

**GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID**

Company Name: Gordon Document Products

Authorized Proposer: John Gordon Date 3/21/14

Where is the location of your service organization assigned to handle this account.
2141 Powers Ferry Rd SE, Suite #250, Marietta, GA 30067

Is the service location servicing this account owned and a part of your Company? yes

On a different page describe the method of collecting the number of copies used on a monthly basis. see attached

The vendor is to indicate if the proposed copier complies with the specifications listed for each copier level. (see individual Copier Level Bid Sheets)

Pricing – a monthly lease price (both 36 and 48 months) shall be quoted on each level of copier specified. Additionally, if specified features, such as: using copier as network printer, G3 Fax, etc. can be optional on the specified machine then list the cost associated with each feature. Each copier may be ordered with one or more of the features specified or with no features. If features are eliminated in the ordering process the cost of said feature will adjusted in arriving at a final lease price.

THE COUNTY Expects: **The vendor to invoice the County** – on one invoice per month - detailing individual copier charges. **The County will NOT accept individual invoices per copier. Terms are 60 day payments unless early pay discount are applied by the vendor. The County will pay contractor within 15 days if contractor accepts American Express as payment and does not impose fees or misc. charges for accepting American Express.**

Upon termination of awarded contract: **The County expects the vendor to remove vendor supplied copiers at no charge to the county.**

The lease charge is to include all parts, labor, service charge, maintenance, initial set up, training and toner – no misc charges or fuel surcharges or other charges shall be charged in addition to the stated lease charge.

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The prices are to include 150,000 copies/prints/scans black and white per month total for all leased copiers. If the total of all copies/prints/scans for all copiers is less than or equal to 150,000 copies in any one month – then no per page copy overage charge will apply for black & white copies.

Please specify how many types of toner cartridges will be required with your bid for all copiers. 4 different types for each color machine,

1 type for each black & white machine

Black & White Copy Overage Charge _____ per page see attached

Color Charge _____ per page see attached

Staples Cost see attached

Maximum time to respond to a service call 4 hours

Provide References of at least 3 **current** customers for each level of copier bid. References shall have company, contact name, address, and phone number.

see attached.

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BID SHEET

Level I – Copier

Copier being bid imageRUNNER ADVANCE C5250

Minimum Specifications:

	Comply
Color and Black & White Copier	
Minimum 50 Copies per minute Black & White	✓
Estimated toner yield black 35,000 images @ 6% coverage	✓
Minimum 35 Copies per minute Color	✓
Estimated toner yield Color 25,000 images @ 6% coverage	✓
Minimum Copy Resolution 1200 x 600	✓
Minimum paper size 5.5"x8.5"	✓
Maximum paper size 11"x17"	✓
Minimum 500 sheet document feeder	X
Minimum Duty Cycle 80,000 pages per month	✓
Paper weights handled 17lb to 32lb	✓
Minimum 50 sheet stack bypass	✓
Minimum 2GB memory	✓
Scanning Resolution 600 x 600	X
Ability to store scanned documents in network folders	✓
Address Book of a minimum of 100 addresses	✓
Two 500 page paper cassettes 20lb paper	✓
Option Paper capacity 2500 page 20lb paper	X
Installed fax capability (G3)	✓
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	✓
Ability to Scan-to- email/desktop/FTP	✓
Minimum 40 ipm scanning speed	✓
Finisher/Stapler – 50 sheet letter 30 legal & 8.5x17	✓
Ability to be used as a network printer	✓
Shrink 8.5x14 to 8.5x11	✓
Shrink 8.5x17 to 8.5x11	✓
Cabinet	✓

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>249.09</u>	<u>205.07</u>
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	<u>13.95</u>	<u>11.49</u>
Scan, storage and e-mail capability	_____	_____
Staple Capability	<u>19.82</u>	<u>16.31</u>
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	<u>2.46</u>	<u>2.03</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$285.32</u>	<u>\$234.90</u>

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BID SHEET

Level II – Copier

Copier being bid imageRUNNER ADVANCE C5235A

Minimum Specifications:

	Comply
Color and Black & White Copier	
Minimum 35 Copies per minute Black & White	✓
Estimated toner yield black 35,000 images @ 6% coverage	✓
Minimum 25 Copies per minute Color	✓
Estimated toner yield Color 25,000 images @ 6% coverage	✓
Minimum Copy Resolution 1200 x 600	✓
Minimum paper size 5.5"x8.5"	✓
Maximum paper size 11"x17"	✓
Minimum 500 sheet document feeder	X
Minimum Duty Cycle 80,000 pages per month	✓
Paper weights handled 17lb to 32lb	✓
Minimum 50 sheet stack bypass	✓
Minimum 2GB memory	✓
Scanning Resolution 600 x 600	X
Ability to store scanned documents in network folders	✓
Address Book of a minimum of 100 addresses	✓
Two 500 page paper cassettes 20lb paper	✓
Option Paper capacity 2500 page 20lb paper	X
Installed fax capability (G3)	✓
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	✓
Ability to Scan-to- email/desktop/FTP	✓
Minimum 40 ipm scanning speed	✓
Finisher/Stapler – 50 sheet letter 30 legal & 8.5x17	✓
Ability to be used as a network printer	✓
Shrink 8.5x14 to 8.5x11	✓
Shrink 8.5x17 to 8.5x11	✓
Cabinet	✓

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>155.90</u>	<u>128.45</u>
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	<u>13.95</u>	<u>11.49</u>
Scan, storage and e-mail capability	_____	_____
Staple Capability	<u>19.82</u>	<u>16.31</u>
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	<u>2.24</u>	<u>2.03</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$192.13</u>	<u>\$138.18</u>

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Level III – Copier

Copier being bid imageRUNNER ADVANCE 4251

Minimum Specifications:

	Comply
Black & White Copier	✓
Minimum 50 Copies per minute Black & White	✓
Estimated toner yield 56,000 images @ 6% coverage	✓
Minimum paper size 5.5"x8.5"	✓
Maximum paper size 11"x17"	✓
Minimum Copy Resolution 1200 x 600	✓
Minimum 500 sheet document feeder	X
Minimum Duty Cycle 100,000 pages per month	✓
Paper weights handled 17lb to 32lb	✓
Minimum 50 sheet stack bypass	✓
Features	
Minimum Two 500 page paper cassettes 20lb paper	✓
Option Paper capacity 2500 page 20lb paper	X
Minimum 2GB memory	X
Two sided output automatically – no manual re-feeding(duplex)	✓
Collater	✓
Installed fax capability (G3)	✓
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	✓
Scanning Resolution 600 x 600	✓
Ability to store scanned documents in network folders	✓
Ability to Scan-to- email/desktop/FTP	✓
Address Book of a minimum of 100 addresses	✓
Minimum 50 ipm scanning speed	✓
Finish/Stapler – 50 sheet letter 30 legal & 8.5x17	✓
Ability to be used as a network printer	✓
Shrink 8.5x14 to 8.5x11	✓
Shrink 8.5x17 to 8.5x11	✓
Cabinet	✓

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>162.50</u>	<u>135.50</u>
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	<u>15.02</u>	<u>12.50</u>
Scan, storage and e-mail capability	_____	_____
Staple Capability	<u>21.29</u>	<u>17.76</u>
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	<u>4.81</u>	<u>4.01</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$203.62</u>	<u>\$169.79</u>

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Level IV – Copier

Copier being bid imageRUNNER ADVANCE 4235

Minimum Specifications:

	Comply
Black & White Copier	✓
Minimum 35 Copies per minute Black & White	✓
Estimated toner yield 20,000 images @ 6% coverage	✓
Minimum paper size 5.5"x8.5"	✓
Maximum paper size 11"x17"	✓
Minimum Copy Resolution 1200 x 600	✓
Minimum 500 sheet document feeder	X
Minimum Duty Cycle 60,000 pages per month	✓
Paper weights handled 17lb to 32lb	✓
Minimum 50 sheet stack bypass	X
Features	
Minimum Two 250 page paper cassettes	✓
Minimum 1GB memory	✓
Two sided output automatically – no manual re-feeding(duplex)	✓
Collater	✓
Installed fax capability (G3)	✓
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	✓
Scanning Resolution 600 x 600	✓
Ability to store scanned documents in network folders	✓
Ability to Scan-to- email/desktop/FTP	✓
Address Book of a minimum of 200 addresses	X
Minimum 30 ipm scanning speed	✓
Finish/Stapler – 50 sheet letter 30 legal & 8.5x17	✓
Ability to be used as a network printer	✓
Shrink 8.5x14 to 8.5x11	✓
Shrink 8.5x17 to 8.5x11	✓
Cabinet	✓

Lease Charges Monthly

	36 month	48 month
Basic Copier	<u>101.71</u>	<u>83.74</u>
Memory		
Duplex	<u>13.64</u>	<u>11.23</u>
Fax (G3)	<u>14.33</u>	<u>11.79</u>
Scan, storage and e-mail capability		
Staple Capability		
Collate	<u>45.71</u>	<u>37.64</u>
Network Printer Capability		
Ability to Shrink Copies		
Cabinet	<u>4.59</u>	<u>3.78</u>
Other _____		
Other _____		
Other _____		
Other _____		
Other _____		
Total	<u>\$179.98</u>	<u>\$148.18</u>

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Level V – Copier

Copier being bid imageRUNNER ADVANCE 4225

Minimum Specifications:

	Comply
Black & White Copier	✓
Minimum 20 Copies per minute Black & White	✓
Estimated toner yield 15,000i images @ 6% coverage	✓
Minimum paper size 5.5"x8.5"	✓
Maximum paper size 8.5"x14"	✓
Minimum Copy Resolution 1200 x 600	✓
Minimum 50 sheet document feeder	✓
Minimum Duty Cycle 40,000 pages per month	✓
Paper weights handled 17lb to 32lb	✓
Minimum 50 sheet stack bypass	✓
Features	
Minimum Two 250 page paper cassettes	✓
Minimum .5 GB memory	✓
Two sided output automatically – no manual re-feeding(duplex)	✓
Collater	✓
Installed fax capability (G3)	✓
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	✓
Scanning Resolution 600 x 600	✓
Ability to store scanned documents in network folders	✓
Ability to Scan-to- email/desktop/FTP	✓
Address Book of a minimum of 100 addresses	✓
Minimum 20 ipm scanning speed	✓
Finish/Stapler – 50 sheet letter 30 legal & 8.5x14	✓
Ability to be used as a network printer	✓
Shrink 8.5x14 to 8.5x11	✓
Cabinet	✓

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>76.90</u>	<u>63.31</u>
Memory		
Duplex	<u>13.64</u>	<u>11.23</u>
Fax (G3)	<u>14.33</u>	<u>11.79</u>
Scan, storage and e-mail capability		
Staple Capability	<u>45.71</u>	<u>37.64</u>
Collate		
Network Printer Capability		
Ability to Shrink Copies		
Cabinet	<u>4.59</u>	<u>3.78</u>
Other _____		
Other _____		
Other _____		
Other _____		
Other _____		
Total	<u>\$155.17</u>	<u>\$127.75</u>

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List and define Exceptions/Deviation to this bid:

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Acceptance of Terms of this Agreement

Company: Gordon Document Products

Contact Person: Kim Fasone

Address: 2141 Powers Ferry Rd, Suite 250

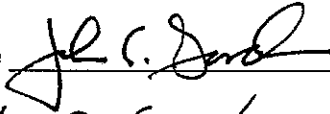
City/State/Zip: Marietta, GA 30067

Telephone: 770-563-8400

Fax: 770-563-8436

E-mail: kim.fasone@gdp.com

Authorized Signature



Title:

President

Name Printed:

John C. Gordon

Date:

3/24/14

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.
