

**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

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Company Name: RJ Young Company (Ricoh Proposal)

Authorized Proposer: Josh Rainey Date 3/21/2014

Where is the location of your service organization assigned to handle this account.  
Chattanooga TN /Rome GA (2 offices)

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 Exceptions Page

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

**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. -RJ Young complies.

**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.**  
-RJ Young complies.

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

**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.** See Exceptions Page

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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. 10 (4 black/6 color)

Black & White Copy Overage Charge .007 per page

Color Charge .053 per page

Staples Cost 79.82 per box (15k)

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.

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**GORDON COUNTY BOARD OF COMMISSIONERS  
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**BID SHEET**

**Level I – Copier - RICOH MPC5503**

Copier being bid \_\_\_\_\_

**Minimum Specifications:**

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

**Lease Charges Monthly**

|   | <b>36 month</b> | <b>48 month</b> |
|---|-----------------|-----------------|
| Basic Copier                                | \$171.47        | \$137.28        |
| Memory                                      | _____           | _____           |
| Duplex                                      | _____           | _____           |
| Fax (G3)                                    | \$20.42         | \$16.35         |
| Scan, storage and e-mail capability         | _____           | _____           |
| Staple Capability                           | \$17.86         | \$14.30         |
| Collate                                     | _____           | _____           |
| Network Printer Capability                  | _____           | _____           |
| Ability to Shrink Copies                    | _____           | _____           |
| Cabinet                                     | _____           | _____           |
| Other <u>    PB 3170 LCIT PaperBank    </u> | \$12.76         | \$10.21         |
| Other _____                                 | _____           | _____           |
| Other _____                                 | _____           | _____           |
| Other _____                                 | _____           | _____           |
| Other _____                                 | _____           | _____           |
| <b>Total</b>                                | <b>\$222.51</b> | <b>\$178.64</b> |

**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

**BID SHEET**

**Level II – Copier - RICOH MPC3503**

Copier being bid \_\_\_\_\_

Minimum Specifications:

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

**Lease Charges Monthly**

|                                     | <b>36 month</b> | <b>48 month</b> |
|-------------------------------------|-----------------|-----------------|
| Basic Copier                        | \$115.76        | \$92.68         |
| Memory                              | _____           | _____           |
| Duplex                              | _____           | _____           |
| Fax (G3)                            | \$20.42         | \$16.75         |
| Scan, storage and e-mail capability | _____           | _____           |
| Staple Capability                   | \$17.86         | \$14.30         |
| Collate                             | _____           | _____           |
| Network Printer Capability          | _____           | _____           |
| Ability to Shrink Copies            | _____           | _____           |
| Cabinet                             | _____           | _____           |
| Other <u>PB3170 LCIT PaperBank</u>  | \$12.76         | \$10.21         |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| <b>Total</b>                        | <b>\$166.80</b> | <b>\$133.94</b> |

**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

**Level III – Copier - RICOH MP5002sp**

Copier being bid \_\_\_\_\_

Minimum Specifications:

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

**Lease Charges Monthly**

|                                     | <b>36 month</b> | <b>48 month</b> |
|-------------------------------------|-----------------|-----------------|
| Basic Copier                        | \$100.73        | \$80.65         |
| Memory                              | _____           | _____           |
| Duplex                              | _____           | _____           |
| Fax (G3)                            | \$20.07         | \$16.07         |
| Scan, storage and e-mail capability | _____           | _____           |
| Staple Capability                   | \$17.53         | \$14.04         |
| Collate                             | _____           | _____           |
| Network Printer Capability          | _____           | _____           |
| Ability to Shrink Copies            | _____           | _____           |
| Cabinet                             | _____           | _____           |
| Other PB 3140 LCIT PaperBank        | \$17.96         | \$14.37         |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| <b>Total</b>                        | <b>\$156.29</b> | <b>\$179.13</b> |

**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

**Level IV – Copier - RICOH MP4002sp**

Copier being bid \_\_\_\_\_

Minimum Specifications:

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

**Lease Charges Monthly**

|                                     | <b>36 month</b>        | <b>48 month</b>        |
|-------------------------------------|------------------------|------------------------|
| Basic Copier                        | <u>\$89.37</u>         | <u>\$71.55</u>         |
| Memory                              | <u>          </u>      | <u>          </u>      |
| Duplex                              | <u>          </u>      | <u>          </u>      |
| Fax (G3)                            | <u>\$20.07</u>         | <u>\$16.07</u>         |
| Scan, storage and e-mail capability | <u>          </u>      | <u>          </u>      |
| Staple Capability                   | <u>\$17.53</u>         | <u>\$14.04</u>         |
| Collate                             | <u>          </u>      | <u>          </u>      |
| Network Printer Capability          | <u>          </u>      | <u>          </u>      |
| Ability to Shrink Copies            | <u>          </u>      | <u>          </u>      |
| Cabinet                             | <u>\$2.34</u>          | <u>\$1.87</u>          |
| Other _____                         | <u>          </u>      | <u>          </u>      |
| Other _____                         | <u>          </u>      | <u>          </u>      |
| Other _____                         | <u>          </u>      | <u>          </u>      |
| Other _____                         | <u>          </u>      | <u>          </u>      |
| Other _____                         | <u>          </u>      | <u>          </u>      |
| <b>Total</b>                        | <u><b>\$129.31</b></u> | <u><b>\$103.53</b></u> |

**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

**Level V – Copier - RICOH MP2553sp**

Copier being bid \_\_\_\_\_

Minimum Specifications:

|  |                                   |
|--|-----------------------------------|
| Black & White Copier   | Comply                            |
| Minimum 20 Copies per minute Black & White                           | yes                               |
| Estimated toner yield 15,000i images @ 6% coverage                   | yes                               |
| Minimum paper size 5.5"x8.5"   | yes                               |
| Maximum paper size 8.5"x14"  | yes                               |
| Minimum Copy Resolution 1200 x 600                                   | yes                               |
| Minimum 50 sheet document feeder                                     | yes                               |
| Minimum Duty Cycle 40,000 pages per month                            | yes                               |
| Paper weights handled 17lb to 32lb                                   | yes                               |
| Minimum 50 sheet stack bypass  | yes                               |
| Features -----   |                                   |
| Minimum Two 250 page paper cassettes                                 | yes                               |
| Minimum .5 GB memory   | yes                               |
| Two sided output automatically – no manual re-feeding(duplex)        | yes                               |
| Collater   | yes                               |
| Installed fax capability (G3)  | yes (w/ fax option listed)        |
| Installed Scan capability to popular formats such as TIFF, JPEG, PDF | yes                               |
| Scanning Resolution 600 x 600  | yes                               |
| Ability to store scanned documents in network folders                | yes                               |
| Ability to Scan-to- email/desktop/FTP                                | yes                               |
| Address Book of a minimum of 100 addresses                           | yes                               |
| Minimum 20 ipm scanning speed  | yes                               |
| Finish/Stapler – 50 sheet letter 30 legal & 8.5x14 11x17             | yes (with staple finisher listed) |
| Ability to be used as a network printer                              | yes                               |
| Shrink 8.5x14 to 8.5x11  | yes                               |
| Cabinet  | yes                               |

**Lease Charges Monthly**

|                                     | <b>36 month</b> | <b>48 month</b> |
|-------------------------------------|-----------------|-----------------|
| Basic Copier                        | \$51.79         | \$41.47         |
| Memory                              | _____           | _____           |
| Duplex                              | _____           | _____           |
| Fax (G3)                            | \$18.82         | \$15.07         |
| Scan, storage and e-mail capability | _____           | _____           |
| Staple Capability                   | \$18.67         | \$14.95         |
| Collate                             | _____           | _____           |
| Network Printer Capability          | _____           | _____           |
| Ability to Shrink Copies            | _____           | _____           |
| Cabinet                             | \$2.14          | \$1.71          |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| Other _____                         | _____           | _____           |
| <b>Total</b>                        | <b>\$91.42</b>  | <b>\$73.20</b>  |

**GORDON COUNTY BOARD OF COMMISSIONERS**  
**COPIER BID**

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List and define Exceptions/Deviation to this bid:

1. 500 sheet document feeders are not available on any devices of this nature. The Level 1 device (MPC5503) is equipped for 220 sheet maximum capacity while document feeders on Levels 2-5 all have a maximum capacity of 100 originals.
  
2. With limited detail on quantity of devices per level, RJ Young can only offer a service plan covering all 15-30 devices and allowing 150,000 black copies per month. This Plan includes all parts, labor, service charge, maintenance, initial setup, training and toner and is based on your black click rate of .007. This monthly billing of \$1,050.00 is to be combined with the equipment lease upon determination of how many devices per level are needed. With RJ Young's in house leasing we are able to customize and allocate the billing specifically to your preferences.

In response to the monthly meter collection method referred to on page 1:

- RJ Young strongly recommends the installation of our Automated Meter Reading. This Data Collection Agent is installed onto the server and automatically collects meter counts from every networked device.
  
- Devices that are not network connected will require a local beacon that will also send monthly meter counts to RJ Young automatically.
  
- Current meter reads will also be turned in by the service tech upon work orders being cleared.



## Compliance Page

RJ Young agrees to comply with all requirements and specifications here within.

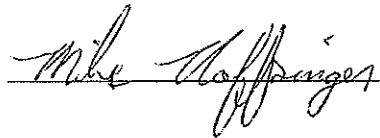
RJ Young agrees that each individual copier level bid complies with specifications in this RFP.

Josh Rainey  
Account Representative



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Mike Noffsinger  
Regional Sales Manager



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**GORDON COUNTY BOARD OF COMMISSIONERS  
COPIER BID**

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**Acceptance of Terms of this Agreement**

Company: RJ Young Company

Contact Person: Josh Rainey

Address: 1838 Redmond Circle Rd Suite F

City/State/Zip: Rome, GA 30165

Telephone: 706-234-5884 or 706-331-6512 (cell)

Fax: 706-234-8203

E-mail: josh.rainey@rjyoung.com

Authorized Signature *Mike Noffsinger* Title: *Regional Sales Manager*  
Name Printed: *Mike Noffsinger* Date: *3-25-14*

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.

\_\_\_\_\_ 