

**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

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Company Name: MSA, Inc.

Authorized Proposer: Richard Morrison Date 3-25-2014

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. See Attached White Paper

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. 3 types of black and 3 types of color

Black & White Copy Overage Charge \$0.008 per page

Color Charge \$0.055 per page

Staples Cost \$59.00 per case 15,000 staples per case

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.

Dalton Utilities  
1200 VD Parrott Jr PKWY  
Dalton Ga 30722  
Alicia Walker Finance Dept. 706-529-1086  
[awalker@dutil.com](mailto:awalker@dutil.com)

Spirit Express  
2024 Polymer Dr  
Chattanooga TN 37421  
Greg Kelley Director of Transportation 706-278-5818  
[gkelley@spiritexpressllc.com](mailto:gkelley@spiritexpressllc.com)

Gordon County  
201 North Wall Street  
Calhoun GA 30701  
Martin Vaughn Purchasing 706-879-2198  
[mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org)

**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

**BID SHEET**

**Level I – Copier**  
Copier being bid Canon imageRUNNER Color Advance C5250

**Minimum Specifications:**

<b>Color and Black &amp; White Copier</b>	<b>Comply</b>
<b>Minimum 50 Copies per minute Black &amp; White</b>	<b>50 PPM</b>
<b>Estimated toner yield black 35,000 images @ 6% coverage</b>	<b>44,000 @ 5%</b>
<b>Minimum 35 Copies per minute Color</b>	<b>45 ppm</b>
<b>Estimated toner yield Color 25,000 images @ 6% coverage</b>	<b>38,000 @ 5%</b>
<b>Minimum Copy Resolution 1200 x 600</b>	<b>1200 x 1200</b>
<b>Minimum paper size 5.5"x8.5"</b>	<b>3 7/8" x 5 1/12"</b>
<b>Maximum paper size 11"x17"</b>	<b>12 x 18</b>
<b>Minimum 500 sheet document feeder</b>	<b>150 Sheets</b>
<b>Minimum Duty Cycle 80,000 pages per month</b>	<b>165,000</b>
<b>Paper weights handled 17lb to 32lb</b>	<b>17lb to 140lb</b>
<b>Minimum 50 sheet stack bypass</b>	<b>100 Sheet</b>
<b>Minimum 2GB memory</b>	<b>2 GB</b>
<b>Scanning Resolution 600 x 600</b>	<b>600x 600</b>
<b>Ability to store scanned documents in network folders</b>	<b>Standard</b>
<b>Address Book of a minimum of 100 addresses</b>	<b>1800</b>
<b>Two 500 page paper cassettes 20lb paper</b>	<b>Two 550 Standard</b>
<b>Option Paper capacity 2500 page 20lb paper</b>	<b>3,800 Sheet Optional Paper</b>
<b>Installed fax capability (G3)</b>	<b>Optional</b>
<b>Installed Scan capability to popular formats such as TIFF, JPEG, PDF</b>	<b>Standard</b>
<b>Ability to Scan-to- email/desktop/FTP</b>	<b>Standard</b>
<b>Minimum 40 ipm scanning speed</b>	<b>75 ipm</b>
<b>Finisher/Stapler – 50 sheet letter 30 legal &amp; 8.5x17</b>	<b>Optional</b>
<b>Ability to be used as a network printer</b>	<b>Standard with UFR PCL and PS Optional</b>
<b>Shrink 8.5x14 to 8.5x11</b>	<b>Standard</b>
<b>Shrink 8.5x17 to 8.5x11</b>	<b>Standard</b>
<b>Cabinet</b>	<b>Standard</b>

**Lease Charges Monthly**

	<b>36 month</b>	<b>48 month</b>
Basic Copier	\$357.17	\$357.17
Memory	N/C	N/C
Duplex	N/C	N/C
Fax (G3)	\$11.00	\$11.00
Scan, storage and e-mail capability	N/C	N/C
Staple Capability	\$14.00	\$14.00
Collate	N/C	N/C
Network Printer Capability	N/C	N/C
Ability to Shrink Copies	N/C	N/C
Cabinet	\$3.00	\$3.00
Other PCL	\$7.00	\$7.00
Other Paper Deck	\$43.00	\$43.00
Other Post Script	\$18.00	\$18.00
Other		
Other		
<b>Total</b>	<b>\$453.17</b>	<b>\$453.17</b>

**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

**BID SHEET**

**Level II – Copier**

Copier being bid Canon imageRUNNER Advace C5235A

Minimum Specifications:

<b>Color and Black &amp; White Copier</b>	<b>Comply</b>
Minimum 35 Copies per minute Black & White	35 ppm
Estimated toner yield black 35,000 images @ 6% coverage	44,000 @ 5%
Minimum 25 Copies per minute Color	30 ppm
Estimated toner yield Color 25,000 images @ 6% coverage	38,000 @ 5%
Minimum Copy Resolution 1200 x 600	1200 x 1200
Minimum paper size 5.5"x8.5"	3 7/8" x 5 1/12"
Maximum paper size 11"x17"	12 x 18
Minimum 500 sheet document feeder	150 Sheets
Minimum Duty Cycle 80,000 pages per month	100,000
Paper weights handled 17lb to 32lb	17lb to 140lb
Minimum 50 sheet stack bypass	100 Sheets
Minimum 2GB memory	2 GB
Scanning Resolution 600 x 600	600 x 600
Ability to store scanned documents in network folders	Standard
Address Book of a minimum of 100 addresses	1800
Two 500 page paper cassettes 20lb paper	Two 550 Standard
Option Paper capacity 2500 page 20lb paper	3,800 Sheet Optional Paper
Installed fax capability (G3)	Optional
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	Standard
Ability to Scan-to- email/desktop/FTP	Standard
Minimum 40 ipm scanning speed	75 ipm
Finisher/Stapler – 50 sheet letter 30 legal & 8.5x17	Optional
Ability to be used as a network printer	Standard
Shrink 8.5x14 to 8.5x11	Standard
Shrink 8.5x17 to 8.5x11	Standard
Cabinet	Standard

**Lease Charges Monthly**

	<b>36 month</b>	<b>48 month</b>
Basic Copier	\$326.17	\$326.17
Memory	N/C	N/C
Duplex	N/C	N/C
Fax (G3)	\$11.00	\$11.00
Scan, storage and e-mail capability	N/C	N/C
Staple Capability	\$14.00	\$14.00
Collate	N/C	N/C
Network Printer Capability	N/C	N/C
Ability to Shrink Copies	N/C	N/C
Cabinet	\$3.00	\$3.00
Other PCL	\$7.00	\$7.00
Other Paper Deck	\$43.00	\$43.00
Other Post Script	\$18.00	\$18.00
Other		
Other		
<b>Total</b>	<b>\$422.17</b>	<b>\$422.17</b>

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**Level III – Copier**

Copier being bid Canon imageRUNNER 4251

Minimum Specifications:

<b>Black &amp; White Copier</b>	<b>Comply</b>
Minimum 50 Copies per minute Black & White	Yes
Estimated toner yield 56,000 images @ 6% coverage	51 PPM
Minimum paper size 5.5"x8.5"	34,200 @ 6%
Maximum paper size 11"x17"	3 7/8" x 5 1/2"
Minimum Copy Resolution 1200 x 600	11 x 17
Minimum 500 sheet document feeder	1200 x 1200
Minimum Duty Cycle 100,000 pages per month	100 Sheets
Paper weights handled 17lb to 32lb	215,000
Minimum 50 sheet stack bypass	14 lb to 80 lb
Features	80 Sheets
Minimum Two 500 page paper cassettes 20lb paper	Two 550 Standard
Option Paper capacity 2500 page 20lb paper	3,250 Sheet Optional Paper
Minimum 2GB memory	1.75 GB
Two sided output automatically – no manual re-feeding(duplex)	Standard
Collater	Standard
Installed fax capability (G3)	Optional
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	Standard
Scanning Resolution 600 x 600	600 x 600
Ability to store scanned documents in network folders	Standard
Ability to Scan-to- email/desktop/FTP	Standard
Address Book of a minimum of 100 addresses	1800
Minimum 50 ipm scanning speed	51 ipm
Finish/Stapler – 50 sheet letter 30 legal & 8.5x17	Optional
Ability to be used as a network printer	Standard
Shrink 8.5x14 to 8.5x11	Standard
Shrink 8.5x17 to 8.5x11	Standard
Cabinet	Standard

**Lease Charges Monthly**

	<b>36 month</b>	<b>48 month</b>
Basic Copier	\$199.73	\$199.73
Memory	N/C	N/C
Duplex	N/C	N/C
Fax (G3)	\$12.00	\$12.00
Scan, storage and e-mail capability	N/C	N/C
Staple Capability	\$16.00	\$16.00
Collate	N/C	N/C
Network Printer Capability	N/C	N/C
Ability to Shrink Copies	N/C	N/C
Cabinet	\$4.00	\$4.00
Other PCL	\$8.00	\$8.00
Other Paper Deck	\$52.00	\$52.00
Other Post Script	\$14.00	\$14.00
Other		
Other		
<b>Total</b>	<b>\$305.73</b>	<b>\$305.73</b>

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**Level IV – Copier**

Copier being bid Canon imageRUNNER 4235

**Minimum Specifications:**

<b>Black &amp; White Copier</b>	<b>Comply</b>
<b>Minimum 35 Copies per minute Black &amp; White</b>	<b>Yes</b>
<b>Estimated toner yield 20,000 images @ 6% coverage</b>	<b>35 PPM</b>
<b>Minimum paper size 5.5"x8.5"</b>	<b>30,200 @ 6%</b>
<b>Maximum paper size 11"x17"</b>	<b>3 7/8" x 5 7/8"</b>
<b>Minimum Copy Resolution 1200 x 600</b>	<b>11 x 17</b>
<b>Minimum 500 sheet document feeder</b>	<b>1200 x 1200</b>
<b>Minimum Duty Cycle 60,000 pages per month</b>	<b>100 Sheets</b>
<b>Paper weights handled 17lb to 32lb</b>	<b>100,000</b>
<b>Minimum 50 sheet stack bypass</b>	<b>14 lb x 80 lb</b>
<b>Features</b>	<b>100 Sheets</b>
<b>Minimum Two 250 page paper cassettes</b>	<b>Two 550 Sheets Standard</b>
<b>Minimum 1GB memory</b>	<b>1.75 GB</b>
<b>Two sided output automatically – no manual re-feeding(duplex)</b>	<b>Standard</b>
<b>Collater</b>	<b>Standard</b>
<b>Installed fax capability (G3)</b>	<b>Optional</b>
<b>Installed Scan capability to popular formats such as TIFF, JPEG, PDF</b>	<b>Standard</b>
<b>Scanning Resolution 600 x 600</b>	<b>600 x 600</b>
<b>Ability to store scanned documents in network folders</b>	<b>Standard</b>
<b>Ability to Scan-to- email/desktop/FTP</b>	<b>Standard</b>
<b>Address Book of a minimum of 200 addresses</b>	<b>1800</b>
<b>Minimum 30 ipm scanning speed</b>	<b>51 ipm</b>
<b>Finish/Stapler – 50 sheet letter 30 legal &amp; 8.5x17</b>	<b>Optional</b>
<b>Ability to be used as a network printer</b>	<b>Standard</b>
<b>Shrink 8.5x14 to 8.5x11</b>	<b>Standard</b>
<b>Shrink 8.5x17 to 8.5x11</b>	<b>Standard</b>
<b>Cabinet</b>	<b>Standard</b>

**Lease Charges Monthly**

	<b>36 month</b>	<b>48 month</b>
Basic Copier	\$124.83	\$124.83
Memory	N/C	N/C
Duplex	N/C	N/C
Fax (G3)	\$12.00	\$12.00
Scan, storage and e-mail capability	N/C	N/C
Staple Capability	\$16.00	\$16.00
Collate	N/C	N/C
Network Printer Capability	N/C	N/C
Ability to Shrink Copies	N/C	N/C
Cabinet	\$4.00	\$4.00
Other <u>PCL</u>	\$8.00	\$8.00
Other <u>Paper Deck</u>	\$52.00	\$52.00
Other <u>Post Script</u>	\$14.00	\$14.00
Other _____		
Other _____		
<b>Total</b>	<b>\$230.83</b>	<b>\$230.83</b>

**GORDON COUNTY BOARD OF COMMISSIONERS  
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**Level V – Copier**

Copier being bid Canon imageRUNNER 1025iF

**Minimum Specifications:**

<b>Black &amp; White Copier</b>	<b>Comply</b>
<b>Minimum 20 Copies per minute Black &amp; White</b>	<u>Yes</u>
<b>Estimated toner yield 15,000i images @ 6% coverage</b>	<u>25 PPM</u>
<b>Minimum paper size 5.5"x8.5"</b>	<u>8,000 @ 6%</u>
<b>Maximum paper size 8.5"x14"</b>	<u>3" x 5"</u>
<b>Minimum Copy Resolution 1200 x 600</b>	<u>8.5" x 14"</u>
<b>Minimum 50 sheet document feeder</b>	<u>1200 x 600</u>
<b>Minimum Duty Cycle 40,000 pages per month</b>	<u>50 Sheet</u>
<b>Paper weights handled 17lb to 32lb</b>	<u>50,000</u>
<b>Minimum 50 sheet stack bypass</b>	<u>17 lb to 32 lb</u>
<b>Features -----</b>	<u>50 Sheet</u>
<b>Minimum Two 250 page paper cassettes</b>	<u>1 500 Sheet Cassette</u>
<b>Minimum .5 GB memory</b>	<u>.5 GB</u>
<b>Two sided output automatically – no manual re-feeding(duplex)</b>	<u>Standard</u>
<b>Collater</b>	<u>Standard</u>
<b>Installed fax capability (G3)</b>	<u>Standard</u>
<b>Installed Scan capability to popular formats such as TIFF, JPEG, PDF</b>	<u>Standard</u>
<b>Scanning Resolution 600 x 600</b>	<u>Up to 300 x 300</u>
<b>Ability to store scanned documents in network folders</b>	<u>Standard</u>
<b>Ability to Scan-to- email/desktop/FTP</b>	<u>Standard</u>
<b>Address Book of a minimum of 100 addresses</b>	<u>399</u>
<b>Minimum 20 ipm scanning speed</b>	<u>20 ipm</u>
<b>Finish/Stapler – 50 sheet letter 30 lega1 &amp; 8.5x14</b>	<u>Optional</u>
<b>Ability to be used as a network printer</b>	<u>Standard</u>
<b>Shrink 8.5x14 to 8.5x11</b>	<u>Standard</u>
<b>Cabinet</b>	<u>Optional</u>

**Lease Charges Monthly**

	<b>36 month</b>	<b>48 month</b>
Basic Copier	<u>\$46.95</u>	<u>\$46.95</u>
Memory	<u>N/C</u>	<u>N/C</u>
Duplex	<u>N/C</u>	<u>N/C</u>
Fax (G3)	<u>N/C</u>	<u>N/C</u>
Scan, storage and e-mail capability	<u>N/C</u>	<u>N/C</u>
Staple Capability	<u>\$6.00</u>	<u>\$6.00</u>
Collate	<u>N/C</u>	<u>N/C</u>
Network Printer Capability	<u>N/C</u>	<u>N/C</u>
Ability to Shrink Copies	<u>N/C</u>	<u>N/C</u>
Cabinet	<u>\$3.00</u>	<u>\$3.00</u>
Other <u>PCL</u>	<u>\$7.00</u>	<u>\$7.00</u>
Other <u>Second 500 Sheet Cassette</u>	<u>\$6.00</u>	<u>\$6.00</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
<b>Total</b>	<u>\$68.95</u>	<u>\$68.95</u>

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List and define Exceptions/Deviation to this bid:

**None**



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**Acceptance of Terms of this Agreement**

Company: MSA, Inc.  
Contact Person: Joe Littlejohn  
Address: 410 Spring St.  
City/State/Zip: Chattanooga, TN  
Telephone: 423-756-0334 Fax: 423-648-4158  
E-mail: Joe.Littlejohn@MSADigital.com

Authorized Signature  Title: President

Name Printed: Richard Morrison Date: 3-25-2014

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.