

**GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID**

Company Name: Jarrett's Business Machines, Inc.

Authorized Proposer: Kristie Gazaway Date 3/21/2014

Where is the location of your service organization assigned to handle this account.
Dalton, GA

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.

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 black, 1 yellow, cyan, magenta

Black & White Copy Overage Charge .00812 per page

Color Charge .04568 per page

Staples Cost Included

Maximum time to respond to a service call 4 hr.

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

Please See Attachment

**GORDON COUNTY BOARD OF COMMISSIONERS
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BID SHEET

Level I – Copier

Copier being bid Konica Minolta bizhub C554e

Minimum Specifications:

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

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>\$187.98</u>	<u>147.21</u>
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	<u>12.08</u>	<u>9.46</u>
Scan, storage and e-mail capability	_____	_____
Staple Capability	<u>18.59</u>	<u>14.56</u>
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	_____	_____
Other <u>2500 Sheet Paper Drawer</u>	<u>11.89</u>	<u>9.31</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$230.54</u>	<u>\$180.54</u>

**GORDON COUNTY BOARD OF COMMISSIONERS
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BID SHEET

Level II – Copier

Copier being bid Konica Minolta bizhub C554e

Minimum Specifications:

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

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>187.98</u>	<u>147.21</u>
Memory	<u> </u>	<u> </u>
Duplex	<u> </u>	<u> </u>
Fax (G3)	<u>12.08</u>	<u>9.46</u>
Scan, storage and e-mail capability	<u> </u>	<u> </u>
Staple Capability	<u>18.59</u>	<u>14.56</u>
Collate	<u> </u>	<u> </u>
Network Printer Capability	<u> </u>	<u> </u>
Ability to Shrink Copies	<u> </u>	<u> </u>
Cabinet	<u> </u>	<u> </u>
Other 2500 Sheet Paper Drawer	<u>11.89</u>	<u>9.31</u>
Other	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>
Total	<u>\$230.54</u>	<u>\$180.54</u>

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Level III – Copier

Copier being bid Konica Minolta bizhub 554e

Minimum Specifications:

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

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>\$180.30</u>	<u>\$141.20</u>
Memory	<u> </u>	<u> </u>
Duplex	<u> </u>	<u> </u>
Fax (G3)	<u>\$12.08</u>	<u>\$9.46</u>
Scan, storage and e-mail capability	<u> </u>	<u> </u>
Staple Capability	<u>\$18.59</u>	<u>\$14.56</u>
Collate	<u> </u>	<u> </u>
Network Printer Capability	<u> </u>	<u> </u>
Ability to Shrink Copies	<u> </u>	<u> </u>
Cabinet	<u> </u>	<u> </u>
Other <u>2500 Sheet Paper Drawer</u>	<u>\$11.89</u>	<u>\$9.31</u>
Other <u> </u>	<u> </u>	<u> </u>
Other <u> </u>	<u> </u>	<u> </u>
Other <u> </u>	<u> </u>	<u> </u>
Other <u> </u>	<u> </u>	<u> </u>
Total	<u>\$222.86</u>	<u>\$174.53</u>

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Level IV – Copier

Copier being bid Konica Minolta bizhub 364e

Minimum Specifications:

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

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>\$120.52</u>	<u>\$95.41</u>
Memory	<u> </u>	<u> </u>
Duplex	<u> </u>	<u> </u>
Fax (G3)	<u>16.53</u>	<u>13.09</u>
Scan, storage and e-mail capability	<u> </u>	<u> </u>
Staple Capability	<u>28.56</u>	<u>22.61</u>
Collate	<u> </u>	<u> </u>
Network Printer Capability	<u> </u>	<u> </u>
Ability to Shrink Copies	<u> </u>	<u> </u>
Cabinet	<u> </u>	<u> </u>
Other <u>2500 Sheet Paper Drawer</u>	<u>24.02</u>	<u>19.02</u>
Other <u> </u>	<u> </u>	<u> </u>
Other <u> </u>	<u> </u>	<u> </u>
Other <u> </u>	<u> </u>	<u> </u>
Other <u> </u>	<u> </u>	<u> </u>
Total	<u>\$189.63</u>	<u>\$150.13</u>

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Level V – Copier

Copier being bid Konica Minolta bizhub 224e

Minimum Specifications:

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

Lease Charges Monthly	36 month	48 month
Basic Copier	<u>\$108.70</u>	<u>\$86.05</u>
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	<u>16.53</u>	<u>13.09</u>
Scan, storage and e-mail capability	_____	_____
Staple Capability	<u>28.56</u>	<u>22.61</u>
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$153.79</u>	<u>\$121.75</u>

GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID

List and define Exceptions/Deviation to this bid:

1. The bid shows a 500 Sheet Document Feeder. The norm is 100 sheets with the ability to continue scanning as many documents needed at one time.
2. Copier level 1,2,3 are State of Georgia with no property tax incurred and free pick up at the end of lease. Copier level 4,5 are \$1.00 buyout to prevent property tax incurred and return fees.
3. Our bid would create two invoices.
4. 60 Month Lease is encouraged due to the longevity of the Konica Minolta equipment. See attachment for 60 month rates.
5. Maintenance is billed monthly based on usage @ .00812 black, .04568 color; overage is the same. 150,000 black = 1218.00, 100,000 black = 812.00 no minimums.
6. The bizhub 554e maintenance under State of Georgia contract is .00609. This will be less than the .00812 quoted.
7. Level 5 copier can be a less expensive unit should a staple finisher not be needed.



510 McGhee Dr. P.O. Box 2347 Dalton Ga.30722 (706) 278-2617 FAX (706) 278-1548

60 Month Lease Option

Level 1,2 Konica Minolta bizhub C554e

Basic Copier	\$122.86
Fax Option	\$ 7.89
Staple Capability	\$ 12.15
2500 Sheet Tandem	\$ 7.77

Level 3 Konica Minolta bizhub 554e

Basic Copier	\$117.84
Fax Option	\$ 7.89
Staple Capability	\$ 12.15
2500 Sheet Tandem	\$ 7.77

Level 4 Konica Minolta bizhub 364e

Basic Copier	\$ 78.94
Fax Option	\$ 10.82
Staple Capability	\$ 18.70
2500 Sheet Tandem	\$ 15.73

Level 5 Konica Minolta bizhub 224e

Basic Copier	\$ 71.17
Fax Option	\$ 10.82
Staple Capability	\$ 18.70

**GORDON COUNTY BOARD OF COMMISSIONERS
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Acceptance of Terms of this Agreement

Company: Jarrett's Business Machines, Inc.
Contact Person: Kristie Gazaway
Address: 510 McGhee Drive
City/State/Zip: 30721
Telephone: 706-278-2617 Fax: 706-278-1548
E-mail: kristie@jbmga.com

Authorized Signature *William Jarrett* Title: President

Name Printed: William Jarrett Date: 3/21/2014

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.

William Jarrett