

**GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID**

Company Name: STANDARD OFFICE SYSTEMS

Authorized Proposer: BERNIE SCHOM Date MARCH 20, 2014

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

DULUTH, GA 30516

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. 6

Black & White Copy Overage Charge \$0.0075 per page

Color Charge \$0.05 per page

Staples Cost INCLUDED

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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BID SHEET

Level I – Copier CANON ADVANCE C8250
 Copier being bid _____

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	✓
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	✓
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	✓
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	184.80	157.00
Memory	INCLUDED	INCLUDED
Duplex	INCLUDED	INCLUDED
Fax (G3)	12.00	10.00
Scan, storage and e-mail capability	INCLUDED	INCLUDED
Staple Capability	15.00	13.00
Collate	INCLUDED	INCLUDED
Network Printer Capability	INCLUDED	INCLUDED
Ability to Shrink Copies	INCLUDED	INCLUDED
Cabinet	INCLUDED	INCLUDED
Other <u>DATA ERASE</u>	INCLUDED	INCLUDED
Other <u>GLD</u>	INCLUDED	INCLUDED
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	_____	_____

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BID SHEET

Level II – Copier CANON ADVANCE CS235
 Copier being bid _____
 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	✓
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	✓
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	✓
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	172.40	110.00
Memory	INCLUDED	INCLUDED
Duplex	INCLUDED	INCLUDED
Fax (G3)	12.00	10.00
Scan, storage and e-mail capability	INCLUDED	INCLUDED
Staple Capability	15.00	15.00
Collate	INCLUDED	INCLUDED
Network Printer Capability	INCLUDED	INCLUDED
Ability to Shrink Copies	INCLUDED	INCLUDED
Cabinet	INCLUDED	INCLUDED
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	_____	_____

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Level III – Copier CANON ADVANCED IR 4251
 Copier being bid _____
 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	✓
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	✓
Minimum 2GB 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 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>117.00</u>	<u>94.00</u>
Memory	INCLUDED	INCLUDED
Duplex	INCLUDED	INCLUDED
Fax (G3)	<u>12.00</u>	<u>10.00</u>
Scan, storage and e-mail capability	INCLUDED	INCLUDED
Staple Capability	<u>15.00</u>	<u>13.00</u>
Collate	INCLUDED	INCLUDED
Network Printer Capability	INCLUDED	INCLUDED
Ability to Shrink Copies	INCLUDED	INCLUDED
Cabinet	INCLUDED	INCLUDED
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	_____	_____

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Level IV – Copier

Copier being bid

CANON ADVANTAGE IR 4235

Minimum Specifications:

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
- Minimum Duty Cycle 60,000 pages per month
- Paper weights handled 17lb to 32lb
- Minimum 50 sheet stack bypass

Comply

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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
- 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

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Lease Charges Monthly

- Basic Copier
- Memory
- Duplex
- Fax (G3)
- Scan, storage and e-mail capability
- Staple Capability
- Collate
- Network Printer Capability
- Ability to Shrink Copies
- Cabinet
- Other _____
- Other _____
- Other _____
- Other _____
- Other _____

	36 month	48 month
	<u>91.00</u>	<u>77.00</u>
	INCLUDED	INCLUDED
	<u>INCLUDED</u>	<u>INCLUDED</u>
	<u>12.00</u>	<u>10.00</u>
	<u>INCLUDED</u>	<u>INCLUDED</u>
	<u>15.00</u>	<u>15.00</u>
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
	_____	_____
	_____	_____
	_____	_____
	_____	_____

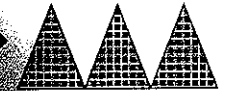
Total

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Level V – Copier CANON ADVANCE IR 1730 IF
 Copier being bid _____
 Minimum Specifications:

	Comply
Black & White Copier	✓
Minimum 20 Copies per minute Black & White	✓
Estimated toner yield 15,000 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	NA
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>39.00</u>	<u>32.00</u>
Memory	INCLUDED	INCLUDED
Duplex	INCLUDED	INCLUDED
Fax (G3)	INCLUDED	INCLUDED
Scan, storage and e-mail capability	INCLUDED	INCLUDED
Staple Capability	N/A	N/A
Collate	INCLUDED	INCLUDED
Network Printer Capability	INCLUDED	INCLUDED
Ability to Shrink Copies	INCLUDED	INCLUDED
Cabinet	INCLUDED	INCLUDED
Other _____	INCLUDED	INCLUDED
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	_____	_____



Pricing

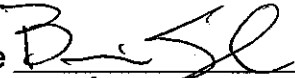
GORDON County Government		Proposed Canon MFPs										Lease		Service Pricing	
RFP Level	Proposed Equipment	MFP Pages Per Minute B & W	MFP Pages Per Minute Color	Copy, Print, Color Scan	Cloud Enabled	Paper Drawers	Fax	Cabinet	Staple Finisher	Data Erase	Lease Month	Lease Month	B & W Cost Per Copy	Color Cost Per Copy	
Level I	Canon CS250	50 PPM	45 PPM	YES	YES	2	Option	YES	Option	YES	\$184.80	\$153.00	\$0.0075	\$0.05	
Level II	Canon C5235	35 PPM	30 PPM	YES	YES	2	Option	YES	Option	YES	\$132.90	\$110.00	\$0.0075	\$0.05	
Level III	Canon IR 4251	51 PPM	N/A	YES	YES	2	Option	YES	Option	YES	\$113.00	\$94.00	\$0.0075	N/A	
Level IV	Canon IR 4235	35 PPM	N/A	YES	YES	2	Option	YES	Option	YES	\$91.00	\$77.00	\$0.0075	N/A	
Level V	Canon IR 1730iF	42 PPM	N/A	YES	YES	2	Included	YES	N/A	YES	\$39.00	\$32.00	\$0.0075	N/A	
											Fax Options	\$12.00	\$10.00		
											Staple Finisher Options	\$15.00	\$13.00		

150,000 B & W copies per month would be an additional \$1,125 per month

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Acceptance of Terms of this Agreement

Company: STANDARD OFFICE SYSTEMS
Contact Person: BERNIE SCHOM
Address: 2475 MEADOWBROOK PARKWAY
City/State/Zip: DUBLIN, GEORGIA 30096
Telephone: 770-449-9100 Fax: 770-449-0828
E-mail: B.SCHOM@SOSCANHELP.COM

Authorized Signature  Title: VICE PRESIDENT
Name Printed: BERNIE SCHOM Date: MARCH 20, 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.
