



Request for Bids

Mississippi Valley State University

**THIS IS
NOT AN
ORDER**

14000 Hwy 82-W #7244
Itta Bena MS 38941-1400

Web Address: www.mvsu.edu/purchasing/

Phone No: (662) 254-3319 Fax (662) 254-3314

Bid Title:

Date:

Requester and Requesting Department:

Bid No.

Number of Pages

Change Order:

Term – End of Month

Bids/Proposals – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

- This bid/proposal will be awarded on a line by line basis
- This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}
Mississippi Valley State University
By: Billy D. Scott Purchasing Agent

Email: bscott@mvsu.edu

NOTE: If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

- If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.
- We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within _____ days from receipt of the order.**

<p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p>	<p style="text-align: center;">Company Quoting</p> <div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> <p>Official Signature:</p>
--	---

Carolyn McGee
Dir. Auxiliary
Administration

Contract Administrator

MISSISSIPPI VALLEY STATE UNIVERSITY

**DIVISION OF FISCAL AFFAIRS
DEPARTMENT OF PURCHASING**

W.W. Sutton Administration Building
MVSU #7244
14000 Hwy 82-W
Itta Bena, MS 38941-1400
Telephone: 662-254-3319
Telefax: 662-254-3314

Joyce A. Dixon
VP for Business and Finance

Billy D. Scott, CPPB, CMPA
Director of Purchasing

Vanessa B. Moore, CMPA
Assistant Buyer

TO: To Prospected Bidders

FROM: Billy D. Scott., CPPB, CMPA
Director of Purchasing

DATE: December 12, 2016

SUBJECT: Request for Proposal for a Digital Copier Contract Rental Agreement

Mississippi Valley State University has issued a Request for Proposal to establish a Digital Copier Rental Contract for approximately 45 machines.

Enclosed for your information is a copy of the Request for Proposal that details the University's requirements; Appendix A that details the University's current copier equipment and New Copier Equipment Category by Department/Location; and Appendix B that provides the same details as Appendix A but sorted by the New Copier Category requirements.

A pre-proposal conference has been scheduled for. NONE

The University looks forward to your participation in this process.

Thank you.

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL DEFINITION:

An RFP defines the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to address. Vendors are invited to propose solutions that will result in the satisfaction of the University's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

Closing date for the Request for Proposal is 2:00 pm, local time, on January 5, 2017

Send four (4) copies of each proposal.

Please use the above RFP number on all correspondence.

For further information contact:

**Billy D. Scott, CPPB, CMPA
Director of Purchasing
Mississippi Valley State University
MVSU #7244
14000 Hwy 82-W
Itta Bena, MS 38941-1400
Telephone: 662-254-3320
Telefax: 662-254-3320**

THIS RFP IS IN TWO PARTS:

**PART A - Administrative Section
PART B - Requirements Sections**

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PART A - ADMINISTRATIVE SECTION

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PART A - ADMINISTRATIVE SECTION

INTRODUCTION

RFP TERMINOLOGY

Generally, throughout this RFP the following terminology is used:

- "Mandatory" - a requirement that must be met in a substantially unaltered form. The terms "must", "required" and "will" are also used to indicate mandatory requirements.
- "Desirable" - a requirement has a high degree of importance to the objectives of this RFP. The term "should" also indicates a desirable requirement.
- "Optional" - a requirement that is not considered essential, but for which evaluation credit may be given. The terms "may", and "can" also indicate option requirements.

PROPOSAL PREPARATION AND SUBMISSION

All submissions must conform to the Vendor Response Format and all the Requirements as outlined in Part B - "Requirements Section". Proposers are cautioned to read the requirements carefully and follow the response format of this Request for Proposal as any deviation from the format and requirements listed, may be cause for rejection.

RECEIPT CONFIRMATION FORM

Upon receipt, fill out the attached Receipt Confirmation Form (Appendix A) and fax it to the University. All subsequent information regarding this RFP will be directed only to those who return the form with an indication that they intend to submit a proposal.

PROPOSERS MEETING

Details regarding a pre-bid meeting is defined in Part B - Requirements Section.

CLOSING DATE

Four (4) complete copies of each proposal must be received at Mississippi Valley State University, 14000 Hwy 82-W #7244, W.W Sutton Administration Building Room 160 or 161 Itta Bena, MS 38941-1400, by 2:00 PM, local time on the date specified in the Summary of Key Information, Appendix B. Addressed to:

Billy D. Scott, CPPB, CMPA
Director of Purchasing
Mississippi Valley State University
MVSU #7244
14000 Hwy 82-W
College Hall II, 2nd floor
Itta Bena, MS 38941-1400
Telephone: 662-254-3319
Telefax: 662-254-3314

PROPOSALS MUST BE CLEARLY MARKED WITH THE NAME AND ADDRESS OF THE PROPOSER AND THE RFP NUMBER ON THE ENVELOPE AND/BOX.

FORMAT OF PROPOSAL

All **Four (4)** copies of the proposer's proposal should be arranged as follows:

- **Title Page:** showing RFP number, closing date and time, proposer name, address, telephone number, and contact person.
- **Letter of Introduction:** one page, introducing the company and signed by the person(s) authorized to sign on behalf of, and bind the company to, statements made in response to this RFP.
- **Company Profile and Vendor Information:** addressing the Company Profile and Vendor Information points documents in Part B - Requirements Section.
- **Detailed Response:** addressing each of the items listed under Mandatory Requirements detailed in Part B - Requirements Section.
- **References:** provide a minimum of five (5) references for similar projects completed; include contact name, telephone number, date of contract, date of completion, and dollar value of contract.
- **Cost Proposal** - addressing all costs.

Proposers must conform to instructions given regarding proposal requirements as detailed in:

Part B - Requirements Section

MANDATORY REQUIREMENTS

Part B of this RFP includes mandatory requirements. Proposals must meet all mandatory requirements.

TERMS AND CONDITIONS

INQUIRIES

All inquiries related to this request for proposal are to be in writing to the University as noted on the Summary of Key Information. Information obtained from any other source is not official and may be inaccurate. Do not contact any other person involved. Inquiries and responses will be recorded and may be distributed to all proposers at the University's option.

NOTIFICATION OF CHANGES

All recipients of this request for proposal who have returned the Receipt Confirmation Form will be notified regarding any changes made to this document.

CHANGES TO PROPOSAL WORDING

No changes to wording of the proposal will be accepted after submission unless request by the University.

FUNDING

All University expenditures are subject to appropriation of funds. Therefore, the University reserves the right to discontinue the RFP process if funding is not available.

OWNERSHIP OF PROPOSALS

All responses to this request for proposal become the property of the University.

PROPOSERS EXPENSES

Prospective proposers are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the University, if any.

CONTRACT SOLUTION

The University reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

ACCEPTANCE OF PROPOSALS

This RFP should not be construed as a contract to purchase goods or services. The University is not bound to accept the lowest price or any proposal of those submitted.

LIABILITY OF ERRORS

While the University has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective proposers are urged to conduct their own investigations into the material facts and the University shall not be held liable or accountable for any error or omission in any part of this RFP.

ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are deemed to be accepted by the proposers and incorporated in its proposal except those conditions and provisions that are expressly excluded by the proposal.

QUOTES FROM THE MARKETPLACE

The University reserves the right to consider quotes from the marketplace from suppliers other than those invited to respond to this solicitation.

PAYMENT HOLDBACK

The University shall not pay the total contract price until the requirements outlined in this RFP have been met. Any holdback amount will be decided as part of the contract negotiations, or as specified in the RFP.

FINANCIAL STABILITY

The successful proposer must demonstrate financial stability and the University reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

NEGOTIATION DELAY

If any contract cannot be negotiated within thirty (30) days of notification to the designated proposer, the University may terminate negotiations with that proposer and re-advertise for a contract agreement with another proposer of its choice.

SHORTLIST

Unless there is a successful proposer based on the responses, the evaluation procedure will be to develop a shortlist based on the stated criteria. The shortlist of proposers may be asked to prepare a presentation and/or provide additional information prior to the final selection.

DEBRIEFING

Upon written request from an unsuccessful proposer, the Director of Purchasing will arrange for a debriefing session. The debriefing is not to be seen as an opportunity to challenge the decision. Once debriefing ends, the RFP process is finished and the RFP will not be discussed further with the proposer at any time.

SUBCONTRACTING

Utilizing a subcontractor, who must be clearly identified, to remedy deficiencies in the prime proposer's product or service is acceptable. This also includes a joint submission by two proposers having no formal corporate links. However, in this case, one of these proposers must be prepared to take overall responsibility for successful interconnection of the two-product/service lines and this must be defined in the proposal. Subcontracting to any firm or individual involved in the preparation of this RFP will not be permitted.

DEFINITION OF CONTRACT

The University will notify a proposer with a written Purchase Order that its proposal has been accepted and such acceptance by the University shall constitute the making of a formal contract for the services set out in the RFP. Alternatively, the subsequent full execution of a written contract shall constitute the making of a contract for services, and no proposer shall acquire any legal or equitable rights or privileges whatever relative to the services until the University has delivered either a signed notice in writing to the proposer or a fully executed written agreement to the proposer.

LABOR DISRUPTIONS

Any contract resulting from this Request For Proposal process is subject to the right of the University to postpone acceptance of delivery and payment by the University in the event of any form of labor disruption.

CONTRACT ADMINISTRATOR

A contract administrator will be assigned to oversee the contract awarded to the successful proposer. In addition, the successful proposer will be expected to name a counterpart project manager. The proposer's project manager will be responsible for providing scheduled status reports to the contract administrator or his designee.

COMPLIANCE WITH LAWS

The contractor shall give all notices and obtain all the licenses and permits required to perform the work. The contractor shall comply with all the laws applicable to the work or the performance of the contract.

AFFIRMATIVE ACTION PROVISION

The Contractor and/or Consultant shall expressly agree:

- a. That in the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, neither the Contractor, subcontractor, nor any person acting on behalf of the Contractor or subcontractor, shall by reason of race, creed, color, sex, age, physical disability or national origin discriminate against any citizen of the State of Mississippi who is qualified and available to perform the work to which the employment relates; and
- b. That no Contractor, subcontractor, nor any person on its behalf shall, in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, sex, age, physical disability or national origin; and
- c. That neither the Contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Agreement on account of race, creed, color, sex, age, physical disability or national origin; and

- d. That this contract may be cancelled or terminated by the University, and all moneys due or to be come due hereunder may be forfeited, for any subsequent violation of this section or contract.

GOVERNING LAW

This RFP and any contract entered into between the proposer and the University shall be governed by and in accordance with the laws of the State of Mississippi and the United States of America.

CONFIDENTIALITY AND SECURITY

This document or any portion thereof, may not be used for any purpose other than the submission of proposals.

The successful proposer must agree to maintain security standards consistent with security policy of the University. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties. The successful proposer will be required to ensure that all personnel employed on the contract, who require access to University information or facilities, meet the criteria for personal security clearance prescribed by the University.

Suppliers should be aware that pertinent facts relating to their proposals, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful supplier.

The University is subject to Mississippi State's Freedom of Information law (**FOIL**). Should your submission, to this RFP, contain "**trade secrets**", or other information that the disclosure of which could **reasonably be expected to be harmful to business interests**, you must insure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as **Confidential Third Party Information**. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to the University or its customers obtained by the proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from the University.

GENERAL

Subsequent to the submission of proposals, interviews and negotiations may be conducted with some of the proposers, but there shall be no obligation to receive further information, from any proposer.

Any or all proposals shall not necessarily be accepted. The University shall not be obligated in any manner to any proposer whatsoever until a written agreement has been

duly executed relating to an approved proposal. The University reserves the right to modify the terms of the RFP at any time in its sole discretion.

Neither acceptance of a proposal nor execution of an agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal or municipal statute, regulation or by-law.

PRICING

FIRM PRICING

Prices quoted in the proposals shall be firm for a period of at least ninety (90) days after the submission deadline.

CURRENCY AND TAXES

Prices are to be in U.S. dollars, duty and delivery FOB destination included. The University is exempt from all sales and use taxes.

PAYMENT TERMS

The University's standard payment term is thirty (30) to sixty (45) days upon receipt of invoice after services are performed or goods delivered.

Appendix A Receipt Confirmation Form

Failure to return this form may result in no further communication regarding this RFP.

Please complete and return this confirmation form within 5 working days to:

Billy D. Scott., CPPB, CMPA
Director of Purchasing
Mississippi Valley State University
MVSU #7244
14000 Hwy 82-W, Itta Bena, MS 38941-1400
Tel. (662) 254-3319 **Fax:** (662) 254-3314

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____ **Fax Number:** _____

I have received a copy of the above noted RFP.

_____ We will be submitting a proposal

_____ We will not be submitting a proposal

I authorize the Mississippi Valley State University to send further correspondence that the University deems to be of an urgent nature by the following method:

Courier Collect: _____ Mail _____

Signature: _____

Title: _____

If a proposers meeting has been arranged for this RFP, please indicate if you plan to attend:
Yes / No

APPENDIX B - SUMMARY OF KEY INFORMATION

PRE-PROPOSAL MEETING: A pre-proposal meeting is scheduled for **NONE SCHEDULED** at the Mississippi Valley State University Administration W.W. Sutton Administration Building. 14000 Hwy 82-W Itta Bena, MS 38941-1400 . Please contact Vanessa B. Moore at 662-254-3839 for directions.

Upon the conclusion of the Pre-Proposal conference, University Representatives will be available to walk interested suppliers through University Departments.

Closing date for the Request for Proposal is 2:00 PM, local time, on January 5, 2017.

Send Four (4) copies of each proposal.

Interested proposers are advised to fax the enclosed Receipt Confirmation Form (Appendix A) immediately to ensure that they receive further information with regard to this Request for Proposal.

Please use the above RFP number on all correspondence.

Responses to this RFP, and inquires concerning the RFP process and contractual conditions should be addressed as indicated below.

For further information contact:

**Billy Scott, CPPB, CMPA
Director of Purchasing
Mississippi Valley State University
MVSU #7244
14000 Hwy 82-W
Itta Bena, MS 38941-1400
Telephone: 662-254-3319
Telefax: 662-254-3314**

Reference RFP number indicated above.

Information offered from sources other than the above is not official and may be inaccurate. Do not contact any other Departments or Agencies involved in this RFP.

SUPPLIER INFORMATION PAGE

INCLUDE THE FOLLOWING:

Brief (one or two Paragraphs) description of the supplier's business, its history and future plans.

CONTRACTOR NAME: _____

ADDRESS: _____

TELEPHONE: _____ **TELEFAX:** _____

FEDERAL IDENTIFICATION NUMBER: _____

VENDOR SIZE: _____

VENDOR STABILITY: _____

NUMBER OF YEARS IN BUSINESS: _____

CONTRACTOR'S SIGNATURE: _____

DATE: _____

INSURANCE: THE RFP NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES

INDEPENDENT CONTRACTOR: The CORPORATION / CONTRACTOR/ AGENCY / CONSULTANT, is an independent contractor and covenants and agrees that it, its agents, servants and/or employees, will neither hold itself/themselves out as, nor claim to be an employee, servant or agent of the UNIVERSITY, and that it, its agents and employees will not make claim, demand or application to or for any right or privilege applicable to an officer or employee of the UNIVERSITY including, but not limited to, Worker's Compensation coverage, unemployment insurance benefits, Social Security Coverage or retirement membership or credit.

INSURANCE REQUIREMENTS:

GENERAL LIABILITY: The CONTRACTOR shall, at its/his/her own cost and expense, procure and maintain insurance to cover his/her/its work, services, employees, agents and servants under the terms of this agreement which shall include, but not be limited to:

- A. Comprehensive general liability insurance in a minimal amount of one million dollars, combined single limit (CSL). or
- B. Comprehensive general liability insurance in a minimal amount of one million dollars, combined single limit (CSL); with two million dollars excess of one million dollars.

WORKERS COMPENSATION: The CONTRACTOR shall procure, pay for, and maintain during the entire term of the contract such insurance as will protect both the owner and the contractor from claims under worker's compensation acts and amendments thereto and from any other claims for property damage and for personal injury including death, which may arise from operations under this contract, whether such operations by contractor or by any other party directly or indirectly employed by the Contractor. Copy of Certificates to be provided to the University.

COMPREHENSIVE AUTOMOBILE INSURANCE: The CONTRACTOR procure, pay for, and maintain during the entire term of the contract in an amount no less than \$300,000/\$500,000 for each occurrence for bodily injury, and \$100,000 for each occurrence of property damage.

DISABILITY INSURANCE & UNEMPLOYMENT INSURANCE: The Contractor shall procure, pay for, and maintain during the entire term of the contract any disability benefits and unemployment insurance as required by law. Copy of Certificates to be provided to the University.

MALPRACTICE INSURANCE: (I.E. professional liability) in the amount of no less than one million and 00/100th (\$1,000,000.00) dollars. if this box **IS CHECKED**, malpractice insurance **IS REQUIRED**.

CONTRACTOR TO HAVE ALL OTHER INSURANCE REQUIRED BY LAW.

When the CONTRACTOR signs and returns this agreement, contractor shall provide the University (Department of Purchasing) with a policy endorsement showing the above-required insurance. The University shall be named as additional insured on **all** insurance policies and policy endorsements, and the policies and policy endorsements shall provide that the insurance shall not be canceled or terminated without thirty-(30) day's prior written notice to the University of Rockland. Unless and until CONTRACTOR obtains such insurance and provides a policy endorsement to the University, this agreement shall not be effective and no moneys shall be paid or given to the CONTRACTOR.

PART B - REQUIREMENTS SECTION

PURPOSE AND SCOPE

PURPOSE

The purpose of this RFP is to inform the private sector of a potential business opportunity to provide

SCOPE

Mississippi Valley State University intends for this Request for Proposal to result in the selection of one provider of Digital Copier Rental Services.

LENGTH OF CONTRACT

The resulting contract shall be for a term of five (3) years with a (2) year extension in (1) year increments.

PROPOSAL EVALUATION

Mississippi Valley State University's Evaluation committee will consider the following criteria in evaluating proposals:

- Proposed Equipment - 35%
- Pricing - 35%
- Quality of proposal and presentation - 10%
- Proposer's experience with contracts of similar size - 20%

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at the time and in the location specified on the Summary of Key Information. Attendance may or may not be mandatory. A transcript of the questions and answers will be distributed, to all attendees and proposers who have returned the Receipt Confirmation Form. Verbal questions will be allowed at the meeting. However, questions of a complex nature, or questions where the proposer requires anonymity, should be forwarded in writing to the University prior to the meeting.

FACILITY INFORMATION

Not applicable.

VENDOR RESPONSE FORMAT FOR PRICING AND VALUE-ADDED INFORMATION

The vendor will provide prices (in U.S. dollars) for the items/services listed. It is important that vendors outline features of their proposal, such as value-added product(s) and/or service(s) that would not normally be addressed in a pricing evaluation as they are of a non-monetary nature. Indicate volume discount levels if they apply to your product(s).

DETAILED COSTS

All costs shall be submitted on the Cost Proposal Pages contained in the Mandatory Requirements.

VALUE-ADDED CONSIDERATIONS

Proposer to include any relevant services or products that will be provided to the University which are not priced in this proposal, but which enhance the acquisition process.

COMPANY PROFILE AND VENDOR INFORMATION:

The following will be required in a company overview as part of proposer's proposal:

- Brief (one or two paragraphs) description of the vendor's business, its history and future plans.
- Vendor Identification
- Corporate name
- Corporate address
- Telephone numbers
- Contact person(s)
- Vendor size
- Vendor Stability
- Number of years in business

MANDATORY REQUIREMENTS

DIGITAL COPIER RENTAL CONTRACT - COST PER COPY

Mississippi Valley State University desires to solicit qualified proposals for the rental of digital photocopiers which include scanning capabilities, in accordance with this request for proposal. Award resulting from this RFP will be a firm fixed (3) three-year term contract with two (2), one (1) year extensions.

1.0 PURPOSE

The University currently is under contract for the rental of 44 photocopiers, which are installed throughout the various departments' locations. Monthly usage volumes for these machines range from less than 100 copies to more than 60,000 copies per month.

The intent of this Request for Proposal is to establish a contract for a digital copier rental program based on Cost Per Copy pricing wherein the contractor supplies the copier, scheduled routine maintenance, repairs, all parts including drums, and ALL consumables (except paper).

The Contractor selected will supply 44+ new, not used or refurbished, copiers. The Contractor shall be responsible for providing ALL phases of copier services. This shall include providing new copier machines, providing prompt maintenance (both preventative and remedial), providing all supplies (except paper), providing accounting and invoicing data, providing delivery and copier set-up services, providing copier volume usage reports and providing both initial and continuous operator training. The costs for the foregoing services shall be included in the unit price per copy as stated in Schedule A, Pricing of this RFP.

In addition, the contractor shall provide a "CPC Program Manager" to handle all the day-to-day activities including adding new equipment, relocating over-utilized or under utilized machines, gathering meter readings if required, upgrading, and expediting maintenance problems. The CPC Program Manager will act as a liaison between the University and the contractor. The cost for this service must also be included in the unit price per copy stated.

2.0 SCOPE OF WORK

2.1 Each model of copier offered under this RFP must comply with all general requirements stated herein plus those specific requirements applicable to the Volume Category for which that copier is being offered.

2.2 The Cost-Per-Copy Program service shall include delivery, installation, set up and made ready for use with removal of all shipping debris, providing all consumable supplies (except paper), emergency repair service during normal business hours (Monday through Friday, 8:00 AM. to 5:00 PM.), periodic preventative maintenance, and unlimited operator training.

2.3 Newly Manufactured:

For purposes of the initial installations and all subsequent installations over the duration of the term of this contract, all equipment shall be new and assembled for the first time from new components by the manufacturer. The University shall be the first user of the new equipment with no previous placements (ever) on rental or lease or ever placed in the contractors or customer location as a demonstration unit including employee home offices. All equipment performance and reliability standards shall conform to "new" specifications.

2.4 Parts:

All parts and components supplied by the contractor in the process of maintaining and servicing the new equipment for the duration of this contract shall be new Original Equipment Manufacture, or rebuilt OEM parts by the manufacturer of the equipment. Rebuilt parts and components must be guaranteed to perform so the product specifications are met. Proposals shall include a complete description of the rebuilt parts process used by the manufacturer in creating recycled parts.

2.5 Manufacturers Certification:

Proposer's must include with their proposal, certification from the manufacturer, executed by a corporate officer, stating that the Proposer is an authorized representative of the manufacturer and that all equipment is new. If the Proposer is other than manufacturer, they must submit prior to award of a contract, either: (1) a letter of commitment from the manufacturer which will assure the Proposer of a source of supply sufficient to satisfy the University's requirements for the contract period; or (2) other evidence that the Proposer will have an uninterrupted source of supply from which to satisfy the University's requirements for the contract period.

2.6 Minimum Copier Features:

Section 2.28 lists minimum copier features that the Proposer must meet, however, the Proposer may exceed the minimum copier features by proposing faster, larger, and/or more featured machines. The Buyers Laboratory Inc. Copier Specification Guide will be used to verify specifications for all copiers submitted in response to this RFP.

2.7 Technical Maintenance Support:

The contractor shall have sufficient management and qualified manufacturer trained and certified technicians to service all copiers supplied under the agreement. The contractor shall have a sufficient number of technicians to serve and support the requirements under this contract within the specified response time.

2.8 Special Purpose Copiers

Some departments will require special purpose copiers, such copiers with coin box attachments. These units may be digital or analog, and must be user friendly with a wide array of options.

2.9 Replacement and Back-up Equipment:

Replacement copier(s) are defined as copier(s) that will be installed to replace a malfunctioning copier and will remain on site for the term of the contract. All replacement copiers must be new. Back-up copiers (loaners) are defined as copier(s) that will be installed on a temporary basis while the malfunctioning copier(s) is repaired or until a replacement copier(s) is installed. Back-up equipment will be required after a copier has been down for sixteen (16) consecutive business hours. Back-up equipment will be replaced within 30 days with the original machine or a new replacement. Back-up copiers will be of the same Copier Category or higher than that of the copier being replaced.

2.10 Parts/Supply Availability:

The contractor shall have in place an inventory and delivery system of parts in quantities sufficient to serve the requirements of the contract. The University will provide space on site for the contractor to establish a "Parts Locker". It shall be the responsibility of the contractor to maintain stock levels for all parts in the "Parts Locker". If adequate stock is not available at the site, the contractor shall deliver the necessary items within four (4) hours after a receipt of a service request. It is the responsibility of the contractor to track the inventory and usage of parts to insure adequate availability.

2.11 Contractor Reports:

The contractor shall be required to provide the following reports:

a) Quarterly Reports:

The contractor shall maintain an inventory record that identifies all equipment delivered under this contract. The inventory record will be provided to the Director of Auxiliary Administration on a quarterly basis and is due the 10th calendar day for the previous quarter and shall contain:

- (1) Make and model, agency, location and serial number of all installed equipment;
- (2) Contractor's record of performed maintenance and repair;

- (3) Monthly volume by machine or copies produced;
- (4) Total billing for all copying services provided during this period

b) Semi-Annual Reports:

The contractor shall provide a semi-annual usage report to the Director of Auxiliary Administration for each location by machine. At this time the contractor shall review the copier volume classes and make recommendations based on the over usage/under usage of the machines.

c) Special Reports:

The contractor shall provide a report to the Director of Auxiliary Administration indicating the actual yearly volume of copies produced by each machine. This report will be provided during the first month of years 2 through 4 of the contract.

d) Down-Time Reports:

The contractor shall provide a quarterly report to the Director of Auxiliary Administration indicating both University wide downtime percent and individual downtime percent for each copier. Any machine recording 5% or more downtime shall be replaced with a new machine immediately.

e) Average Response Time Reports:

The contractor shall provide a quarterly report to the Director of Auxiliary Administration indicating both University wide average response time and individual response time for each copier.

2.12 Meter Card Requirements:

The contractor will be responsible for physically taking meter readings monthly at each copier. A representative from the University will accompany the contractor during the meter reading process. All meter readings shall be accomplished in one day and be scheduled for the same day each month. The Contractor is free to propose the use of any automated device or process that may assist in this process, provided it is at no additional cost to the University. The copy volumes will be shown on a report produced and supplied by the contractor. The report will contain the following data: machine serial number, meter reading, an "unusable copies" count, the number of copies used during service calls, and an authorized key operator signature. The meter report will be sent to the Director of Auxiliary Administration for each site by the 5th day of each month for the previous month's service. Meter readings will constitute the total copy volume for a single calendar month.

2.13 Occupational Health and Safety Act Standard 1910.1200

In compliance with Federal statutes, a Material Safety Data Sheet (MSDS) containing the following must accompany any chemical product delivered under this contract:

- a. The chemical name and common name of the toxic substance.
- b. The hazards or other risks in the use of the toxic substance.
- c. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment.
- d. The emergency procedure for spills, fires, disposal and first aid.

2.14 Electrical

All copiers shall require not more than standard office 115-120v outlets. The University shall provide all 115-120v electrical connections. If 208/240v connections are required, the Contractor shall be responsible for installing such connections at its own expense. Payment for such work shall be in accordance with the prevailing wage rates as determined by the Mississippi State Department of Labor.

2.15 An operator's manual shall be furnished with each copier.

2.16 A stand, table or similar equipment MUST be provided for all non-floor models at no additional cost to the University.

2.17 Accessories such as sorters, document feeders, large capacity trays, etc., must be available as specified in the detailed item specifications.

2.18 All digital equipment must have the capability of upgrading to network connectivity and be PostScript II and III compliant.

2.19 All Digital Copiers shall have network printer capability using Ethernet 10/100/1000Base-TX, TCP/IP, and IPX/SPX Protocol.

2.20 All equipment/software must be compatible with networking protocol TCP/IP and be capable of operating from Windows NT 4.0, Novell Netware 4.11 & 5.1, Windows 95, Windows 98, Windows 2000, and Macintosh OS/8 environments.

2.21 All digital equipment offered must have 10/100/1000 Ethernet connection.

2.22 Network Services:

During the term of this contract the University will be making the transition from analog light lens copiers to digital imaging systems with multi-functional features and capabilities. For the initial installation, only a limited number of copiers will be connected to the network. The University will require that additional copiers be connected to the University at a later date. Proposals shall include a lump sum fee, by machine, to connect to the University's network at a later date. This fee shall include any and all additional hardware, software and networking services that are required to connect the copier to the network. Proposals shall detail the process for connecting each model of copier to the network at a later date.

2.23 Network Environment:

The University's computing environment contains a 10/100/1000 Ethernet backbone. The University also supports a wide range of environments including IP Windows NT 4.0, and Win XP, 2003, 2004, 2007.

2.24 Software Technical Support

- 2.24.1 The proposal shall include an outline of support services including establishing direct lines of communication between the University technical staff and the manufacturer(s) of the equipment offered.
- 2.24.2 The Proposer shall provide Novell Certified Network Engineer (CNE) support for networked digital output devices and LAN interface upgrades, including hardware and software.
- 2.24.3 The Proposer shall provide Microsoft Certified Network Engineer (MCSE) support for the network digital output devices and LAN interface upgrades, including hardware and software.
- 2.24.4 The Proposer shall be a Novell Platinum Partner and participate in the Microsoft Certified Solution Provider (MCPS) program.
- 2.24.5 The Proposer agrees that Network Services includes all actions to diagnose, restore to manufactures and University's specifications and correct product and software malfunctions to their original capability.
- 2.24.6 The contractor shall be responsible for backing-up and restoring of information stored on electronic media when the repair or replacement could affect any data stored on the equipment.
- 2.24.7 The contractor shall keep complete records available to the University, documenting all programming changes, software installations or upgrades and trouble fixes including those done remotely and provide support to all agencies to insure connectivity.

2.25 Responsibilities and Duties of the Contractor:

- 2.25.1 Contractor shall ensure that no equipment or supplies will be delivered to the site(s) prior to the date(s) agreed upon in the phase-in schedule by the University's representative.
- 2.25.2 Contractor shall be responsible for all material(s) shipped prior to and during installation until the University gives acceptance in writing. All risk of loss or expense associated with storing material(s) prior to the date of acceptance by the University is the responsibility of the Contractor.
- 2.25.3 Contractor shall provide and pay for all materials, labor, tools, transportation and handling, and other facilities necessary for the furnishing, delivery, assembly, plus inspection, before and after, installation of all items specified herein.
- 2.25.4 Contractor shall at all times keep the premises and the areas in which the work is performed free from accumulation of waste materials or rubbish as well as tools, installation equipment, machinery and surplus materials during the progress of the work and until completion thereof. The Contractor shall remove from the premises all crates, wrappings, and other waste material or trash from the building. If the premises are not maintained properly, the University may have any accumulations of

waste materials or trash removed with costs to be incurred by the contractor as deemed appropriate.

2.25.5 Contractor shall designate a Copier Program Manager (Refer to 2.27) who will be authorized to make decisions on behalf of the Contractor to ensure that the contract implementation and day-to-day operation is as specified.

2.25.6 It will be the responsibility of the contractor to have qualified, trained sales/service staff personnel to provide software and technical assistance at any location, including assistance in problem solving, maintenance, machine operation, etc. Contractor must also have access to manufacturer's technical resources for problems that are beyond the ability of the Contractor's staff. Such assistance shall be available at no cost and within twenty-four (24) hours of notification by the University.

2.25.7 The Contractor shall provide for each site, at no additional cost, and unlimited quantities, an Operator Training Program for a primary operator, back up key operator and an operations demonstration for the casual users; to be scheduled at mutually agreed times to the initial installation and quarterly thereafter if requested.

2.25.8 It is the responsibility of the contractor to notify the University when a copier is discontinued by the manufacturer and becomes unavailable. Any discontinued model that is in use and operational, will not be replaced until it is no longer serviceable. At that time, the University's authorized representative must approve the replacement model offered by the Contractor. Such approval is contingent upon compliance with the following conditions:

- a. The replacement copier is of equal or greater technology and offers the same or better features than the discontinued model.
- b. The replacement copier has the same or less than cost-per-copy prices than the discontinued copier

2.25.9 At any time during the contract period, should the Contractor introduce new or improved models of copiers as replacements for models initially approved under this contract, he/she shall submit in writing to the University's authorized representative, the proposed substitution for approval. Any proposed model offered must be of equal or greater capability as the model to be replaced.

2.26 Problem Machine Replacement:

2.26.1 The contractor shall replace machines having demonstrated a history of "excessive down time" with a new machine of equal or better features, unless the user agency declines. Excessive down time shall be defined as six (6) or more service calls in one month. Downtime is calculated from the time the agency places the service call, and ends when the machine is up and running (See also 2.34 Guaranteed up Time). Service calls that are operator induced will not be counted. To qualify for replacement, the following steps must occur:

- a. The User Agency must document the service log as to number of times per month the machine has required service, number of hours the machine is down, nature of problems, and reoccurrence of same problems.
- b. The user agency must contact the CPC program manager and discuss their concerns regarding the overage of service calls. The CPC manager will research the matter and follow-up with a return phone call and a plan of action.
- c. A supervisor shall be dispatched on-site to ascertain the malfunctions and make a determination as to what course of action will be taken:
 - 1) Repair the Machine.
 - 2) A determination made for complete reconditioning.
 - 3) A determination made for replacement.
- d. If it is determined reconditioning is the best solution, a back-up machine will be sent and the user agency's machine returned to the shop for a comprehensive reconditioning. If the user agency overrides the supervisors' decision, thus insisting on a replacement, the decision to replace shall take precedence over the supervisor's decision.
- e. If a determination for reconditioning prevails, the machine performance after reconditioning will be monitored by the CPC program manager and the user agency. The University understands that during the "break-in" period of either a new machine or a reconditioned one, service calls are eminent. However, calls exceeding the standards set in 2.25.1, shall cause the machine to be replaced with a new unit of equal size and features without question.

2.27 Service Repairs:

- 2.27.1 It will be the responsibility of the contractor to provide service within four (4) hours, on-site, after a call is placed during normal business hours of 8:00 AM to 5:00 PM, Monday through Friday. Preventative maintenance will be based upon the specific needs of the copier as determined by the Contractor. All maintenance parts and labor costs shall be included in the cost-per-copy price. The Contractor will be required to provide service records on all machines covered under this contract to the Director of Purchasing. Failure to meet the 4-hour on-site response time on a continual basis as documented by the user agency shall result in liquidated damages as specified in 2.35.
- 2.27.2 Contractor will have available and operational a meter credit arrangement, to allow for machine malfunctions and to compensate for extra meter clicks when service technicians make test copies in servicing or repairing the machine. This provision is not intended to cover defects in copy quality, which are the result of operator errors (incorrect paper selection, operation of machine with insufficient toner, etc.). The credit must be presented to the key operator at the time of service.
- 2.27.3 Contractor is 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 timeframe designated by the University.

2.28 Cost-Per-Copy (CPC) Program Manager;

2.28.1 The Contractor shall provide the University with a dedicated cost-per-copy program manager whose responsibilities shall be to coordinate placement of all contract machines. This includes relocating over-utilized or under-utilized equipment and adding or deleting accessories, as necessary, to satisfy the customer, and providing any other ancillary services. This position will efficiently "manage" all of the copiers in this program while maintaining complete customer satisfaction. The Contractor must assign a specific individual to the program manager position. Once assigned to work under this contract, this person shall not be removed or replaced without prior written approval of the University's Director of Purchasing.

2.28.2 The detailed duties of the program manager shall include, but not be limited to:

- a. Daily Questions - The CPC Program Manager will be the first contact for the using agencies regarding all copier-related issues. The using agency will only contact the Purchasing Division in the event the CPC Program Manager cannot resolve the problem or the user is not satisfied with the level of service provided by the CPC Program Manager. If messages are left in voice-mail for the CPC Manager, he/she must respond to the University agency staff within two (2) hours.
- b. Supplies - The Contractor will provide a system for each agency to order all consumable supplies for delivery directly to each agency within 48 hours. Contractor shall provide a toll-free telephone number for this purpose. The toll-free number shall be prominently displayed on each copier. Each copier shall be delivered with one month's of supplies.
- c. Invoicing- The CPC Program Manager will be responsible for verifying the accuracy of all invoices and will investigate any discrepancies. This includes resolving all invoice-related problems with the University's Purchasing Division.
- d. Repairs- The CPC Program Manager will contact the using agency to ensure all repairs were performed to their satisfaction. This includes response time and expediting any parts which may have to be installed.
- e. Meter Readings- The CPC Program Manager will obtain meter readings, with a University representative, and therefore be responsible for the accuracy and verification of the readings.
- f. Relocating Copiers- The CPC Program Manager is responsible for identifying and relocating copiers, which are not properly categorized with respect to over-utilization and/or under-utilization. Upon approval by the Director of Purchasing, the

CPC Program Manager will install the appropriate volume copier and remove the existing machine.

- g. Replacement Machines- The CPC Program Manager will coordinate the installation of replacement copiers, either temporary or permanent.
- h. Copier Operations- The CPC Program Manger is responsible for answering questions regarding copier features, special copying requirements, machine capabilities, etc. In addition, the CPC Program Manager in accordance with the manufacturer's specifications shall coordinate the scheduling of all preventative maintenance including drums.
- i. General Correspondence- The CPC Program Manger will be the primary contact for all correspondence between the contractor and the University.

2.29 Cost-Per-Copy Pricing:

The University has many various levels of volume categories to cover its copier requirements. Copiers that are proposed must be equal to or better than current models (except if noted differently), especially in terms of copier speed and features. Ranges in copies per minute that are acceptable for each category are listed below. Volumes are based on historical information. A cost per copy shall be submitted for each Copier Category, for each individual copy made. A guaranteed monthly minimum copy volume is specified for each category of copier.

A minimum monthly fee will be paid to the contractor for each copier supplied. This minimum fee will be determined by multiplying the "unit price cost per copy" for when the volume is at or below the minimum specified for the Copier Category, multiplied by the specified monthly minimum number of copies for that Copier Category.

Any additional copies made above the monthly minimum shall be charged at the applicable rate submitted for when the volume of copies produced exceeds the specified minimum. If and when the volume of monthly copies for a copier exceeds the minimum specified, then the additional copies produced will be billed at the "exceeds minimum" rate.

The University may accept analog or digital copiers for the two low-end categories at the University's Option. The latest in digital technology copiers shall be provided for the remaining categories. Paper bypass shall not count toward a paper source.

During the first two years of the contract the University can add to or subtract from the total number of copiers installed under this contract. Additional copiers will be added at the "Cost-Per-Copy" rates submitted for this contract. The University will incur no additional charges for adding equipment during the first two years of the contract. Equipment added during the first two years of the contract will be removed at the original termination date of the contract.

Additional copiers placed after year 2 of the contract will have a 36-month commitment from the date of installation, and shall be billed at the cost-per-copy per category submitted with the original RFP and made part of the contract.

2.29.1 All Machine Categories Need to Meet the Following Network Spec:

Memory 4GB

Hard Disk Drive 320GB Self-Encrypting Drive FIPS 140-2 Validated

Network Protocols TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell®

Environments, EtherTalk® for Macintosh Environments

Printing Protocols SMB, LPR/LPD, IPP (Ver.1.1) w/Authentication, AppleTalk PAP or EtherTalk™, Port 9100 (bi-directional), NetWare P-SERVER LPD w/iPrint, WS Print, FTP

Wireless Device AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and

Android (Available via Apple App Store or Google Play)

Account Control Up to 10,000 users or 1,000 Departments Supports User Authentication

(on Device), Login Name/Password (via Windows domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function

Security Features User Authentication, On-Board Data Scramble Function, SCEP, Disk Overwrite,

IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408 EAL3+)*, IEEE2600.1, IEEE802.1X, Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp

Color Copier Category 1 Hardware Specs

Copy Speed 20/25 PPM (LT)

Display 9” Color WVGA Touch Screen Tilting Display

Copy Resolution 600 x 600 dpi

Stack Feed Bypass ST-R to LD, Envelope

Paper Capacity Standard 350 Sheets/Max. 2,900 Sheets

Original Feed 100-Sheet RADF

Scan Speed & Weights RADF Scan: Up to 73 IPM (Monochrome or Color), Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond

Max. Original Size LD

Paper Feed Sizes Drawer 1: 250 Sheets-ST-R to LD

Drawer 2: 550 Sheets-ST-R to LD

Stack Feed Bypass: 100 Sheets-3.9” x 5.8” to LD

Paper Weights Standard: 250 Sheets-16 lb Bond-90 lb Index

Stack Feed Bypass: 100 Sheets-16 lb Bond-110 lb Index

Duplex Standard Automatic Duplex Unit: 16 lb Bond-90 lb Index

Color Copier Category 2 Hardware Specs

Copy Speed 25/30/35 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Copy Resolution 600 x 600 dpi

Stack Feed Bypass 3.9" x 5.8" to 12" x 18", 12" x 47" Banner, Envelope

Paper Capacity Standard 1,200 Sheets/Max. 3,200 Sheets

Original Feed 100-Sheet RADF with Optional 300-Sheet DSDF

Scan Speed & Weights RADF Scan: Up to 73 IPM (Monochrome or Color),
Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond

Max. Original Size LD

Paper Feed Sizes Drawer 1: 550 Sheets-ST-R to LD

Drawer 2: 550 Sheets-ST-R to 12" x 18"

Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12" x 18", 12" x 47" Banner

Paper Weights Standard: 550 Sheets x 2-16 lb Bond-140 lb Index

Stack Feed Bypass: 100 Sheets-14 lb Bond-100 lb Cover

Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Color Copier Category 3 Hardware Specs

Copy Speed 45/50 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Copy Resolution 600 x 600 dpi

Stack Feed Bypass 3.9" x 5.8" to 12" x 18", 12" x 47" Banner, Envelope

Paper Capacity Standard 1,200 Sheets/Max. 3,200 Sheets

Original Feed 100-Sheet RADF, with Optional 300-Sheet DSDF

Scan Speed & Weights DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex
(Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond

RADF Scan: Up to 73 IPM (Monochrome or Color),
Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond

Max. Original Size LD

Paper Feed Sizes Drawer 1: 550 Sheets-ST-R to LD

Drawer 2: 550 Sheets-ST-R to 12" x 18"

Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12" x 18", 12" x 47" Banner

Paper Weights Standard: 550 Sheets x 2-16 lb Bond-140 lb Index

Stack Feed Bypass: 100 Sheets-14 lb Bond-100 lb Cover

Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Color Copier Category 4 Hardware Specs

Copy Speed Color: 55/65/75 PPM (LT), Monochrome: 65/75/85 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Copy Resolution 600 x 600 dpi

Stack Feed Bypass 3.9" x 5.8" to 13" x 19", 12" x 47" Banner, Envelope

Multiple Copying Up to 9,999 Copies

Paper Capacity Standard 3,520 Sheets/Max. 6,020 Sheets

Original Feed Standard 300-Sheet DSDF
Scan Speed & Weights DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Index, Duplex: 9.3-110 lb Index
Max. Original Size LD
Paper Feed Sizes Drawers: 540 Sheets-ST-R to 12" x 18"
Integral Tandem LCF 1,160 x 2 LT-Only
Stack Feed Bypass: 120 Sheets-3.9" x 5.8" to 13" x 19", 12" x 47" Banner
Paper Weights Standard 540 Sheets x 4-16 lb Bond-140 lb Index
Stack Feed Bypass: 120 Sheets-16 lb Bond-110 lb Cover
Opt. 2,500-Sheet Ext. LCF LT-Only -16 lb Bond-140 lb Index
Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Black/White Copier Category 1 Hardware Specs

Copy Speed 20/25/30 PPM (LT)
Display 9" Color WVGA Touch Screen Tilting Display
Stack Feed Bypass 3.9" x 5.8" to LD, Envelope
Paper Capacity Standard 1,200 Sheets/Max. 3,200 Sheets
Original Feed Optional 300-Sheet DSDF or 100-Sheet RADF
Scan Speed & Weights 120 IPM Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond
RADF Scan: Up to 73 IPM : Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond
Max. Original Size LD
Paper Feed Sizes Drawer 1: 550 Sheets-ST-R to LD
Drawer 2: 550 Sheets-ST-R to LD
Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD
Paper Weights Standard: 550 Sheets x 2-16 lb Bond-140 lb Index
Stack Feed Bypass: 100 Sheets-14 lb Bond-140 lb Index
Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Black/White Copier Category 2 Hardware Specs

Copy Speed 35/45/50 PPM (LT)
Display 9" Color WVGA Touch Screen Tilting Display
Stack Feed Bypass 3.9" x 5.8" to LD, Envelope
Paper Capacity Standard 1,200 Sheets/Max. 3,200 Sheets
Original Feed Optional 300-Sheet DSDF or 100-Sheet RADF
Scan Speed & Weights DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond
RADF Scan: Up to 73 IPM (Monochrome or Color): Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond
Max. Original Size LD
Paper Feed Sizes Drawer 1: 550 Sheets-ST-R to LD
Drawer 2: 550 Sheets-ST-R to LD
Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD
Paper Weights Standard: 550 Sheets x 2-16 lb Bond-140 lb Index
Stack Feed Bypass: 100 Sheets-14 lb Bond-140 lb Index

Black/White Copier Category 3 Hardware Specs

Copy Speed Color: 55/65/75 PPM (LT), Monochrome: 65/75/85 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Stack Feed Bypass 3.9" x 5.8" to 13" x 19", 12" x 47" Banner, Envelope

Paper Capacity 4-Drawer: 2,280 Sheets/Max. 4,780 Sheets

Tandem Drawer: Standard 3,520 Sheets/Max. 6,020 Sheets

Original Feed Standard 300-Sheet DSDF

Scan Speed & Weights DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Index, Duplex: 9.3-110 lb Index

Max. Original Size LD

Paper Feed Sizes Drawers: 540 Sheets-ST-R to 12" x 18"

Integral Tandem LCF 1,160 x 2 LT-Only

Stack Feed Bypass: 120 Sheets-3.9" x 5.8" to 13" x 19", 12" x 47" Banner

2,500-Sheet Ext. LCF LT-Only

Paper Weights 4-Drawer: Standard 540 Sheets x 4-16 lb Bond-140 lb Index

Tandem LCF 1,160 Sheets x 2-16 lb Bond-140 lb Index

Stack Feed Bypass: 120 Sheets-16 lb Bond-110 lb Cover

Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

2.30 PRICE AND PRICE ADJUSTMENT

This is a FIRM FIXED PRICE CONTRACT. All prices shall be F.O.B. Destination and shall include all materials/services specified herein in; including any changes that may be imposed in fulfilling the terms of this contract.

2.31 PROJECTED REQUIREMENTS/ESTIMATED QUANTITIES

2.31.1 The quantities (volumes of copies) specified in this solicitation are estimates only, and are given for the information of Proposers and for the purpose of the University's RFP evaluation. They do not indicate the actual number of copies, which will be ordered, since the volume will depend upon requirements, which may develop during the contract period. To the best knowledge of the University, this is the historical usage of copies. It is anticipated that copy volumes will rise for those copiers that are connected to the network. The University makes no guarantee as to copy usage on a University wide basis or individual units.

2.31.2 The Copier Program Manager shall make every effort to ensure that the placement of copiers by volume classification are directly related to the estimated average monthly volume of copies produced at a given copier site. For the first six- (6) months during the transition period there will be no changes to the copier placements unless requested by the University. After the transition period, if there is over use/under use for three (3) consecutive months at any location, then the Contractor may recommend in writing, with supporting documentation of the usage history, to replace with a correct volume machine. The final decision as to the correct volume classification of machine shall be solely that of the University.

2.32 DELIVERY TIME:

2.32.1 All copiers shall be delivered, installed, and operational within sixty (60) calendar days after contract award.

2.32.2 The Contractor shall provide the University with a phase-in schedule that outlines projected quantities of copiers to be installed and made operational at all University facilities, fifteen (15) calendar days after contract award.

2.33 TECHNICAL LITERATURE

Each RFP must designate on the Cost Proposal Page(s), the manufacturer and model or stock number for each item. Detailed descriptive literature for all equipment being offered must also be included with the RFP. Such literature must provide information on electrical wiring needs, space requirements, networking requirements, and all technical data required for a full evaluation. Failure to provide the technical literature may be just cause for rejection of the RFP proposal.

2.34 RISK OF LOSS OR DAMAGE

The Contractor shall hold title to all equipment and accessories provided under this contract. Even though the copiers and accessories will be installed on University premises, the University shall be relieved from risk of loss and/or damage during the period of transportation, installation, or during the entire time the equipment is in the possession of the University, except when loss or damage is due to fault or negligence of the University. If damage or loss occurs to the installed equipment caused by negligence or willful act of the University, reimbursement to the Contractor may be made as follows:

The Contractor shall submit an invoice and a written damage or loss evaluation/claim to the University's Director of Purchasing. If the damaged equipment can be repaired, the Contractor will invoice the University at the Contractor's lowest current Manufacturer's List price rates for parts and labor.

2.35 GUARANTEED UP TIME OF COPIERS:

The Contractor will be required to provide an UP-TIME GUARANTEE on all copiers of at least 95% during every calendar month. Down time is calculated from the time the Agency places the call, and ends when the machine is up and running correctly (A calendar month consists of normal business hours 8:00 AM to 5:00 PM, Monday through Friday, except for University holidays). If a machine does not meet the 95% requirement during a month, the Contractor will be required to provide a credit to the University against the invoice for this machine equal to the amount of down time as calculated against projected monthly usage. If the machine does not meet the UP-TIME GUARANTEE for two (2) consecutive months, the University may require that the machine be replaced. The UP-TIME GUARANTEE shall remain in force during the entire term of the contract.

2.36 LIQUIDATED DAMAGES FOR FAILURE TO MEET FOUR HOUR SERVICE CALL RESPONSE TIME

If the Contractor fails to provide repair service within the required four (4) hours from the time of notification, a \$50 liquidated damages charge will be deducted for each incident.

Alternatively, if delivery or performance is repeatedly unsatisfactory, the University may terminate this contract in whole or in part and in that event, the contractor shall be liable for fixed, agreed, and liquidated damages accruing until the time the University may reasonably obtain delivery or performance of similar services and supplies.

2.37 ADDING / RELOCATING COPY MACHINES

The University reserves the right to add additional copiers to the Cost-Per-Copy Program at any time during the contract period at the cost per copy bid. Equipment added during the first two years of the contract will be removed at the original termination date of the contract. Additional copiers placed after year two (2) of the contract will have a 60-month commitment from the date of installation and shall also be billed at the cost-per-copy submitted with the Contractor's proposal. Historically, the University adds approximately 3-4 copiers per year. In addition, the University reserves the right to have a copier relocated after the initial installation at no cost to the University.

2.38 CANCELLATION OF A COPIER SERVICE LOCATION

The University will provide thirty (30) days notice when the services of any copier is to be cancelled. Cancellation will be at no cost to the University. Cancellation notification will contain the following information:

- Copier location by agency, building and room number
- Copier model and serial number
- Meter reading
- Date copier will be available for removal

Note: All expenses and the coordination for this pick up shall be the responsibility of the contractor.

2.39 EMERGENCY PURCHASE

The University reserves the right to make emergency purchases from other sources, should the Contractor be unable to furnish the required item/service within the required time frame. Should this occur, the cost incurred by the University to source such purchases shall be deducted from the Contractor's monthly invoice.

2.40 STATE CONTRACT AND GSA PRICING FOR OPTIONS

Proposals shall include a copy of the manufacturer's Mississippi State Contract Pricing Schedule and GSA Pricing Schedule for each copier proposed. These price lists will be used to price any additional add-on options that may be needed during the life of the contract.

2.41 INVOICES AND PAYMENT

2.41.1 The Contractor shall submit in duplicate, an invoice that reflects the total monthly billing amount due for all locations by department with an itemized break down by volume category containing the following information:

- A complete listing by University Department, site location and machine serial number of each copier in that volume category
- Copy counter (meter) readings at the beginning and end of the month for each copier
- Total copies chargeable to each copier for that month and the applicable University department's accounting data
- The total cost incurred by the production of those copies

2.41.2 The invoice must be dated and contain the following information:

- Name and address of Contractor
- Contract number
- Payment terms as per RFP proposal
- Purchase Order Number

Failure to provide this information will cause the University to return the invoice for corrections and thus delay payment.

2.41.3 All invoices must be submitted AFTER the CPC services have been provided at the end of each month. Invoices shall be submitted to the Department of General Services - Purchasing Division.

2.42 USE OF UNIVERSITY FACILITIES

The University will provide approximately 150 square feet of office/storage space for use by the Contractor. This area may be used as a potential workstation for technicians, office for the CPC Program Manager or storage for supplies, spare parts, etc. The Contractor will be fully responsible for all other necessary requirements to make the space usable for its purposes. This includes, phone service, security, furniture, shelving, etc. Parking will be available, however no guarantee can be made as to the location.

2.43 CONTRACTOR'S QUALIFICATIONS

Proposer must be qualified by experience and have adequate financing to provide the equipment and services set forth in this RFP. A potential proposer shall demonstrate this ability by providing the information set forth below.

2.43.1 The Proposer must demonstrate that it has provided acceptable cost-per-copy services. In order to meet this requirement, the Proposer must be able to show that at least 100 total copiers were being provided on-call, day-to-day, full service at the same time for a minimum of three organizations in the Mississippi Metropolitan Area, and that these machines were provided and maintained by the proposer. This experience must be evidenced by a letter from each entity which certifies that the Proposer has provided to the entity "____" number of machines over a "____" period of time and that all machines were serviced as described in this paragraph.

- 2.43.2 The Proposer must demonstrate that is currently has a local Metropolitan Mississippi area service unit that can provide a sufficient number of skilled technicians, fleet equipment, management personnel, and an adequate inventory of repair parts to effectively support the University's cost-per-copy program.
- 2.43.3 If the Proposer seeking to submit a proposal in response to this RFP is not the manufacturer of the copiers intended to be offered, then the proposer must provide a written letter from an authorized representative of the copier manufacturer. The letter must state, unequivocally, that the manufacturer agrees to assume responsibility for the performance of the balance of any contract awarded by the University as a result of this RFP, in the event the Proposer fails to perform acceptable services under the contract.
- 2.43.4 The Proposer shall disclose if, during the past 5 years, it has made a general assignment or general arrangement for the benefit of creditors; filed a petition for adjudication of bankruptcy or for reorganization or rearrangement which was not dismissed in 30 days; had a trustee or receiver appointed to take possession of any of its assets and for which possession was not restored within 30 days; or had any of its assets subjected to attachment, execution, or other judicial seizure which was not discharged in 30 days.
- 2.43.5 The Proposer shall have been in the copy rental business for a minimum of three (3) years.
- 2.43.6 The Proposer shall have represented the proposed equipment line for a minimum of two (2) years.
- 2.43.7 The Proposer shall have been in the networking support business for minimum of three (3) years.

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COST PER COPY PROPOSAL PAGE

COPIER CATEGORY 1

Black/White Copier Category 1 Hardware Specs

Copy Speed 20/25/30 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Stack Feed Bypass 3.9" x 5.8" to LD, Envelope

Paper Capacity Standard 1,200 Sheets/Max. 3,200 Sheets

Original Feed Optional 300-Sheet DSDF or 100-Sheet RADF

Scan Speed & Weights 120 IPM Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond

RADF Scan: Up to 73 IPM : Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond

Max. Original Size LD

Paper Feed Sizes Drawer 1: 550 Sheets-ST-R to LD

Drawer 2: 550 Sheets-ST-R to LD

Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD

Paper Weights Standard: 550 Sheets x 2-16 lb Bond-140 lb Index

Stack Feed Bypass: 100 Sheets-14 lb Bond-140 lb Index

Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Volume Range: 0 to 1,000 Copies per month

Monthly Minimum: 500 Copies per month

Current Average Number of Monthly Copies: 375 per unit

Quantity of Category 1 Copiers: 1

MANUFACTURER AND MODEL: _____

STATE CONTRACT: YES NO

GSA CONTRACT YES NO

RELEASE DATE: _____

COST PER COPY: _____
(For Monthly Minimum)

COST PER COPY: _____
(For volume in excess of Monthly Minimum)

COPIER CATEGORY 2

Black/White Copier Category 2 Hardware Specs

Copy Speed 35/45/50 PPM (LT)

Display 9” Color WVGA Touch Screen Tilting Display

Stack Feed Bypass 3.9” x 5.8” to LD, Envelope

Paper Capacity Standard 1,200 Sheets/Max. 3,200 Sheets

Original Feed Optional 300-Sheet DSDF or 100-Sheet RADF

Scan Speed & Weights DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond

RADF Scan: Up to 73 IPM (Monochrome or Color): Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond

Max. Original Size LD

Paper Feed Sizes Drawer 1: 550 Sheets-ST-R to LD

Drawer 2: 550 Sheets-ST-R to LD

Stack Feed Bypass: 100 Sheets-3.9” x 5.8” to LD

Paper Weights Standard: 550 Sheets x 2-16 lb Bond-140 lb Index

Stack Feed Bypass: 100 Sheets-14 lb Bond-140 lb Index

Volume Range: 1,000 - 5,000 copies per month

Minimum Monthly: 2200 copies per month

Current Average Number of Monthly Copies:2419 per unit

Quantity of Category 2 Copiers: 28

MANUFACTURER AND MODEL: _____

STATE CONTRACT: YES NO

GSA CONTRACT YES NO

RELEASE DATE: _____

COST PER COPY: _____
(For Monthly Minimum)

COST PER COPY: _____
(For volume in excess of Monthly Minimum)

COST FOR NETWORK PRINTING CAPABILITY: (Monthly cost) _____

COST FOR SCANNING: _____
(Monthly Cost)

COST FOR FAX CAPABILITY: _____
(Monthly Cost)

COPIER CATEGORY 3

Black/White Copier Category 3 Hardware Specs

Copy Speed Color: 55/65/75 PPM (LT), Monochrome: 65/75/85 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Stack Feed Bypass 3.9" x 5.8" to 13" x 19", 12" x 47" Banner, Envelope

Paper Capacity 4-Drawer: 2,280 Sheets/Max. 4,780 Sheets

Tandem Drawer: Standard 3,520 Sheets/Max. 6,020 Sheets

Original Feed Standard 300-Sheet DSDF

Scan Speed & Weights DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Index, Duplex: 9.3-110 lb Index

Max. Original Size LD

Paper Feed Sizes Drawers: 540 Sheets-ST-R to 12" x 18"

Integral Tandem LCF 1,160 x 2 LT-Only

Stack Feed Bypass: 120 Sheets-3.9" x 5.8" to 13" x 19", 12" x 47" Banner

2,500-Sheet Ext. LCF LT-Only

Paper Weights 4-Drawer: Standard 540 Sheets x 4-16 lb Bond-140 lb Index

Tandem LCF 1,160 Sheets x 2-16 lb Bond-140 lb Index

Stack Feed Bypass: 120 Sheets-16 lb Bond-110 lb Cover

Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Volume Range: 5,000 to 10,000 Copies Per Month

Minimum Monthly: 5500 Copies per Month

Current Average Number of Monthly Copies: 5697 per unit

Quantity of Category 3 Copiers: 14

MANUFACTURER AND MODEL: _____

STATE CONTRACT: YES NO

GSA CONTRACT YES NO

RELEASE DATE: _____

COST PER COPY: _____
(For Monthly Minimum)

COST PER COPY: _____
(For volume in excess of Monthly Minimum)

COST FOR NETWORK PRINTING CAPABILITY: (Monthly cost) _____

COST FOR SCANNING: (Monthly cost) _____

COST FOR FAX CAPABILITY: (Monthly cost) _____

Color Copier Category 1 Hardware Specs

Copy Speed 20/25 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Copy Resolution 600 x 600 dpi

Stack Feed Bypass ST-R to LD, Envelope

Paper Capacity Standard 350 Sheets/Max. 2,900 Sheets

Original Feed 100-Sheet RADF

Scan Speed & Weights RADF Scan: Up to 73 IPM (Monochrome or Color),
Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond

Max. Original Size LD

Paper Feed Sizes Drawer 1: 250 Sheets-ST-R to LD

Drawer 2: 550 Sheets-ST-R to LD

Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD

Paper Weights Standard: 250 Sheets-16 lb Bond-90 lb Index

Stack Feed Bypass: 100 Sheets-16 lb Bond-110 lb Index

Duplex Standard Automatic Duplex Unit: 16 lb Bond-90 lb Index

Volume Range: 10,000 to 15,000 copies per month

Minimum Monthly: 10,000 Copies per Month

Current Average Number of Monthly Copies: 9318 per unit

Quantity of Category 1 Color Copiers: 3

MANUFACTURER AND MODEL: _____

STATE CONTRACT: YES NO

GSA CONTRACT YES NO

RELEASE DATE: _____

COST PER COPY: _____
(For Monthly Minimum)

COST PER COPY: _____
(For volume in excess of
Monthly Minimum)

COST FOR NETWORK PRINTING
CAPABILITY: (Monthly cost) _____

COST FOR SCANNING:
(Monthly cost) _____

COST FOR FAX CAPABILITY:
(Monthly cost) _____

Color Copier Category 2 Hardware Specs

Copy Speed 25/30/35 PPM (LT)
Display 9" Color WVGA Touch Screen Tilting Display
Copy Resolution 600 x 600 dpi
Stack Feed Bypass 3.9" x 5.8" to 12" x 18", 12" x 47" Banner, Envelope
Paper Capacity Standard 1,200 Sheets/Max. 3,200 Sheets
Original Feed 100-Sheet RADF with Optional 300-Sheet DSDF
Scan Speed & Weights RADF Scan: Up to 73 IPM (Monochrome or Color),
Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond
Max. Original Size LD
Paper Feed Sizes Drawer 1: 550 Sheets-ST-R to LD
Drawer 2: 550 Sheets-ST-R to 12" x 18"
Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12" x 18", 12" x 47" Banner
Paper Weights Standard: 550 Sheets x 2-16 lb Bond-140 lb Index
Stack Feed Bypass: 100 Sheets-14 lb Bond-100 lb Cover
Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Volume Range: 15,000 to 30,000 Copies Per Month
Minimum Monthly: 17,000 Copies Per Month
Estimated Number of Monthly Copies: 22,716
(Current average monthly volume 18,175 per unit plus estimated 25% increase due to network connected copier)

Quantity of Category 2 Color Copiers: 1

MANUFACTURER AND MODEL: _____

STATE CONTRACT: YES NO

GSA CONTRACT YES NO

RELEASE DATE: _____

COST PER COPY: _____
(For Monthly Minimum)

COST PER COPY: _____
(For volume in excess of
Monthly Minimum)

COST FOR SCANNING: _____
(Monthly Cost)

COST FOR FAX CAPABILITY: _____
(Monthly Cost)

Color Copier Category 3 Hardware Specs

Copy Speed 45/50 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Copy Resolution 600 x 600 dpi

Stack Feed Bypass 3.9" x 5.8" to 12" x 18", 12" x 47" Banner, Envelope

Paper Capacity Standard 1,200 Sheets/Max. 3,200 Sheets

Original Feed 100-Sheet RADF, with Optional 300-Sheet DSDF

Scan Speed & Weights DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Bond, Duplex: 9.3-110 lb Bond

RADF Scan: Up to 73 IPM (Monochrome or Color),

Simplex: 9.3-41.8 lb Bond, Duplex: 13.3-41.8 lb Bond

Max. Original Size LD

Paper Feed Sizes Drawer 1: 550 Sheets-ST-R to LD

Drawer 2: 550 Sheets-ST-R to 12" x 18"

Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12" x 18", 12" x 47" Banner

Paper Weights Standard: 550 Sheets x 2-16 lb Bond-140 lb Index

Stack Feed Bypass: 100 Sheets-14 lb Bond-100 lb Cover

Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Volume Range: 30,000 to 60,000

Minimum Monthly: 28,000 Copies Per Month

Estimated Number of Monthly Copies: 38,352 per unit

(Current average monthly volume 30,685 per unit plus estimated 25% increase due to network connected copier)

Quantity of Category 3 Color Copiers: 1

MANUFACTURER AND MODEL: _____

STATE CONTRACT: YES NO

GSA CONTRACT YES NO

RELEASE DATE: _____

COST PER COPY: _____
(For Monthly Minimum)

COST PER COPY: _____
(For volume in excess of Monthly Minimum)

COST FOR SCANNING: _____
(Monthly cost)

COST FOR FAX CAPABILITY: _____
(Monthly cost)

Color Copier Category 4 Hardware Specs

Copy Speed Color: 55/65/75 PPM (LT), Monochrome: 65/75/85 PPM (LT)

Display 9" Color WVGA Touch Screen Tilting Display

Copy Resolution 600 x 600 dpi

Stack Feed Bypass 3.9" x 5.8" to 13" x 19", 12" x 47" Banner, Envelope

Multiple Copying Up to 9,999 Copies

Paper Capacity Standard 3,520 Sheets/Max. 6,020 Sheets

Original Feed Standard 300-Sheet DSDF

Scan Speed & Weights DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color), Simplex: 9.3-110 lb Index, Duplex: 9.3-110 lb Index

Max. Original Size LD

Paper Feed Sizes Drawers: 540 Sheets-ST-R to 12" x 18"

Integral Tandem LCF 1,160 x 2 LT-Only

Stack Feed Bypass: 120 Sheets-3.9" x 5.8" to 13" x 19", 12" x 47" Banner

Paper Weights Standard 540 Sheets x 4-16 lb Bond-140 lb Index

Stack Feed Bypass: 120 Sheets-16 lb Bond-110 lb Cover

Opt. 2,500-Sheet Ext. LCF LT-Only -16 lb Bond-140 lb Index

Duplex Standard Automatic Duplex Unit (16 lb Bond-140 lb Index)

Volume Range: 30,000 to 60,000

Minimum Monthly: 28,000 Copies Per Month

Estimated Number of Monthly Copies: 38,352 per unit

(Current average monthly volume 30,685 per unit plus estimated 25% increase due to network connected copier)

Quantity of Category 4 Color Copiers: 1

MANUFACTURER AND MODEL: _____

STATE CONTRACT: YES NO

GSA CONTRACT YES NO

RELEASE DATE: _____

COST PER COPY: _____

(For Monthly Minimum)

COST PER COPY: _____

(For volume in excess of
Monthly Minimum)

COST FOR SCANNING: _____

(Monthly cost)

COST FOR FAX CAPABILITY: _____

(Monthly cost)

\So that the university may adequately access it cost options we request the cost be broken down in the following manners

The Cost of all the Machines _____
(Networked)

The Cost of Scanning equipment _____
(If applicable, 3 departments only)

The Cost of Scanning Software _____

The Cost of Operating the Print Shop _____

Total Cost _____

Contact Information

Company Name _____

Address _____

City _____ State _____

Zip Code _____

Signature: _____

Phone: _____

Fax. _____

Email: _____