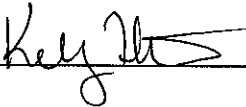


GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID

Company Name: North Georgia Business Machines

Authorized Proposer:  Date 3/25/2014

Where is the location of your service organization assigned to handle this account.
203 West Gordon Street, Dalton, GA 30720

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.

GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID

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. 5

Black & White Copy Overage Charge 0.009 per page

Color Charge 0.059 per page

Staples Cost \$ 85 for a box of 15,000 staples

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.

GORDON COUNTY BOARD COMMISSIONERS
COPIER BID

BID SHEET

Level I - Copier

Copier being bid Toshiba e-Studio 5055C

Minimum Specifications:	Comply	Explanation
Color and Black & White Copier	<u>Comply</u>	
Minimum 50 Copies per minute Black & White	<u>Below</u>	32,000 images @ 6% coverage
Estimated toner yield black 35,000 images @ 6% coverage	<u>Exceeds</u>	50 copies per minute Color
Minimum 35 Copies per minute Color	<u>Exceeds</u>	28,000 images @ 6% coverage
Estimated toner yield Color 25,000 images @ 6% coverage	<u>Comply</u>	
Minimum Copy Resolution 1200 x 600	<u>Comply</u>	
Minimum paper size 5.5"x8.5"	<u>Comply</u>	
Maximum paper size 11"x17"	<u>Exceeds</u>	100 Sheet Document Feeder
Minimum 50 sheet document feeder	<u>Exceeds</u>	225,000 Duty Cycle
Minimum Duty Cycle 80,000 pages per month	<u>Exceeds</u>	16 lb to 140 lb index
Paper weights handled 17lb to 32lb	<u>Exceeds</u>	100 sheet bypass
Minimum 50 sheet stack bypass	<u>Exceeds</u>	2GB Memory, 160GB Hard Drive
Minimum 2GB memory	<u>Comply</u>	
Scanning Resolution 600 x 600	<u>Comply</u>	
Ability to store scanned documents in network folders	<u>Exceeds</u>	120 Addresses
Address Book of a minimum of 100 addresses	<u>Exceeds</u>	Two 550 Sheet Cassettes 16 lb to 140 lb
Two 500 page paper cassettes 20lb paper	<u>Below</u>	2000 page capacity 17lb to 28lb
Option Paper capacity 2500 page 20lb paper	<u>Comply</u>	
Installed fax capability (G3)	<u>Comply</u>	
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	<u>Comply</u>	
Ability to Scan-to-email/desktop/FTP	<u>Exceeds</u>	73 ppm Scanning
Minimum 40ipm scanning speed	<u>Comply</u>	
Finisher/Stapler - 50 sheet letter 30 legal & 8.5x 17	<u>Comply</u>	
Ability to be used as a network printer	<u>Comply</u>	
Shrink 8.5x14 to 8.5x11	<u>Comply</u>	
Shrink 8.5x17 to 8.5x11	<u>Comply</u>	
Cabinet	<u>Comply</u>	
Lease Charges Monthly	36 month	48 month
Basic Copier (Equipment Only)(Maintenance quoted page 8)	<u>\$248.32</u>	<u>\$201.10</u>
Memory	<u>Included</u>	<u>Included</u>
Duplex	<u>Included</u>	<u>Included</u>
Fax (G3)	<u>\$15.11</u>	<u>\$12.24</u>
Scan, storage and e-mail capability	<u>Included</u>	<u>Included</u>
Staple Capability	<u>\$23.29</u>	<u>\$18.86</u>
Collate	<u>Included</u>	<u>Included</u>
Network Printer Capability	<u>Included</u>	<u>Included</u>
Ability to Shrink Copies	<u>Included</u>	<u>Included</u>
Cabinet	<u>Included</u>	<u>Included</u>
Other <u>2000 Sheet Large Capacity Feeder</u>	<u>\$12.89</u>	<u>\$10.44</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$299.61</u>	<u>\$242.64</u>

GORDON COUNTY BOARD COMMISSIONERS
COPIER BID

BID SHEET

Level II - Copier

Copier being bid Toshiba e-Studio 3555C

Minimum Specifications:	Comply	Explanation
Color and Black & White Copier	<u>Comply</u>	
Minimum 35 Copies per minute Black & White	<u>Below</u>	32,000 images @ 6% coverage
Estimated toner yield black 35,000 images @ 6% coverage	<u>Exceeds</u>	35 copies per minute Color
Minimum 25 Copies per minute Color	<u>Exceeds</u>	28,000 images @ 6% coverage
Estimated toner yield Color 25,000 images @ 6% coverage	<u>Comply</u>	
Minimum Copy Resolution 1200 x 600	<u>Comply</u>	
Minimum paper size 5.5"x8.5"	<u>Comply</u>	
Maximum paper size 11"x17"	<u>Exceeds</u>	100 Sheet Document Feeder
Minimum 50 sheet document feeder	<u>Exceeds</u>	175,000 Duty Cycle
Minimum Duty Cycle 80,000 pages per month	<u>Exceeds</u>	16 lb to 140 lb index
Paper weights handled 17lb to 32lb	<u>Exceeds</u>	100 sheet bypass
Minimum 50 sheet stack bypass	<u>Exceeds</u>	2GB Memory, 160GB Hard Drive
Minimum 2GB memory	<u>Comply</u>	
Scanning Resolution 600 x 600	<u>Comply</u>	
Ability to store scanned documents in network folders	<u>Exceeds</u>	120 Addresses
Address Book of a minimum of 100 addresses	<u>Exceeds</u>	Two 550 Sheet Cassettes 16 lb to 140 lb
Two 500 page paper cassettes 20lb paper	<u>Below</u>	2000 page capacity 17lb to 28lb
Option Paper capacity 2500 page 20lb paper	<u>Comply</u>	
Installed fax capability (G3)	<u>Comply</u>	
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	<u>Comply</u>	
Ability to Scan-to-email/desktop/FTP	<u>Exceeds</u>	73 ppm Scanning
Minimum 40ipm scanning speed	<u>Comply</u>	
Finisher/Stapler - 50 sheet letter 30 legal & 8.5x 17	<u>Comply</u>	
Ability to be used as a network printer	<u>Comply</u>	
Shrink 8.5x14 to 8.5x11	<u>Comply</u>	
Shrink 8.5x17 to 8.5x11	<u>Comply</u>	
Cabinet	<u>Comply</u>	

Lease Charges Monthly

	36 month	48 month
	<u>\$201.60</u>	<u>\$163.27</u>
Memory	<u>Included</u>	<u>Included</u>
Duplex	<u>Included</u>	<u>Included</u>
Fax (G3)	<u>\$15.11</u>	<u>\$12.24</u>
Scan, storage and e-mail capability	<u>Included</u>	<u>Included</u>
Staple Capability	<u>\$20.23</u>	<u>\$16.39</u>
Collate	<u>Included</u>	<u>Included</u>
Network Printer Capability	<u>Included</u>	<u>Included</u>
Ability to Shrink Copies	<u>Included</u>	<u>Included</u>
Cabinet	<u>Included</u>	<u>Included</u>
Other <u>2000 Sheet Large Capacity Feeder</u>	<u>\$12.89</u>	<u>\$10.44</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$249.83</u>	<u>\$202.34</u>

**GORDON COUNTY BOARD COMMISSIONERS
COPIER BID**

BID SHEET

Level III - Copier

Copier being bid Toshiba e-Studio 506

Minimum Specifications:	Comply	Explanation
Black & White Copier		
Minimum 50 Copies per minute Black & White	<u>Comply</u>	
Estimated toner yield black 56,000 images @ 6% coverage	<u>Below</u>	36,600 images @ 6% coverage per toner
Minimum paper size 5.5"x8.5"	<u>Comply</u>	
Maximum paper size 11"x17"	<u>Comply</u>	
Minimum Copy Resolution 1200 x 600	<u>Comply</u>	
Minimum 50 sheet document feeder	<u>Exceeds</u>	100 Sheet Document Feeder
Minimum Duty Cycle 100,000 pages per month	<u>Exceeds</u>	150,000 Duty Cycle
Paper weights handled 17lb to 32lb	<u>Exceeds</u>	17 lb to 110 lb index
Minimum 50 sheet stack bypass	<u>Exceeds</u>	100 sheet bypass
Features-----		
Two 500 page paper cassettes 20lb paper	<u>Exceeds</u>	Two 550 Sheet Cassettes 17 lb to 28 lb
Option Paper capacity 2500 page 20lb paper	<u>Below</u>	2000 page capacity 17lb to 28lb
Minimum 2GB memory	<u>Below</u>	1 GB Memory, 160GB Hard Drive
Two sided output automatically - no manual re-feeding (duplex)	<u>Comply</u>	
Collater	<u>Comply</u>	
Installed fax capability (G3)	<u>Comply</u>	
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	<u>Comply</u>	
Scanning Resolution 600 x 600	<u>Comply</u>	
Ability to store scanned documents in network folders	<u>Comply</u>	
Ability to Scan-to-email/desktop/FTP	<u>Comply</u>	
Address Book of a minimum of 100 addresses	<u>Exceeds</u>	120 Addresses
Minimum 50ipm scanning speed	<u>Exceeds</u>	57 ppm Scanning
Finisher/Stapler - 50 sheet letter 30 legal & 8.5x 17	<u>Comply</u>	
Ability to be used as a network printer	<u>Comply</u>	
Shrink 8.5x14 to 8.5x11	<u>Comply</u>	
Shrink 8.5x17 to 8.5x11	<u>Comply</u>	
Cabinet	<u>Comply</u>	
Lease Charges Monthly	36 month	48 month
Basic Copier (Equipment Only)(Maintenance quoted page 8)	<u>\$164.58</u>	<u>\$133.29</u>
Memory	<u>Included</u>	<u>Included</u>
Duplex	<u>Included</u>	<u>Included</u>
Fax (G3)	<u>\$11.49</u>	<u>\$9.30</u>
Scan, storage and e-mail capability	<u>Included</u>	<u>Included</u>
Staple Capability	<u>\$23.03</u>	<u>\$18.66</u>
Collate	<u>Included</u>	<u>Included</u>
Network Printer Capability	<u>Included</u>	<u>Included</u>
Ability to Shrink Copies	<u>Included</u>	<u>Included</u>
Cabinet	<u>Included</u>	<u>Included</u>
Other <u>2000 Sheet Large Capacity Feeder</u>	<u>\$8.40</u>	<u>\$6.81</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$207.50</u>	<u>\$168.06</u>

GORDON COUNTY BOARD COMMISSIONERS

COPIER BID

BID SHEET

Level IV - Copier

Copier being bid Toshiba e-Studio 356

Minimum Specifications:	Comply	Explanation
Black & White Copier		
Minimum 35 Copies per minute Black & White	<u>Comply</u>	
Estimated toner yield black 20,000 images @ 6% coverage	<u>Exceeds</u>	36,600 images @ 6% coverage per toner
Minimum paper size 5.5"x8.5"	<u>Comply</u>	
Maximum paper size 11"x17"	<u>Comply</u>	
Minimum Copy Resolution 1200 x 600	<u>Comply</u>	
Minimum 50 sheet document feeder	<u>Exceeds</u>	100 Sheet Document Feeder
Minimum Duty Cycle 60,000 pages per month	<u>Exceeds</u>	125,000 Duty Cycle
Paper weights handled 17lb to 32lb	<u>Exceeds</u>	17 lb to 110 lb index
Minimum 50 sheet stack bypass	<u>Exceeds</u>	100 sheet bypass
Features-----		
Minimum Two 250 page paper cassettes	<u>Exceeds</u>	Two 550 Sheet Cassettes
Minimum 1GB memory	<u>Exceeds</u>	1 GB Memory, 160GB Hard Drive
Two sided output automaticly - no manual re-feeding (duplex)	<u>Comply</u>	
Collater	<u>Comply</u>	
Installed fax capability (G3)	<u>Comply</u>	
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	<u>Comply</u>	
Scanning Resolution 600 x 600	<u>Comply</u>	
Ability to store scanned documents in network folders	<u>Comply</u>	
Ability to Scan-to-email/desktop/FTP	<u>Comply</u>	
Address Book of a minimum of 100 addresses	<u>Exceeds</u>	120 Addresses
Minimum 30ipm scanning speed	<u>Exceeds</u>	57 ppm Scanning
Finisher/Stapler - 50 sheet letter 30 legal & 8.5x 17	<u>Comply</u>	
Ability to be used as a network printer	<u>Comply</u>	
Shrink 8.5x14 to 8.5x11	<u>Comply</u>	
Shrink 8.5x17 to 8.5x11	<u>Comply</u>	
Cabinet	<u>Comply</u>	

Lease Charges Monthly	36 month	48 month
Basic Copier (Equipment Only)(Maintenance quoted page 8)	<u>\$109.01</u>	<u>\$88.28</u>
Memory	<u>Included</u>	<u>Included</u>
Duplex	<u>Included</u>	<u>Included</u>
Fax (G3)	<u>\$11.49</u>	<u>\$9.30</u>
Scan, storage and e-mail capability	<u>Included</u>	<u>Included</u>
Staple Capability	<u>\$15.91</u>	<u>\$12.88</u>
Collate	<u>Included</u>	<u>Included</u>
Network Printer Capability	<u>Included</u>	<u>Included</u>
Ability to Shrink Copies	<u>Included</u>	<u>Included</u>
Cabinet	<u>Included</u>	<u>Included</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$136.41</u>	<u>\$110.46</u>

GORDON COUNTY BOARD COMMISSIONERS
COPIER BID

BID SHEET

Level V - Copier

Copier being bid Toshiba e-Studio 206L

Minimum Specifications:	Comply	Explanation
Black & White Copier		
Minimum 20 Copies per minute Black & White	<u>Comply</u>	
Estimated toner yield black 15,000 images @ 6% coverage	<u>Exceeds</u>	36,600 images @ 6% coverage per toner
Minimum paper size 5.5"x8.5"	<u>Comply</u>	
Maximum paper size 8.5"x14"	<u>Exceeds</u>	Maximum paper size 11"x17"
Minimum Copy Resolution 1200 x 600	<u>Comply</u>	
Minimum 50 sheet document feeder	<u>Exceeds</u>	100 Sheet Document Feeder
Minimum Duty Cycle 40,000 pages per month	<u>Exceeds</u>	80,000 Duty Cycle
Paper weights handled 17lb to 32lb	<u>Exceeds</u>	17 lb to 110 lb index
Minimum 50 sheet stack bypass	<u>Exceeds</u>	100 sheet bypass
Features-----		
Minimum Two 250 page paper cassettes	<u>Exceeds</u>	Two 550 Sheet Cassettes
Minimum .5 GB memory	<u>Exceeds</u>	1 GB Memory, 160GB Hard Drive
Two sided output automaticaly - no manual re-feeding (duplex)	<u>Comply</u>	
Collater	<u>Comply</u>	
Installed fax capability (G3)	<u>Comply</u>	
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	<u>Comply</u>	
Scanning Resolution 600 x 600	<u>Comply</u>	
Ability to store scanned documents in network folders	<u>Comply</u>	
Ability to Scan-to-email/desktop/FTP	<u>Comply</u>	
Address Book of a minimum of 100 addresses	<u>Exceeds</u>	120 Addresses
Minimum 20ipm scanning speed	<u>Exceeds</u>	57 ppm Scanning
Finisher/Stapler - 50 sheet letter 30 legal & 8.5x 17	<u>Comply</u>	
Ability to be used as a network printer	<u>Comply</u>	
Shrink 8.5x14 to 8.5x11	<u>Exceeds</u>	Shrink 11x17 to 8.5x11
Cabinet	<u>Comply</u>	

Lease Charges Monthly

36 month 48 month

Basic Copier (Equipment Only)(Maintenance quoted page 8)	<u>\$90.59</u>	<u>\$73.37</u>
Memory	<u>Included</u>	<u>Included</u>
Duplex	<u>included</u>	<u>Included</u>
Fax (G3)	<u>\$11.49</u>	<u>\$9.30</u>
Scan, storage and e-mail capability	<u>Included</u>	<u>Included</u>
Staple Capability	<u>\$15.91</u>	<u>\$12.88</u>
Collate	<u>Included</u>	<u>Included</u>
Network Printer Capability	<u>Included</u>	<u>Included</u>
Ability to Shrink Copies	<u>Included</u>	<u>Included</u>
Cabinet	<u>Included</u>	<u>Included</u>
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	<u>\$117.99</u>	<u>\$95.55</u>

**GORDON COUNTY BOARD COMMISSIONERS
COPIER BID**

BID SHEET

Monthly Maintenance billed separately should be added to total of all Leased Copiers

**150,000 Black and White copies/prints per month for all Leased Copiers \$1,350.00 per month
(Maintenance includes all toner, replaceable parts and labor (paper and staples excluded))**

**Black and White Overage charge 0.009 per page
Color Charge 0.059 per page**

List and Define Exceptions to this bid:

1. Maintenance for 150,000 black and white copies/prints/scans is quoted separately. Copier Lease quotes are equipment only. The Black and white maintenance quote will cover all units leased up to 150,000 black and white copies/prints/scans made in total as you requested. However, we are showing this charge separately from the equipment. This will allow you to see the cost of each machine separately. All cost will be billed on one invoice as you requested.

Once we know how many of 150,000 prints are attributable to each machine the maintenance can be allocated to each machine based on their usage.

2. Our Lease rates are based upon a standard FMV Equipment Lease. Lease is subject to laws and requirements of the county and state where equipment is maintained. Leases are written by either Toshiba Financial or Great American Leasing Company. We can accommodate your request for net 60 day terms by deferring first payment by 30 days. Payment will be due 60 days from billing date. Our rates and estimates are good for 60 days from date of bid execution.

**GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID**

Acceptance of Terms of this Agreement

Company: North Georgia Business Machines

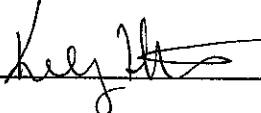
Contact Person: Bill Cantrell

Address: 203 West Gordon Street

City/State/Zip: Dalton, GA 30720

Telephone: 706-278-5977 Fax: 706-529-2751

E-mail: kelly.fletcher@ngbmcopiers.com

Authorized Signature  Title: Owner

Name Printed: Kelly Fletcher 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.
