Item Bid | Model No. of Item Bid | Est. Quantity | Unit Price | Total Price |
|----------|------------|---|------------------------|-----------------------|---------------|------------|-------------|
| 1 | Purchase | Monochrome | | | | | |
| | | Band 1 | | | | | |
| | | Copier | | | 85 | \$ | - |
| | | Scanning | | | 85 | \$ | - |
| | | Network Printing | | | 85 | \$ | - |
| | | Fax | | | 85 | \$ | - |
| | | Monthly Maintenance Charge Per Copier (0-5,000 copies) | | | 85 | \$ | - |
| | | Per Copy Maintenance Overage Charge (5,001 and up) | | | 500 | \$ | - |
| | | Total for Band 1 | | | | \$ | - |
| | | Band 2 | | | | | |
| | | Copier | | | 80 | \$ | - |
| | | Scanning | | | 80 | \$ | - |
| | | Network Printing | | | 80 | \$ | - |
| | | Fax | | | 80 | \$ | - |
| | | Staple | | | 80 | \$ | - |
| | | Monthly Maintenance Charge Per Copier (0-15,000 copies) | | | 80 | \$ | - |
| | | Per Copy Maintenance Overage Charge (15,001 and up) | | | 500 | \$ | - |
| | | Total for Band 2 | | | | \$ | - |
| | | Band 3 | | | | | |
| | | Copier | | | 50 | \$ | - |
| | | Scanning | | | 50 | \$ | - |
| | | Network Printing | | | 50 | \$ | - |
| | | Fax | | | 50 | \$ | - |
| | | Staple | | | 50 | \$ | - |
| | | Monthly Maintenance Charge Per Copier (0-30,000 copies) | | | 50 | \$ | - |
| | | Per Copy Maintenance Overage Charge (30,001 and up) | | | 500 | \$ | - |
| | | Total for Band 3 | | | | \$ | - |
| | | Band 4 | | | | | |
| | | Copier | | | 30 | \$ | - |
| | | Scanning | | | 30 | \$ | - |
| | | Network Printing | | | 30 | \$ | - |
| | | Fax | | | 30 | \$ | - |
| | | Staple | | | 30 | \$ | - |
| | | Monthly Maintenance Charge Per Copier (0-45,000 copies) | | | 30 | \$ | - |
| | | Per Copy Maintenance Overage Charge (45,001 and up) | | | 500 | \$ | - |
| | | Total for Band 4 | | | | \$ | - |

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

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| Item No. | Order Type | Item Description | Brand Name | Model No. | Est. Quantity | Unit Price | Total Price | |
|----------|------------|--|------------|-----------|---------------|------------|-------------|---|
| 2 | Purchase | Color | | | | | | |
| | | Band 1 | | | | | | |
| | | Copier | | | 5 | \$ | - | |
| | | Scanning | | | 5 | \$ | - | |
| | | Network Printing | | | 5 | \$ | - | |
| | | Fax | | | 5 | \$ | - | |
| | | Per Copy Maintenance Charge (Color) | | | 2,000 | \$ | - | |
| | | Per Copy Maintenance Charge (Monochrome) | | | 4,000 | \$ | - | |
| | | Total for Band 1 | | | | \$ | - | |
| | | Band 2 | | | | | | |
| | | Copier | | | 25 | \$ | - | |
| | | Scanning | | | 25 | \$ | - | |
| | | Network Printing | | | 25 | \$ | - | |
| | | Fax | | | 25 | \$ | - | |
| | | Staple | | | 25 | \$ | - | |
| | | Per Copy Maintenance Charge (Color) | | | 2,000 | \$ | - | |
| | | Per Copy Maintenance Charge (Monochrome) | | | 4,000 | \$ | - | |
| | | Total for Band 2 | | | | \$ | - | |
| | | Band 3 | | | | | | |
| | | Copier | | | 20 | \$ | - | |
| | | Scanning | | | 20 | \$ | - | |
| | | Network Printing | | | 20 | \$ | - | |
| | | Fax | | | 20 | \$ | - | |
| | | Staple | | | 20 | \$ | - | |
| | | Per Copy Maintenance Charge (Color) | | | 2,000 | \$ | - | |
| | | Per Copy Maintenance Charge (Monochrome) | | | 4,000 | \$ | - | |
| | | Total for Band 3 | | | | \$ | - | |
| | | Band 4 | | | | | | |
| | | Copier | | | 20 | \$ | - | |
| | | Scanning | | | 20 | \$ | - | |
| | | Network Printing | | | 20 | \$ | - | |
| | | Fax | | | 20 | \$ | - | |
| | | Staple | | | 20 | \$ | - | |
| | | Per Copy Maintenance Charge (Color) | | | 2,000 | \$ | - | |
| | | Per Copy Maintenance Charge (Monochrome) | | | 4,000 | \$ | - | |
| | | Total for Band 4 | | | | \$ | - | |
| | | Total Purchase Price of Color Bands 1-4 | | | | | \$ | - |

800008

| Item No. | | Description | Brand Name | Model No. | Est. Quantity | Unit Price Per Month | Total Price Per Month (Including Maintenance) |
|----------|----------------|--|------------|-----------|---------------|----------------------|---|
| 3 | 24 Month Lease | Monochrome | | | | | |
| | | Band 1 | | | | | |
| | | Copier (including maintenance for 0 - 5000 copies) | | | 1 | \$ | - |
| | | Scanning | | | 1 | \$ | - |
| | | Network Printing | | | 1 | \$ | - |
| | | Fax | | | 1 | \$ | - |
| | | Per Copy Maintenance Overage Charge (5001 and up) | | | 500 | \$ | - |
| | | Total for Band 1 | | | | \$ | - |
| | | Band 2 | | | | | |
| | | Copier (including maintenance for 0 - 15,000 copies) | | | 5 | \$ | - |
| | | Scanning | | | 5 | \$ | - |
| | | Network Printing | | | 5 | \$ | - |
| | | Fax | | | 5 | \$ | - |
| | | Staple | | | 5 | \$ | - |
| | | Per Copy Maintenance Overage Charge (15,001 and up) | | | 500 | \$ | - |
| | | Total for Band 2 | | | | \$ | - |
| | | Band 3 | | | | | |
| | | Copier (including maintenance for 0 - 30,000 copies) | | | 5 | \$ | - |
| | | Scanning | | | 5 | \$ | - |
| | | Network Printing | | | 5 | \$ | - |
| | | Fax | | | 5 | \$ | - |
| | | Staple | | | 5 | \$ | - |
| | | Per Copy Maintenance Overage Charge (30,001 and up) | | | 500 | \$ | - |
| | | Total for Band 3 | | | | \$ | - |
| | | | | | | | |
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|---|------------------------|---|--|-----|--|----|----|---|
| 3 | 24 Month Lease (cont.) | Monochrome | | | | | | |
| | | Band 4 | | | | | | |
| | | Copier (including maintenance for 0 - 45,000 copies) | | 5 | | \$ | - | |
| | | Scanning | | 5 | | \$ | - | |
| | | Network Printing | | 5 | | \$ | - | |
| | | Fax | | 5 | | \$ | - | |
| | | Staple | | 5 | | \$ | - | |
| | | Per Copy Maintenance Overage Charge (45,001 and up) | | 500 | | \$ | - | |
| | | Total for Band 4 | | | | \$ | - | |
| | | Band 5 | | | | | | |
| | | Copier (including maintenance for 0 - 65,000 copies) | | 5 | | \$ | - | |
| | | Scanning | | 5 | | \$ | - | |
| | | Network Printing | | 5 | | \$ | - | |
| | | Fax | | 5 | | \$ | - | |
| | | Staple | | 5 | | \$ | - | |
| | | Per Copy Maintenance Overage Charge (65,001 and up) | | 500 | | \$ | - | |
| | | Total for Band 5 | | | | \$ | - | |
| | | Band 6 | | | | | | |
| | | Copier (including maintenance for 0 - 80,000 copies) | | 5 | | \$ | - | |
| | | Scanning | | 5 | | \$ | - | |
| | | Network Printing | | 5 | | \$ | - | |
| | | Fax | | 5 | | \$ | - | |
| | | Staple | | 5 | | \$ | - | |
| | | Per Copy Maintenance Overage Charge (80,001 and up) | | 500 | | \$ | - | |
| | | Total for Band 6 | | | | \$ | - | |
| | | Band 7 | | | | | | |
| | | Copier (including maintenance for 0 - 150,000 copies) | | 5 | | \$ | - | |
| | | Scanning | | 5 | | \$ | - | |
| | | Network Printing | | 5 | | \$ | - | |
| | | Fax | | 5 | | \$ | - | |
| | | Staple | | 5 | | \$ | - | |
| | | Per Copy Maintenance Overage Charge (150,001 and up) | | 500 | | \$ | - | |
| | | Total for Band 7 | | | | \$ | - | |
| | | Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease | | | | | \$ | - |

000010

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

000011

| Item No. | | Description | Brand Name | Model No. | Est. Quantity | Unit Price Per Month | Total Price Per Month (Including Maintenance) |
|----------|----------------|--|------------|-----------|---------------|----------------------|---|
| 5 | 36 Month Lease | Monochrome | | | | | |
| | | Band 1 | | | | | |
| | | Copier (including maintenance for 0 - 5,000 copies) | | | 30 | \$ | - |
| | | Scanning | | | 30 | \$ | - |
| | | Network Printing | | | 30 | \$ | - |
| | | Fax | | | 30 | \$ | - |
| | | Per Copy Maintenance Overage Charge (5,001 and up) | | | 500 | \$ | - |
| | | Total for Band 1 | | | | \$ | - |
| | | Band 2 | | | | | |
| | | Copier (including maintenance for 0 - 15,000 copies) | | | 5 | \$ | - |
| | | Scanning | | | 5 | \$ | - |
| | | Network Printing | | | 5 | \$ | - |
| | | Fax | | | 5 | \$ | - |
| | | Staple | | | 5 | \$ | - |
| | | Per Copy Maintenance Overage Charge (15,001 and up) | | | 500 | \$ | - |
| | | Total for Band 2 | | | | \$ | - |
| | | Band 3 | | | | | |
| | | Copier (including maintenance for 0 - 30,000 copies) | | | 250 | \$ | - |
| | | Scanning | | | 250 | \$ | - |
| | | Network Printing | | | 250 | \$ | - |
| | | Fax | | | 250 | \$ | - |
| | | Staple | | | 250 | \$ | - |
| | | Per Copy Maintenance Overage Charge (30,001 and up) | | | 500 | \$ | - |
| | | Total for Band 3 | | | | \$ | - |
| | | Band 4 | | | | | |
| | | Copier (including maintenance for 0 - 45,000 copies) | | | 105 | \$ | - |
| | | Scanning | | | 105 | \$ | - |
| | | Network Printing | | | 105 | \$ | - |
| | | Fax | | | 105 | \$ | - |
| | | Staple | | | 105 | \$ | - |
| | | Per Copy Maintenance Overage Charge (45,001 and up) | | | 500 | \$ | - |
| | | Total for Band 4 | | | | \$ | - |

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| | | | | | | | | |
|---|------------------------|---|--|-----|--|----|----|---|
| 5 | 36 Month Lease (cont.) | Monochrome | | | | | | |
| | | Band 5 | | | | | | |
| | | Copier (including maintenance for 0 - 65,000 copies) | | 95 | | \$ | - | |
| | | Scanning | | 95 | | \$ | - | |
| | | Network Printing | | 95 | | \$ | - | |
| | | Fax | | 95 | | \$ | - | |
| | | Staple | | 95 | | \$ | - | |
| | | Per Copy Maintenance Overage Charge (65,001 and up) | | 500 | | \$ | - | |
| | | Total for Band 5 | | | | \$ | - | |
| | | Band 6 | | | | | | |
| | | Copier (including maintenance for 0 - 80,000 copies) | | 70 | | \$ | - | |
| | | Scanning | | 70 | | \$ | - | |
| | | Network Printing | | 70 | | \$ | - | |
| | | Fax | | 70 | | \$ | - | |
| | | Staple | | 70 | | \$ | - | |
| | | Per Copy Maintenance Overage Charge (80,001 and up) | | 500 | | \$ | - | |
| | | Total for Band 6 | | | | \$ | - | |
| | | Band 7 | | | | | | |
| | | Copier (including maintenance for 0 - 150,000 copies) | | 35 | | \$ | - | |
| | | Scanning | | 35 | | \$ | - | |
| | | Network Printing | | 35 | | \$ | - | |
| | | Fax | | 35 | | \$ | - | |
| | | Staple | | 35 | | \$ | - | |
| | | Per Copy Maintenance Overage Charge (150,001 and up) | | 500 | | \$ | - | |
| | | Total for Band 7 | | | | \$ | - | |
| | | Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease | | | | | \$ | - |

| Item No. | Order Type | Item Description | Brand Name | Model No. | Est. Quantity | Unit Price Per Month | Total Price Per Month (Including Maintenance) | |
|----------|----------------|--|------------|-----------|---------------|----------------------|---|---|
| 6 | 36 Month Lease | Color | | | | | | |
| | | Band 1 | | | | | | |
| | | Copier | | | 5 | \$ | - | |
| | | Scanning | | | 5 | \$ | - | |
| | | Network Printing | | | 5 | \$ | - | |
| | | Fax | | | 5 | \$ | - | |
| | | Per Copy Maintenance Charge (Color) | | | 2,000 | \$ | - | |
| | | Per Copy Maintenance Charge (Monochrome) | | | 4,000 | \$ | - | |
| | | Total for Band 1 | | | | \$ | - | |
| | | Band 2 | | | | | | |
| | | Copier | | | 10 | \$ | - | |
| | | Scanning | | | 10 | \$ | - | |
| | | Network Printing | | | 10 | \$ | - | |
| | | Fax | | | 10 | \$ | - | |
| | | Staple | | | 10 | \$ | - | |
| | | Per Copy Maintenance Charge (Color) | | | 2,000 | \$ | - | |
| | | Per Copy Maintenance Charge (Monochrome) | | | 4,000 | \$ | - | |
| | | Total for Band 2 | | | | \$ | - | |
| | | Band 3 | | | | | | |
| | | Copier | | | 215 | \$ | - | |
| | | Scanning | | | 215 | \$ | - | |
| | | Network Printing | | | 215 | \$ | - | |
| | | Fax | | | 215 | \$ | - | |
| | | Staple | | | 215 | \$ | - | |
| | | Per Copy Maintenance Charge (Color) | | | 2,000 | \$ | - | |
| | | Per Copy Maintenance Charge (Monochrome) | | | 4,000 | \$ | - | |
| | | Total for Band 3 | | | | \$ | - | |
| | | Band 4 | | | | | | |
| | | Copier | | | 140 | \$ | - | |
| | | Scanning | | | 140 | \$ | - | |
| | | Network Printing | | | 140 | \$ | - | |
| | | Fax | | | 140 | \$ | - | |
| | | Staple | | | 140 | \$ | - | |
| | | Per Copy Maintenance Charge (Color) | | | 2,000 | \$ | - | |
| | | Per Copy Maintenance Charge (Monochrome) | | | 4,000 | \$ | - | |
| | | Total for Band 4 | | | | \$ | - | |
| | | Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease | | | | | \$ | - |

000012

| Item No. | | Description | Brand Name | Model No. | Est. Quantity | Unit Price Per Month | Total Price Per Month (Including Maintenance) |
|----------|----------------|--|------------|-----------|---------------|----------------------|---|
| 7 | 48 Month Lease | Monochrome | | | | | |
| | | Band 1 | | | | | |
| | | Copier (including maintenance for 0 - 5,000 copies) | | | 30 | \$ | - |
| | | Scanning | | | 30 | \$ | - |
| | | Network Printing | | | 30 | \$ | - |
| | | Fax | | | 30 | \$ | - |
| | | Per Copy Maintenance Overage Charge (5,001 and up) | | | 500 | \$ | - |
| | | Total for Band 1 | | | | \$ | - |
| | | Band 2 | | | | | |
| | | Copier (including maintenance for 0 - 15,000 copies) | | | 40 | \$ | - |
| | | Scanning | | | 40 | \$ | - |
| | | Network Printing | | | 40 | \$ | - |
| | | Fax | | | 40 | \$ | - |
| | | Staple | | | 40 | \$ | - |
| | | Per Copy Maintenance Overage Charge (15,001 and up) | | | 500 | \$ | - |
| | | Total for Band 2 | | | | \$ | - |
| | | Band 3 | | | | | |
| | | Copier (including maintenance for 0 - 30,000 copies) | | | 110 | \$ | - |
| | | Scanning | | | 110 | \$ | - |
| | | Network Printing | | | 110 | \$ | - |
| | | Fax | | | 110 | \$ | - |
| | | Staple | | | 110 | \$ | - |
| | | Per Copy Maintenance Overage Charge (30,001 and up) | | | 500 | \$ | - |
| | | Total for Band 3 | | | | \$ | - |
| | | Band 4 | | | | | |
| | | Copier (including maintenance for 0 - 45,000 copies) | | | 50 | \$ | - |
| | | Scanning | | | 50 | \$ | - |
| | | Network Printing | | | 50 | \$ | - |
| | | Fax | | | 50 | \$ | - |
| | | Staple | | | 50 | \$ | - |
| | | Per Copy Maintenance Overage Charge (45,001 and up) | | | 500 | \$ | - |
| | | Total for Band 4 | | | | \$ | - |

000015

| | | | | | | | | |
|---|------------------------|---|--|-----|----|---|----|---|
| 7 | 48 Month Lease (cont.) | Monochrome | | | | | | |
| | | Band 5 | | | | | | |
| | | Copier (including maintenance for 0 - 60,000 copies) | | 45 | \$ | - | | |
| | | Scanning | | 45 | \$ | - | | |
| | | Network Printing | | 45 | \$ | - | | |
| | | Fax | | 45 | \$ | - | | |
| | | Staple | | 45 | \$ | - | | |
| | | Per Copy Maintenance Overage Charge (60,001 and up) | | 500 | \$ | - | | |
| | | Total for Band 5 | | | \$ | - | | |
| | | Band 6 | | | | | | |
| | | Copier (including maintenance for 0 - 80,000 copies) | | 40 | \$ | - | | |
| | | Scanning | | 40 | \$ | - | | |
| | | Network Printing | | 40 | \$ | - | | |
| | | Fax | | 40 | \$ | - | | |
| | | Staple | | 40 | \$ | - | | |
| | | Per Copy Maintenance Overage Charge (80,001 and up) | | 500 | \$ | - | | |
| | | Total for Band 6 | | | \$ | - | | |
| | | Band 7 | | | | | | |
| | | Copier (including maintenance for 0 - 150,000 copies) | | 30 | \$ | - | | |
| | | Scanning | | 30 | \$ | - | | |
| | | Network Printing | | 30 | \$ | - | | |
| | | Fax | | 30 | \$ | - | | |
| | | Staple | | 30 | \$ | - | | |
| | | Per Copy Maintenance Overage Charge (150,001 and up) | | 500 | \$ | - | | |
| | | Total for Band 7 | | | \$ | - | | |
| | | Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease | | | | | \$ | - |

000015

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

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

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

Revised 11/20/2012

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ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DIGCOP12

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | | |
|---|--|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 | <input type="checkbox"/> Addendum No. 11 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 | <input type="checkbox"/> Addendum No. 12 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 | <input type="checkbox"/> Addendum No. 13 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 | <input type="checkbox"/> Addendum No. 14 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 | <input type="checkbox"/> Addendum No. 15 |

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

Company

Authorized Signature

Date

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