

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER RS902713	OPENING DATE (1:00 p.m.) FEBRUARY 25, 2013	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. MAC009	BID NOTICE DATE FEBRUARY 01, 2013	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD) <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: COST-PER-COPY SERVICES TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>03/13/13</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>02/28/15</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency. INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 09/2012, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void. By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State. Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure . All questions should be submitted a minimum of two (2) working days prior to the bid opening date.			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)		DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [Not applicable to "Excepted Products"]

- Where is each product/services being offered mined, raised, grown, produced or manufactured?
 United States: _____(State) Canada Mexico (Go to B-1)
 Other: (Specify Country) _____ (Go to A-2)
- End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
 Yes (Go to Section B-1) No (Go to Section A-3)
- The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

_____ (Item) _____ (Country) of
Origin)

_____ (Item) _____ (Country) of
Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):



- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes (Go to C) No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio.
 Yes (Answer a, b, c, d below) No (Go to B-3)
 - Bidder has paid the required taxes due the state of Ohio Yes No
 - Bidder is registered with the Ohio Secretary of State
 Yes (Charter/Registration No.: _____) No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://www.sos.state.oh.us/>
 - Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - Bidder has seventy-five percent or more employees based in Ohio or border state.
 Yes No (Go to B-3)
- Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)
- Border state bidder: mined products mined in respective border state Yes No Not Applicable

C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business Yes No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:
<http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx>

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

SPECIFICATION QUESTIONS: Through the indicated inquiry closure date, Bidders may visit the State Purchasing website to post bid related questions at <procure.ohio.gov>. Answers to all Bidder questions will be posted on the State Purchasing website and linked to the bid number. The State will make every effort to respond to website inquires within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective Bidder shall respond to any verbal instructions or changes to this bid. Only communications issued by the Department of Administrative Services, State Purchasing in the form of an addendum, will be considered valid.

BID CONFERENCE: A non-mandatory Bidder Conference will be held on 02/13/13 at the Department of Administrative Services, 4200 Surface Rd., Columbus, Ohio 43228 to discuss the requirements of the bid. The conference will commence promptly at 9:30 a.m. barring an unforeseen circumstance that result in a delay of the conference. Attendance will be taken. The State will not be responsible to a Bidder for their failure to obtain information discussed during the Bidder Conference due to their failure to attend and/or arriving after the conference has convened.

Please contact Ryan Beers by 02/12/13 by 4:00 PM at (614) 466-2418 or ryan.beers@das.state.oh.us during regular business hours to make arrangements for authorization to enter the facility. Please limit your number of attendees to no more than 2 representatives per company.

MANDATORY/REQUIRED SUBMISSIONS: As specified, mandatory submissions must be submitted with the bid response. Required documentation/materials should be submitted with the bid. If not submitted with the bid, the Bidder must provide the said documentation/materials within ten (10) business days, after notification, to the Office of State Purchasing. Failure to provide mandatory submissions with the bid response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed as not responsive and the bid response will be immediately disqualified with no further consideration given for potential awarding of the Contract.

For specific requirements, Bidders should refer to Section XIX (BID INFORMATION) H 1-17 (Bidder Requirements) on page 17 for a listing of mandatory submittals for this bid.

MULTIPLE AWARD CONTRACT: This bid is issued to establish a Multiple Award Contract (MAC). A MAC is a contract made with more than one supplier of the same or similar types of supplies or services at varying prices for delivery within the same geographic area. The state's obligations under a MAC are subject to the Ohio Controlling Board's continuing authorization to use the MAC program authorizing the use of Multiple Award Contracts. By the signature affixed to Page 1, of this Bid, the Bidder certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio Ethics Law, Ohio Revised Code Section 102.04. The Bidder affirms that, as applicable to the Bidder, no party listed in Ohio Revised Code Section 3517.13 (I) or (J) or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to his campaign committees.

UNIT COSTS: Bidders shall not insert a unit cost of more than six (6) digits to the right of the decimal point. Digit(s) beyond six (6) will be dropped and not used in the evaluation of the bid.

COOPERATIVE PURCHASING CONTRACT: This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

CONTRACTOR QUARTERLY SALES REPORT: The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contractor user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

SPECIAL CONTRACT TERMS AND CONDITIONS (continued)

The Contractor will receive an email with a User ID and password and must report the quarterly dollar value of sales to the Department of Administrative Services (DAS) via the Internet using the web form at the Ohio DAS Contract Management Contractor Portal, <https://cm.ohio.gov/>. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period. The Contractor is responsible for emailing the Analyst listed on page one of the contract with any company contact changes.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services
GSD Business Office
4200 Surface Road
Columbus, OH 43228

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may suspend, terminate or cancel this Contract.

CONTRACTOR REVENUE SHARE: The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 0.75% of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions using this Contract.

The contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the Ohio Contract Management Remittance Report

The Contractor should make the check payable to: Treasurer, State of Ohio and forward the check to the following address:

Department of Administrative Services
GSD Business Office
4200 Surface Road
Columbus, OH 43228

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may suspend, terminate or cancel this Contract.

AUTHORIZED STOCKING DISTRIBUTOR: For consideration for any awards, all bidders responding to this bid must be stocking distributors of the manufacturer(s) whose product(s) they are quoting. Bidders shall submit, with their bid, a letterhead statement from the manufacturer attesting to this compliance element. Failure to submit the manufacturer's letterhead statement with the bid may deem your bid not responsive and no further consideration for award shall be given.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions, Terms and Conditions for Bidding". The basis for award of each Category will be the cost-per-copy price including the cost of the required accessories for the 36 month rental period.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by category of product. Failure to bid all items may result in the bidder being deemed not responsive. A maximum of three (3) awards will be made per category. To be considered for award, a bidder must offer a printer/copier device and the required accessories for each category quoted, and must quote on networked version in that category for the 36 month rental term. Where two or more bidders offer the same brand name for a category, the contract will be awarded to the bidder offering the lowest prices per copy for that brand. Bidders may quote one or more categories. Only one (1) manufacturer's brand may be awarded per category.

SPECIAL CONTRACT TERMS AND CONDITIONS (continued)

AGENCY CERTIFICATION: The agency purchasing from this contract will be required to execute a certification prior to acquiring the use of a copier/printer under these terms and conditions. The certification will require the agency to acknowledge that the agency understands and agrees to the conditions precedent of the contract. These conditions include meeting the minimum number of copies required per month and participating in the use of the copier/printer for the required period of time (3 years). Failure to comply with either condition will result in increased cost to the agency including the possibility of additional costs per copy being applied retroactively. A 6 (six) month review of device volume will be conducted to ensure the proper machine is placed.

ACCESSORIES FOR QUOTED UNITS: In addition to quoting the base unit for a category with the required accessories, bidders shall also quote on the available accessories for that unit. Accessories shall be priced on a cost-per-copy basis for both black and white and color copies. Accessory pricing will be part of the bid evaluation. Failure to quote accessories for a Category as part of their bid response may deem the bidder not responsive for that Category. Although a required list of accessories is provided, bidders shall quote on additional accessories to be considered for inclusion with their base unit. The sole decision whether to include these additional accessories will be left to the discretion of the DAS Copier Program Manager.

TEST REPORTS: If Buyers Laboratory Inc. (BLI) has tested the equipment quoted, the resulting status is to be "recommended". Bidder should include a copy of the BLI Test Report(s) with the bid.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the Memorandum of Understanding (MOU) issued by DAS. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

MANDATORY-USE CONTRACT: Use of this contract will be mandatory for those state Agencies who decide to purchase cost-per-copy services.

USE OF PAYMENT CARD NOT AUTHORIZED: The use of the state of Ohio payment card is not authorized for purchases under this Contract.

RENTAL TERM: The rental term for printer/copier devices acquired through this Contract shall be 36 months. Prior to the end of the rental term, the customer will be contacted by the Copier Program Manager or his designee to determine the customer's intent. If an Agency dissolves, is privatized, or ceases to exist, then the 36 month rental term shall be terminated at the end of the Agency's existence unless both parties agree to continue the rental term.

DUPLICATE COPIES: In addition to the original bid response, each bidder shall submit one duplicate copy of their bid. The duplicate copy must be sealed, properly identified with the appropriate bid number and submitted as part of the original bid response. Copies submitted by electronic media (e.g. disk, CD's) are acceptable; however, a separate disk or CD must be submitted for each duplicate copy and must be contained in a sealed envelope with the proper bid number listed on the exterior. Failure to furnish the additional copies shall deem the bidder not responsive.

FIRM FIXED-PRICE CONTRACT: The contract is a Firm Fixed-Price Contract. The Contractor(s) is required to provide to the using agency supplies or services at the listed price(s) for the duration of the contract.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

GLOSSARY

Factory-trained Technician: A Factory-trained Technician is defined as one whose job assignment includes responding to the service requirements of the state agencies and Cooperative Purchasing Program members utilizing this contract, within the maximum response time specified.

SPECIFICATIONS

I. SCOPE AND CLASSIFICATION

Scope.

A. This Invitation to Bid (ITB) is issued to establish a Multiple Award Contract (MAC) for single (SPD) and multi-function print device (MFPD) cost-per-copy services for the Department of Administrative Services (DAS), Office of State Printing, and Cooperative Purchasing Program (Co-op) members. A MAC is a contract made with more than one supplier of the same or similar types of supplies at varying prices for delivery within the same geographic area. The Office of State Printing will provide the cost-per-copy program to all state agencies and the program will be administered by The Office of Procurement Services. The targeted customers are those with requirements up to 100,000 impressions per month. Use of this contract will be mandatory for those state Agencies who decide to purchase cost-per-copy services. The contract term is three (3) years. All installations will be on their own 3-year term (non-coterminous).

B. Successful Contractor(s) will be responsible for maintenance of the equipment. Successful Contractors will be required to submit a single quarterly invoice to DAS, Office of State Printing, including all machines listed individually for state agency customers, the number of copies made, and the unit price billed. After contract award, Contractors will be given a sample invoice showing how machines are to be billed. The Office of State Printing will then invoice the individual state agencies on a set cost-per-copy basis. Included in the cost-per-copy charge billed by State Printing to the state agency is the cost of all supplies (except paper and staples), and the cost to administer the program. Paper and staples will be provided by the state agency or Co-op member.

Co-op members can work directly with the Contractor, or they may request assistance from State Printing. Contractor shall invoice Co-op members directly except in cases when that member has requested assistance from State Printing and the order has been placed by State Printing.

C. The cost-per-copy price offered shall include all costs associated with the administration of the service, including, but not limited to, furnishing all units, deliveries, installations, training, Factory-trained technician(s), all operating supplies needed for the units, to include, toner, developer, fuser oil, connectivity equipment and software, etc. (paper and staples are the only exceptions), delivery of supplies and removal of the equipment upon termination of the MOU. The cost-per-copy price shall also include all maintenance and repairs, labor, parts, test copies, travel time, mileage, supplies (except paper and staples), and any other expense required to maintain the equipment in proper working condition. The contracted cost-per-copy for the approved categories is the only allowable charge to the Office of State Printing. No additional fees and/or charges will be allowed on the contract. Only all-inclusive cost-per-copy bids will be considered; other pricing methods shall result in the rejection of your bid.

State Printing will add a \$.0025 to each cost per click to the state agencies who use this contract. This fee will be added to what was originally submitted with each awarded Contractor's pricing.

D. All print devices furnished under this Contract shall be digital and new (still in the box), and in current production. Successful Contractors shall have the capability to provide network connection of print devices using the same digital units provided on the Contract.

E. All bidders must have a state-wide network of sales/service facilities and technicians in order to adequately respond to the contract requirements (Categories 1-15: 4-hour maximum response time to requests for on-site maintenance) (Categories 16-19: Next Business Day maximum response time to requests for on-site maintenance). All bidders should include with their bid, a list of their sales/service facilities and/or technician locations which would be assigned to any resultant contract. The list of sales/service facilities and/or technicians should indicate the specific geographical areas of responsibility within the state of Ohio.

SPECIFICATIONS (Cont'd.)

Classification.

Multi-Function Print Devices

CATEGORY	TYPE	MINIMUM SPEED	MONTHLY VOLUME RANGE	MONTHLY MINIMUM
1	b/w	25	1,000 – 4,999	1,000
2	b/w	30	5,000 – 9,999	5,000
3	b/w	35	10,000 – 14,999	10,000
4	b/w	40	15,000 -19,999	15,000
5	b/w	45	20,000 – 24,999	20,000
6	b/w	50	25,000 – 49,999	25,000
7	b/w	55	50,000 – 74,999	50,000
8	b/w	60, max. 65	75,000 – 100,000	75,000
9	color	25 Color, 20 B/W	Color: 1,000 – up B/W: 1,000 – up	Color: 1,000 B/W: 1,000
10	color	35 Color, 20 B/W	Color: 2,500 – up B/W: 10,000 – up	Color: 2,500 B/W: 10,000
11	color	35 Color, 20 B/W	Color: 5,000 – up B/W: 20,000 - up	Color: 5,000 B/W: 20,000

Single Function Print Devices

CATEGORY	TYPE	MINIMUM SPEED	MONTHLY VOLUME RANGE	MONTHLY MINIMUM
12	b/w	25	1,000 – 4,999	1,000
13	b/w	30	5,000 – 9,999	5,000
14	color	25 Color, 20 B/W	Color: 1,000 – 2,499 B/W: 1,000 -2,499	Color: 1,000 B/W: 1,000
15	color	35 Color, 20 B/W	Color: 2,500 – 4,999 B/W: 2,500 – 4,999	Color: 2,500 B/W: 2,500

A-4 Devices

CATEGORY	TYPE	MINIMUM SPEED	MONTHLY VOLUME RANGE	MONTHLY MINIMUM
16	b/w	25	1,000 – 4,999	1,000
17	b/w	30	5,000 – 9,999	5,000
18	color	25 Color, 20 B/W	Color: 1,000 - 4,999 B/W: 1,000 – 4,999	Color: 1,000 B/W : 1,000
19	color	35 Color, 20 B/W	Color: 2,500 – 4,999 B/W: 2,500 – 4,999	Color: 2,500 B/W : 2,500

II. APPLICABLE PUBLICATIONS

Environmental Protection Agency Energy Star product listing

SPECIFICATIONS (Cont'd.)

III. REQUIREMENTS

A. Multi-Function Print Device_Minimum Specifications

The models proposed by the bidder shall meet or exceed each of the following specifications and requirements for black/white and color devices:

- Unlimited sort capability
- Use plain paper
- Copier and network printing (please identify protocols/supports for units quoted)
- Scan kit (desktop, e-mail, server, I-fax, LDAP)
- Automatic document feeder
- Be equipped to handle up to and including 11" x 17" (originals and copies) (11" x 17" will be counted as 2 impressions)
- Have reduction and enlargement features
- Unlimited duplexing for all size originals 8-1/2" x 11" through 11" x 17"
- Have manual and selectable automatic exposure settings
- May be either console models or desktop models equipped with cabinets
- Have total copy-count meter which is clearly visible to the operator
- All common paper sizes (8-1/2" x 11" and 8-1/2" x 14") shall count and bill as a single copy
- Must have at least two output bins
- Have the ability to accept multiple programmable PIN account numbers
- Standard confidential mailbox feature (secure print, hold print)
- Minimum print resolution of 600 x 600 dpi, if connected
- Single Position Stapler/finisher
- Energy Star compliant
- Two standard paper trays plus Bypass Tray
- Postscript printer kit

B. A4 Specifications

The models proposed by the bidder shall meet or exceed each of the following specifications and requirements for black/white devices:

- Unlimited sort capability
- Use plain paper
- Copier and network printing (please identify protocols/supports for units quoted)
- Scan kit (desktop, e-mail, server, I-fax, LDAP)
- Automatic document feeder
- Be equipped to handle up to and including 8-1/2" x 14" (originals and copies)
- Have reduction and enlargement features
- Unlimited duplexing for all size originals through 8-1/2" x 14"
- Have manual and selectable automatic exposure settings
- May be either console models or desktop models
- Have total copy-count meter which is clearly visible to the operator
- All common paper sizes (8-1/2" x 11" and 8-1/2" x 14") shall count and bill as a single copy
- Standard confidential mailbox feature (secure print and hold print via PIN number)
- Minimum print resolution of 600 x 600 dpi, if connected
- Energy Star compliant
- Two standard paper trays plus Bypass Tray
- Postscript printer kit

SPECIFICATIONS (Cont'd.)

C. Single Print Device_Minimum Specifications

The printer models proposed by the Bidder shall meet or exceed each of the following specifications and requirements for black/white and color devices:

- Use plain paper
- Printer and network printing (please identify protocols/supports for units quoted)
- All common paper sizes (8-1/2" x 11" and 8-1/2" x 14") shall count and bill as a single copy
- Energy Star compliant
- Standard paper drawer

D. Accessories List

- Large Capacity paper Drawer (Additional paper drawer with large capacity)
- Fax Board (Allows digital photocopiers to also act as fax machines)
- Hole Punch (2/3 hole punch unit)
- Multi-Position Finisher (multi-position stapler)
- Additional Paper Drawer 1 (Additional paper drawer with small capacity; usually 500 sheets)
- Additional Paper Drawer 2 (Additional paper drawer with small capacity; usually 500 sheets)
- Saddle Stitch (Booklet finish with staples)
- Post Script (Used to print high-resolution text and graphics)
- Mail Bin (User specific output bin)

E. The state of Ohio realizes that, during the contract term, existing copier/printer models will be phased out of production and new models and/or technology will be manufactured and introduced. The Office of State Printing expects to receive the benefits from units that incorporate the advantages of the latest technology. Therefore, it will be the successful Contractor's responsibility to inform the Copier Program Manager at least ninety (90) calendar days in advance about products by Category which will be phased out, and also which new products will be introduced as replacements. Successful Contractors shall also make recommendations as to which new replacement models should be offered. Any replacement model offered must meet or exceed the minimum equipment specifications by Category as specified herein. The state will ask each awarded Contractor to submit their new replacement models, if applicable, 12 months after the inception of this contract. The price of the newer model must not exceed what was bid and awarded at the time of the contract inception. The new model must also meet the minimum specifications for the category it is replacing. Acceptance of the replacement models offered will be at the sole discretion of the state. No new models will be accepted during the first 12 months of the contract.

F. At the time of award and throughout the contract term, successful Contractor(s) must be a factory-authorized distributor or an authorized dealership, with factory-trained service technicians, fully qualified to service all of the installed machines with genuine OEM parts.

G. The state of Ohio will not hold title to equipment and accessories provided under this contract. The Contractor shall be responsible for any/all taxes, including personal property.

H. Bidders shall include with bid response, a certification from the manufacturer, executed by a corporate officer, stating that the bidder is an authorized representative and stocking distributor for the manufacturer. Certification shall be in the form of a letter on manufacturer's letterhead listing length of dealer's affiliation with manufacturer and any qualifying terms of the relationship.

I. State Printing will make every effort to ensure that the placement of print devices, by volume classification, is directly related to the estimated average monthly volume of impressions produced at a given print device location. If there is overuse/underuse for three (3) consecutive months at any location, the Contractor may recommend, in writing, to the Office of State Printing, replacement with a correct volume machine. DAS shall be the sole judge of the final decision whether the volume classification of a given machine is appropriate for its site placement.

J. Contractor shall ensure that all equipment and supplies will be delivered to the sites in accordance with the contract. Delivery shall be within ten (10) working days after receipt of order (ARO) for Categories 1-3 and 12-19, fifteen (15) working days ARO for Categories 4-6 and twenty (20) working days ARO for Categories 7-11. Delivery receipt must be e-mailed to State Printing within five (5) working days after delivery of the equipment and supplies; invoices will not be approved for payment unless delivery (via a receipt) has been confirmed for all equipment and supplies listed on the invoice. Proof of delivery must be given to State Printing. Invoices will not be paid until proof of delivery is given.

SPECIFICATIONS (Cont'd.)

- K. Contractor shall provide and pay for all material, labor, tools, transportation and handling necessary for the furnishing, delivery, and assembly plus inspection before, during and after installation of all items specified herein.
- L. The Contractor shall be responsible for any damage to the premises of any site as a result of the installation and shall repair and restore to the original condition, any area so damaged, within the time frame designated by DAS.
- M. Contractor shall at all times keep the site premises and the areas in which the work is performed free from accumulation of waste materials or rubbish, tools, installation equipment, machinery and surplus materials during the work process until completion. The Contractor shall remove all crates, wrappings and other flammable waste material or trash from the building.
- N. Contractor must have access to manufacturer's technical resources for problems that are beyond the ability of the Contractor's personnel to resolve. Such assistance shall be available at no additional cost to the state of Ohio, or to the Co-op member.
- O. Contractor shall furnish Quarterly reports to State Purchasing (Attention: CPC Purchasing Assistant) not later than ten (10) working days after the end of each quarter. Such reports shall include:
1. Make, model, state agency or Co-op member and location of all installed equipment.
 2. Monthly meter readings and volume of copies produced by machine.
 3. Total billing for all copier/printer services provided.
 4. Average monthly usage by machine for the contract period to date.
 5. Number of service calls per quarter per unit.
 6. Average response time to service calls.
 7. Average downtime per service call.
- Each Contractor may be required to attend Quarterly Performance Review sessions based on results from the above report. Review sessions will be held at 4200 Surface Road, Columbus, OH 43228.
- P. Contractor must report the quarterly dollar value of sales under this contract to the Department of Administrative Services (DAS) in accordance with the procedures as described on Page 5 (Contractor Quarterly Sales Report).
- Q. The Contractor shall provide an Operator Training Program for the key operators and an operations demonstration for the casual users at each site of placement. Contractor shall also provide training for the customer's personnel designated on the MOU as responsible for Meter Reads. All training must be scheduled at mutually agreeable times for the initial installation and as-needed thereafter. Key operators shall be trained in the removal of simple mis-feeds, the addition of supplies and toner, and the cleaning guidelines required of the specific machines. Each key operator must be instructed in the routine necessary to schedule service and be provided with a list of phone numbers to call and people to reach for both routine maintenance and in emergency situations.
- R. The maximum service response time, for on-site maintenance is the maximum time before a certified factory-trained technician appears on-site and is fully prepared to effect all of the necessary repairs. For Categories 1-15, that response time shall not exceed four (4) hours from the time that the Department and/or agency and/or Co-op member places the call to the Contractor's repair office. For Categories 16-19, that response time shall be not later than the next business day. The service times will be associated with normal State working hours and follow the State holiday schedule.
- S. The Contractor shall be responsible for collecting meter reads from each copier/printer site. Standard meter reading procedures will be acceptable for this contract (E-mail, Web). All networked units should utilize Auto Meter Read, if available. The first placement month shall only include charges for actual copies made, and should be included in the first quarter's billing.
- T. The Contractor shall be responsible for the distribution of supplies to each copier/printer location to ensure adequate amounts of supplies are always on hand for individual locations.

SPECIFICATIONS (Cont'd.)

U. Although the units and accessories will be installed on the state agency and/or Co-op member's premises, the state agency and/or Co-op member shall be relieved from risk of loss or damage during the period of transportation, installation, and during the entire time the equipment is in the possession of the state agency and/or Co-op member (except when loss or damage is due to fault or negligence by the state agency and/or Co-op member). If damage or loss occurs to the installed equipment caused by negligence or willful act by the state agency and/or Co-op member, reimbursement will be made as follows:

1. The Contractor shall submit an invoice and a written damage or loss evaluation/claim to the state agency and/or Cooperative Purchasing Program member's Purchasing Department.
2. If the damaged equipment can be repaired, the Contractor will invoice the state agency and/or Cooperative Purchasing Program member at the Contractor's lowest current price rates for parts and labor.
3. If a machine needs to be replaced, the state agency and/or Cooperative Purchasing Program member's Purchasing Department will negotiate with the Contractor to arrive at the depreciated value of the replaced unit.

V. Submission of Invoices shall be as follows:

1. All invoices must show the beginning and ending meter read; and total copies printed during the invoicing period.
2. The billing period will be based on the state's FY quarters as follows:
July 1 – September 30,
October 1 – December 31,
January 1 – March 31,
April 1 – June 30.
3. Invoices must be received by State Printing not later than the 10th working day of the month following the quarter.
4. All invoices must show the placement code number.
5. All invoices must show the unit cost and total cost.
6. All invoices for state agency customers shall bill to and be sent electronically to State Printing.
7. The first placement month shall only include charges for actual copies made, and should be included in the first quarter's billing.
8. Bill to: State Printing for state agency users; direct to Co-op members (except for Co-op members that have requested assistance from State Printing and for whom State Printing has placed the order).
9. Contract Number must be listed on each invoice.
10. Contractor must use invoicing format to be provided by State Printing.
11. Pro-rating on invoices is not allowed.
12. Machine cannot be billed after the 36 month rental term.
13. All meter reads on invoices must be labeled clearly whether it is an automated read or a manual read. i.e. "A" for automated or "M" for manual
14. If incorrect invoices are a continuous problem then a Complaint To Vendor (CTV) may be filed against the Contractor.

W. Mandatory post-award meeting:

There will be a mandatory meeting with all awarded Contractors to discuss the state's Contract expectations and to review procedures for successful implementation of this Contract. This meeting will be held at Procurement Services at a time to be announced after the award.

X. Sales Brochures:

Awarded Contractors shall submit, for approval by State Printing, sales brochures which they intend to use during this Contract. These brochures should reflect the actual Contract items and accessories available on the Contract. Brochures should be submitted within 15 days of award.

Y. End of Rental Term:

At the end of the rental term, State Printing will notify, via e-mail, the Contractor and the state agency customer, of the print device expiration date. Contractor must pick up the print device(s) on the date specified. Contractor must submit pick-up confirmation to DAS, State Printing within one (1) week after pick-up. Failure to submit pick-up confirmation may delay the final payment.

SPECIFICATIONS (Cont'd.)

In the event the state agency needs additional time to replace their existing print device, an additional thirty (30) days may be added to the end of this MOU rental term. State Printing must be notified before the expiration date. The Contractor and the state agency will be notified of this approval via e-mail.

If the machines are not picked up within two (2) weeks from the end of the 36 month rental term, State Printing may charge a storage fee to the Contractor of that machine. The storage fee will be comparable to the market rate of common storage units in the surrounding market.

Z. Memorandum of Understanding – Terms

The state agency receiving this equipment for use acknowledges and agrees that they are fully responsible for payment of the cost-per-copy services under this agreement.

1. The state agency receiving this equipment for use acknowledges that the term of the contract rental period is for three (3) years.
 2. The state agency receiving this equipment for use further acknowledges that should they opt out of this contract prior to the fulfillment of the three (3) year contract rental period they will be required to pay the amount equal the monthly minimum cost per copy usage for the remaining months of the three (3) year contract and agrees to the payment of these additional costs should they terminate this agreement prior to the three (3) year period. The only way this would not apply is if the Agency dissolves, becomes privatized, or ceases to exist.
 3. The state agency receiving this equipment for use acknowledges that the cost-per-copy price is based on a minimum monthly usage and that failure to use the copier to this minimum usage will result in a reduced savings. The state agency will be billed for the monthly minimum and all overages will be billed at the same cost per copy.
 4. The state agency receiving this equipment for use agrees to work with and through the DAS Offices of State Procurement and State Printing and Mail Services to reconcile cost-per-copy services with the purchasing state agency's actual usage. The above represents the agency understanding as to the process to be utilized in the purchasing of cost-per-copy services and the respective responsibilities of the state agency and contractor. The person affixing their signature below acknowledges that they have the authority to sign this agreement on behalf of the state agency and that the person fully understands and acknowledges the terms of this agreement.
 5. If an Agency dissolves, becomes privatized, or ceases to exist, the rental will be terminated at the end of the Agency's existence and the machine will be taken back by the Contractor free of charge.
- AA. All models offered must be able to have the ability to consistently erase the data override or be able to eliminate the data at the end of the 36 month rental term. This must be provided and all costs associated with this feature must be included in the cost-per-copy charge in the pricelist.
- BB. Any time there is a need for a machine to be moved the Agency needs to contact the Contractor and work out the details of the move, and then notify State Printing as to which machine is moving and the new location of the machine. The contractor must bill the Agency directly when there is a request to move a machine.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 1 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 5,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 1		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Fax Board		\$
Multi-Position Finisher		\$
AVAILABLE ACCESSORIES FOR CATEGORY 1		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 2 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 10,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 2		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Large Capacity Paper Drawer		\$
Fax Board		\$
Hole Punch		\$
Multi-Position Finisher		\$
AVAILABLE ACCESSORIES FOR CATEGORY 2		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 3 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 15,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 3		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Large Capacity Paper Drawer		\$
Fax Board		\$
Hole Punch		\$
Multi-Position Finisher		\$
AVAILABLE ACCESSORIES FOR CATEGORY 3		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 4 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 20,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 4		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Large Capacity Paper Drawer		\$
Fax Board		\$
Hole Punch		\$
Multi-Position Finisher		\$
AVAILABLE ACCESSORIES FOR CATEGORY 4		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 5 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 25,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 5		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Large Capacity Paper Drawer		\$
Fax Board		\$
Hole Punch		\$
Multi-Position Finisher		\$
AVAILABLE ACCESSORIES FOR CATEGORY 5		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 6 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 50,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 6		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Large Capacity Paper Drawer		\$
Fax Board		\$
Hole Punch		\$
Multi-Position Finisher		\$
AVAILABLE ACCESSORIES FOR CATEGORY 6		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 7 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 75,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 7		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Large Capacity Paper Drawer		\$
Fax Board		\$
Hole Punch		\$
Multi-Position Finisher		\$
AVAILABLE ACCESSORIES FOR CATEGORY 7		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 8 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 100,001 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 8		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Large Capacity Paper Drawer		\$
Fax Board		\$
Hole Punch		\$
Multi-Position Finisher		\$
AVAILABLE ACCESSORIES FOR CATEGORY 8		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 9 COLOR		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY:		BASE HARD DRIVE:
COST-PER-COPY		
	COLOR	B/W
	3-Year Rental Period	3-Year Rental Period
Base Unit for this Category as listed above	\$	\$
REQUIRED ACCESSORIES FOR CATEGORY 9		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.	COST-PER-COPY	
	3-Year Rental Period	
Fax Board	\$	
Multi-Position Finisher	\$	
AVAILABLE ACCESSORIES FOR CATEGORY 9		
ITEM DESCRIPTION	COST PER COPY	
	3-Year Rental Period	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.	\$	

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 10 COLOR		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY:		BASE HARD DRIVE:
COST-PER-COPY		
	COLOR	B/W
	3-Year Rental Period	3-Year Rental Period
Base Unit for this Category as listed above	\$	\$
REQUIRED ACCESSORIES FOR CATEGORY 10		
ITEM DESCRIPTION	COST-PER-COPY	
If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		
	3-Year Rental Period	
Large Capacity Paper Drawer	\$	
Fax Board	\$	
Hole Punch	\$	
Multi-Position Finisher	\$	
AVAILABLE ACCESSORIES FOR CATEGORY 10		
ITEM DESCRIPTION	COST PER COPY	
	3-Year Rental Period	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.	\$	

ITEM IDENTIFICATION INFORMATION

MULTI-FUNCTION PRINT DEVICES

CATEGORY 11 COLOR		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY:		BASE HARD DRIVE:
COST-PER-COPY		
	COLOR	B/W
	3-Year Rental Period	3-Year Rental Period
Base Unit for this Category as listed above	\$	\$
REQUIRED ACCESSORIES FOR CATEGORY 11		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.	COST-PER-COPY	
	3-Year Rental Period	
Large Capacity Paper Drawer	\$	
Fax Board	\$	
Hole Punch	\$	
Multi-Position Finisher	\$	
AVAILABLE ACCESSORIES FOR CATEGORY 11		
ITEM DESCRIPTION	COST PER COPY	
	3-Year Rental Period	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.	\$	

ITEM IDENTIFICATION INFORMATION

SINGLE-FUNCTION PRINT DEVICES

CATEGORY 12 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 5,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 12		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Additional Paper Drawer 1		\$
AVAILABLE ACCESSORIES FOR CATEGORY 12		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

SINGLE-FUNCTION PRINT DEVICES

CATEGORY 13 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 10,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 13		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Additional Paper Drawer 1		\$
AVAILABLE ACCESSORIES FOR CATEGORY 13		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

SINGLE-FUNCTION PRINT DEVICES

CATEGORY 14 COLOR		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY:	BASE HARD DRIVE:	
COST-PER-COPY		
	COLOR	B/W
	3-Year Rental Period	3-Year Rental Period
Base Unit for this Category as listed above	\$	\$
*Overage cost for copy # 2,500 and higher	\$	\$
REQUIRED ACCESSORIES FOR CATEGORY 14		
ITEM DESCRIPTION	COST-PER-COPY	
If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		
	3-Year Rental Period	
Additional Paper Drawer 1	\$	
AVAILABLE ACCESSORIES FOR CATEGORY 14		
ITEM DESCRIPTION	COST PER COPY	
	3-Year Rental Period	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.	\$	

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

SINGLE-FUNCTION PRINT DEVICES

CATEGORY 15 COLOR		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY:	BASE HARD DRIVE:	
	COST-PER-COPY	
	COLOR	B/W
	3-Year Rental Period	3-Year Rental Period
Base Unit for this Category as listed above	\$	\$
*Overage cost for copy # 5,000 and higher		
REQUIRED ACCESSORIES FOR CATEGORY 15		
ITEM DESCRIPTION	COST-PER-COPY	
If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		
	3-Year Rental Period	
Additional Paper Drawer 1	\$	
AVAILABLE ACCESSORIES FOR CATEGORY 15		
ITEM DESCRIPTION	COST PER COPY	
	3-Year Rental Period	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.	\$	

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

A-4 MULTI-FUNCTION PRINT DEVICES

CATEGORY 16 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY _____	BASE HARD DRIVE _____	COST-PER-COPY
		3-Year Rental Period
Base Unit for this Category as listed above		\$
*Overage cost for copy # 5,000 and higher		\$
REQUIRED ACCESSORIES FOR CATEGORY 16		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.		COST-PER-COPY
		3-Year Rental Period
Additional Paper Drawer 1		\$
Fax Board		\$
AVAILABLE ACCESSORIES FOR CATEGORY 16		
ITEM DESCRIPTION		COST PER COPY
		3-Year Rental Period
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.		\$

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

A-4 MULTI-FUNCTION PRINT DEVICES

CATEGORY 17 BLACK ONLY		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY:	BASE HARD DRIVE:	
	COST-PER-COPY	
	COLOR	B/W
	3-Year Rental Period	3-Year Rental Period
Base Unit for this Category as listed above	\$	\$
*Overage cost for copy # 10,000 and higher	\$	\$
REQUIRED ACCESSORIES FOR CATEGORY 17		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.	COST-PER-COPY	
	3-Year Rental Period	
Additional Paper Drawer 1	\$	
Fax Board	\$	
AVAILABLE ACCESSORIES FOR CATEGORY 17		
ITEM DESCRIPTION	COST PER COPY	
	3-Year Rental Period	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.	\$	

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

A-4 MULTI-FUNCTION PRINT DEVICES

CATEGORY 18 COLOR		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY:		BASE HARD DRIVE:
COST-PER-COPY		
	COLOR	B/W
	3-Year Rental Period	3-Year Rental Period
Base Unit for this Category as listed above	\$	\$
*Overage cost for copy # 5,000 and higher	\$	\$
REQUIRED ACCESSORIES FOR CATEGORY 18		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.	COST-PER-COPY	
	3-Year Rental Period	
Additional Paper Drawer 1	\$	
Fax Board	\$	
AVAILABLE ACCESSORIES FOR CATEGORY 18		
ITEM DESCRIPTION	COST PER COPY	
	3-Year Rental Period	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.	\$	

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.

ITEM IDENTIFICATION INFORMATION

A-4 MULTI-FUNCTION PRINT DEVICES

CATEGORY 19 COLOR		
MANUFACTURER:	BRAND NAME:	MODEL:
RATED COPIES PER MINUTE:		
HEAVIEST WEIGHT OF PAPER THIS DEVICE WILL ACCEPT:		
BASE MEMORY:		BASE HARD DRIVE:
COST-PER-COPY		
	COLOR	B/W
	3-Year Rental Period	3-Year Rental Period
Base Unit for this Category as listed above	\$	\$
*Overage cost for copy # 5,000 and higher	\$	\$
REQUIRED ACCESSORIES FOR CATEGORY 19		
ITEM DESCRIPTION If a listed accessory is standard equipment, enter "std." in Cost-Per-Copy column. If a listed accessory is not available, enter "NA" in Cost-Per-Copy column.	COST-PER-COPY	
	3-Year Rental Period	
Additional Paper Drawer 1	\$	
Fax Board	\$	
AVAILABLE ACCESSORIES FOR CATEGORY 19		
ITEM DESCRIPTION	COST PER COPY	
	3-Year Rental Period	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Installation Cost for each accessory ordered after the print device delivery (to be billed directly to the agency customer). These accessories cannot be ordered after 180 calendar days from the original MOU date.	\$	

*Overage cost per copy is a required line item to be bid, however, it is for not for evaluation purposes.