



# CITY COUNCIL ACTION REPORT

April 13, 2010

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration  
Susan A. Leirstein, Purchasing Director

SUBJECT: Standard Purchasing Resolution 4: AEPA Cooperative Contract - Copiers

## **BACKGROUND**

- On January 8, 2007, Troy City Council approved a contract with Konica Minolta Albin to provide copiers on an ongoing basis through the Association of Educational Purchasing Agencies (AEPA) Cooperative contract #06-0011. (Resolution #2007-01-005-E4d).
- A large number of these copiers are due to expire in 2010.
- Purchasing analyzed copier contracts currently available through four separate cooperative groups to determine the best overall value for the City.
- Each cooperative copier contract offered differences in machine capacity, leasing options, accessories, cost per page options; therefore resulting in price differentials.
- In order to provide the best overall price comparison, each contract was compared against like equipment currently being utilized by the City.
- The four cooperative agencies provided contracts for five separate machine manufacturers including IKON (bidding Ricoh equipment), Canon, Xerox, Ricoh and Konica for a total of six lease options. Ricoh offered two pricing options. The first offered a maintenance contract that included a set number of pages per year but excluded supplies. The second option had a higher monthly equipment cost but offered a larger number of pages based on a per month usage number and included all supplies (except paper).
- From the initial review, the top four lowest cost options were IKON, Xerox, Ricoh and Konica.
- All four lease options were reviewed and the field was eventually narrowed to only two manufacturers, Konica and IKON based on the following:
  - Ricoh, although low for the monthly leasing, their contract did not include toner. This added expense eliminated any cost savings over the other vendor contracts.
  - Xerox, although slightly less costly than Konica in the initial review, their monthly lease cost included a required minimum number of copies. In reviewing just their lease cost to Konica, their cost was considerably higher than Konica and slightly higher than IKON.
- Further comparisons were done on the two remaining manufacturers, Konica and IKON using the following factors:
  - Cost per page: IKON's cost is based upon a set number of pages per month and not on actual usage. There is a potential to pay for copies not used or be charged an overage cost. Although IKON offers a cost per page range that could be set by the City for each machine, there is a high potential to go under or over that amount each month. Konica charges only for the actual copies made.
  - Supplies / Parts: Both manufacturers included all supplies, parts and labor (except paper) in their contracts.
  - Pricing: Both manufacturers pricing was compared using a four-year lease option and actual monthly page count averages for sixteen current City copiers.
- Both Konica and IKON's pricing and services were quite comparable, with the overall cost between the two almost equal. But, based on the cost per page issue, the current restructuring efforts and historical copier data, it was determined that the best course of action was to remain with Konica Minolta Albin utilizing the AEPA Cooperative contract at a savings of approximately \$55,000.00 over the next four (4) years, when compared to our current contract costs.

April 13, 2010

To: John Szerlag, City Manager  
Re: AEPA Cooperative Contract – Copiers

**BACKGROUND** - continued

- Konica Minolta Business Solutions provided a free cost analysis utilizing their software tool to determine the number of printers and copiers currently being used in the City and their average monthly usage.
- Based on this analysis, the IT Department is currently working to determine which copiers / printers need to be replaced, moved to a new location or eliminated.

**FINANCIAL CONSIDERATIONS**

- Funds are available from the various departmental operating budgets under Office Supplies #7728.

**LEGAL CONSIDERATIONS**

- Standard lease agreements will be executed for all new copiers placed in service.

**RECOMMENDATION**

- City management and the Purchasing department request approval and authorization to obtain copiers for various City departments on an ongoing basis from Konica Minolta Business Solutions USA, Inc., 100 Williams Drive, Ramsey, NJ 07446 through the AEPA Cooperative contract under the prices, terms, and conditions of bid AEPA IFB 009-D.

**IKON LEASE (State of Michigan) - Based on 4 Year Lease Option**

Based on actual monthly volumes

	IKON Option						
CURRENT SITUATION	Purchasing Department	Planning	Police Training	H/R	Building Inspection	DPW	Assessing
<b>Konica 7222</b>	<b>Ricoh MP2000 SPF</b>	<b>Ricoh MP2000</b>	<b>Ricoh MP2000 SPF</b>				
22ppm	21ppm						
BASE COST OF MACHINE/month	\$ 89.04	\$ 79.75	\$ 79.75	\$ 79.75	\$ 89.04	\$ 79.75	\$ 79.75
Print/Copy/Scan Capability	Standard						
Fax Capability	Standard	Not Installed	Not Installed	Not Installed	Standard	Not Installed	Not Installed
Duplexes	Standard						
Auto Doc Feed	\$ 10.51	\$ 10.51	\$ 10.51	\$ 10.51	\$ 10.51	\$ 10.51	\$ 10.51
Legal Size copy/print	Standard						
11 x 17 size copy/print cabinet	Standard						
	N/A						
Paper Supply	Standard: 2 Trays/Optiona 1 Add'l Tray						
Paper Tray Cost	\$ 5.85	\$ 5.85	\$ 5.85	\$ 5.85	\$ 5.85	\$ 5.85	\$ 5.85
PostScript	\$ 5.67	\$ 5.67	\$ 5.67	\$ 5.67	\$ 5.67	\$ 5.67	\$ 5.67
Finisher (Basic Stapling)	N/A - but Konica has	N/A	N/A - but Konica has				
Maintenance Contracts	Standard						
Maintenance Contract Cost	Standard						
Yearly Accessory Cost	\$ 264.36	\$ 264.36	\$ 264.36	\$ 264.36	\$ 264.36	\$ 264.36	\$ 264.36
Yearly Lease Cost	\$ 1,068.52	\$ 957.02	\$ 957.02	\$ 957.02	\$ 1,068.52	\$ 957.02	\$ 957.02
<b>Total Cost w/accessories (1 yr)</b>	<b>\$ 1,332.88</b>	<b>\$ 1,221.38</b>	<b>\$ 1,221.38</b>	<b>\$ 1,221.38</b>	<b>\$ 1,332.88</b>	<b>\$ 1,221.38</b>	<b>\$ 1,221.38</b>
Departments Actual Average Monthly Usage	up to 4,000 copies per month.	up to 2,000 copies per month.	up to 5,300 copies per month.	up to 3,300 copies per month.	up to 4,000 copies per month.	up to 5,000 copies per month.	up to 4,400 copies per month.
Cost for Copies Over Monthly Allocated Amounts	overage cost per impression by month: \$0.011 (over 6,000)	overage cost per impression by month: \$0.011 (over 6,000)	overage cost per impression by month: \$0.011 (over 6,000)	overage cost per impression by month: \$0.011 (over 6,000)	overage cost per impression by month: \$0.011 (over 6,000)	overage cost per impression by month: \$0.011 (over 6,000)	overage cost per impression by month: \$0.011 (over 6,000)
<b>A min of 3,000 copies/month - no rebates. Add cost of paying for copies not useed - calcuated using overage cost per impression: Monthly Total</b>	\$ -	\$ 11.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Add'l Chrg to return current copiers to Konica)</b>							
Chrg -copies not utilized a year:	\$ -	\$ 132.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 5,331.53</b>	<b>\$ 5,413.52</b>	<b>\$ 4,885.52</b>	<b>\$ 4,885.52</b>	<b>\$ 5,331.53</b>	<b>\$ 4,885.52</b>	<b>\$ 4,885.52</b>
	Parts/Labor/Toner Incl						

**TOTAL COST FOR NEW EQUIPMENT - 7 Copiers (4 yrs): \$ 35,618.66**

**IKON LEASE (State of Michigan) - Based on 4 Year Lease Option**

Based on actual monthly volumes

CURRENT SITUATION	IKON Option City Manager	IKON Option Legal				
<b>C350 (COLOR)</b>	<b>Ricoh MP C3500</b>	<b>Ricoh MP C3500</b>				
35ppm (black)	35ppm (black)	35ppm (black)				
22ppm (color)	35ppm (color)	35ppm (color)				
BASE COST OF MACHINE/month	\$ 259.31	\$ 259.31				
Print/copy/scan Capability	Standard	Standard				
Fax Capability	Not Installed	Not installed				
Duplexes	Standard	Standard				
Auto Doc Feed	Standard	Standard				
Legal Size copy/print	Standard	Standard				
11 x 17 size copy/print	Standard	Standard				
cabinet	Standard	Standard				
Paper Supply (3 sources)	\$ 15.05	\$ 15.05				
PostScript	Optional	Optional				
Booklet Finisher	\$ 16.18	\$ 16.18				
	Does not state what type of finisher - if booklet or not	Does not state what type of finisher - if booklet or not				
Maintenance Contracts						
Maintenance Contract Cost						
Yearly Accessory Cost	\$ 31.23	\$ 31.23				
Yearly Lease Cost	\$ 3,111.73	\$ 3,111.73				
<b>Total Cost w/accessories</b>	<b>\$ 3,142.96</b>	<b>\$ 3,142.96</b>				
Departments Actual Average Monthly Usage	up to 5,800 copies per month.	up to 6,600 copies per month.				
Cost for Copies Over Monthly Allocated Amounts	overage cost per impression by month: \$0.0090 (black) & \$0.0730 (color)	overage cost per impression by month: \$0.0090 (black) & \$0.0730 (color)				
<b>A min of 9,000 copies/month - no rebates. Add cost of paying for copies not used - calculated using overage cost per impression: Monthly Total</b>	\$ 28.80	\$ 21.60				
<b>Add'l Chrg to return current copiers to Konica)</b>	\$ -	\$ -				
Chrg -copies not utilized a year:	\$ 345.60	\$ 259.20				
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 13,954.23</b>	<b>\$ 13,608.63</b>				
	Parts/Labor/Toner Incl	Parts/Labor/Toner Incl				

**TOTAL COST FOR NEW EQUIPMENT - 2 Copiers (4 yrs): \$ 27,562.86**

**IKON LEASE (State of Michigan) - Based on 4 Year Lease Option**

Based on actual monthly volumes

**IKON Option**

CURRENT SITUATION	Parks / Recreation						
<b>Konic 7085</b>	<b>Ricoh MP6000 B</b>						
85ppm	60ppm						
BASE COST OF MACHINE/month	\$ 462.84						
Copy Capability	Copy Only						
Print/Scan Capability	Standard						
Duplexes	Standard						
Auto Doc Feed	Standard						
Legal Size copy/print	Standard						
11 x 17 size copy/print	Standard						
cabinet	Standard						
Paper Supply	Standard						
PostScript	\$ 22.90						
Finisher (Basic Stapling)	\$ 42.24						
	3,000 Sheet, 50 Sheet Staple						
Maintenance Contracts							
Maintenance Contract Cost							
Yearly Accessory Cost	\$ 781.68						
Yearly Lease Cost	\$ 5,554.07						
<b>Total Cost w/accessories</b>	<b>\$ 6,335.75</b>						
Departments Actual Average Monthly Usage	up to 60,000 copies per month (We average 67,500/month).						
Cost for Copies Over Monthly Allocated Amounts	overage cost per impression by month: \$0.0046						
<b>IKON requires a min of 60,000 copies/month - Overage Chrg</b>	\$ 34.50						
<b>Add'l Chrg to return current copiers to Konica)</b>	\$ -						
Cost of copies per year: (overage)	\$ 414.00						
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 26,998.98</b>						
	Parts/Labor/Toner Incl						

**TOTAL COST FOR NEW EQUIPMENT - 1 Copier (4 yrs): \$ 26,998.98**

**IKON LEASE (State of Michigan) - Based on 4 Year Lease Option**

Based on actual monthly volumes

CURRENT SITUATION	IKON Option Police Investigations	IKON Option Police Records				
<b>Konica 7235</b>	<b>Ricoh MP4000 SPF</b>	<b>Ricoh MP4000 SPF</b>				
35ppm	33ppm	33ppm				
BASE COST OF MACHINE/month	\$ 191.20	\$ 191.20				
Print/copy/scan Capability	Standard	Standard				
Fax Capability	Standard	Not Installed				
Duplexes	\$ -	\$ -				
Auto Doc Feed	\$ 15.23	\$ 15.23				
Legal Size copy/print	\$ -	\$ -				
11 x 17 size copy/print	\$ -	\$ -				
cabinet	\$ -	\$ -				
Paper Supply	\$ 14.87	\$ 14.87				
	Standard: 2 Trays/Optional 2 Add'l Trays	Standard: 2 Trays/Optional 2 Add'l Trays				
PostScript	\$ 6.54	\$ 6.54				
Finisher (Basic Staple)	\$ 11.56	\$ 11.56				
Maintenance Contracts	Standard	Standard				
Maintenance Contract Cost	Standard	Standard				
Yearly Accessory Cost	\$ 578.40	\$ 578.40				
Yearly Lease Cost	\$ 2,294.34	\$ 2,294.34				
<b>Total Cost w/accessories</b>	<b>\$ 2,872.74</b>	<b>\$ 2,872.74</b>				
Departments Actual Average Monthly Usage	up to 6,700 copies per month.	up to 9,100 copies per month.				
Cost for Copies Over Monthly Allocated Amounts	verage cost per impression by month: \$0.008	verage cost per impression by month: \$0.008				
<b>A min of 9,000 copies/month - no rebates. Add cost of paying for copies not used - calcuated using overage cost per impression: Monthly Total</b>	\$ 18.40	\$ -				
<b>Add'l Chrg to return current copiers to Konica)</b>	\$ -	\$ -				
Chrg -copies not utilized a year:	\$ 220.80	\$ -				
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 12,374.16</b>	<b>\$ 11,490.96</b>				
	Parts/Labor/Toner Incld	Parts/Labor/Toner Incld				

**TOTAL COST FOR NEW EQUIPMENT - 2 Copiers (4 yrs): \$ 23,865.12**

**IKON LEASE (State of Michigan) - Based on 4 Year Lease Option**

Based on actual monthly volumes

	IKON Option	IKON Option	IKON Option				
CURRENT SITUATION	Building Ops	Nature Center	Libray				
<b>Bizhub 200</b>	<b>Ricoh MP2000 SPF</b>	<b>Ricoh MP2000 SPF</b>	<b>Ricoh MP2000 SPF</b>				
20ppm	21ppm	21ppm	21ppm				
BASE COST OF MACHINE/month	\$ 79.75	\$ 89.04	\$ 69.03				
Copy	Standard	Standard	Standard				
Print Capability	Standard	Standard	Optional				
Fax Capability	Not Installed	Standard	Optional				
Duplexes	\$ -	\$ -	\$ -				
Auto Doc Feed	\$ 10.51	\$ 10.51	\$ 10.51				
Legal Size copy/print	\$ -	\$ -	\$ -				
11 x 17 size copy/print	\$ -	\$ -	\$ -				
cabinet	N/A	N/A	N/A				
Paper Supply	Optional	Optional	Optional				
PostScript	N/A	N/A	N/A				
Finisher (Basic Staple)	N/A - but Konica has	N/A - but Konica has	N/A				
Maintenance Contracts							
Maintenance Contract Cost							
Yearly Accessory Cost	\$ 126.12	\$ 126.12	\$ 126.12				
Yearly Lease Cost	\$ 828.34	\$ 828.34	\$ 828.34				
<b>Total Cost w/accessories</b>	<b>\$ 954.46</b>	<b>\$ 954.46</b>	<b>\$ 954.46</b>				
Departments Actual Average Monthly Usage	up to 1,000 copies per month.	up to 4,600 copies per month.	up to 2,300 copies per month.				
Cost for Copies Over Monthly Allocated Amounts	overage cost per impression by month: \$0.011	overage cost per impression by month: \$0.011	overage cost per impression by month: \$0.011				
<b>A min of 3,000 copies/month - no rebates. Add cost of paying for copies not used - calculated using overage cost per impression: Monthly Total</b>	\$ 22.00	\$ -	\$ 7.70				
<b>Add'l Chrg to return current copiers to Konica)</b>	\$ -	\$ -	\$ -				
Chrg -copies not utilized a year:	\$ 264.00	\$ -	\$ 92.40				
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 4,873.84</b>	<b>\$ 3,817.84</b>	<b>\$ 4,187.44</b>				
	Parts/Labor/Toner Incl	Parts/Labor/Toner Incl	Parts/Labor/Toner Incl				

**TOTAL COST FOR NEW EQUIPMENT - 3 Copiers (4 yrs): \$ 12,879.12**

**IKON LEASE (State of Michigan) - Based on 4 Year Lease Option**

Based on actual monthly volumes

IKON Option							
CURRENT SITUATION	Museum						
<b>Bizhub 250</b>	<b>Ricoh MP2550 SP</b>						
25ppm	25ppm						
BASE COST FOR MACHINE (COPY)	\$ 136.06						
Print/Scan Capability	Standard						
Fax Capability	Optional (Not Installed)						
Duplexes	Standard						
Auto Doc Feed	\$ 15.23						
Legal Size copy/print	\$ -						
11 x 17 size copy/print	\$ -						
cabinet	\$ -						
Paper Supply	\$ 14.87						
PostScript	\$ 6.54						
Finisher (Basic Staple)	\$ 11.56						
Maintenance Contracts							
Maintenance Contract Cost							
Yearly Accessory Cost	\$ 578.40						
Yearly Lease Cost	\$ 1,632.70						
<b>Total Cost w/accessories</b>	<b>\$ 2,211.10</b>						
Departments Actual Average Monthly Usage	up to 6,400 copies per month.						
Cost for Copies Over Monthly Allocated Amounts	overage cost per impression by month: \$0.01						
<b>IKON requires a min of 6,000 copies/month - Overage Chrg</b>	\$ -						
<b>Add'l Chrg to return current copiers to Konica)</b>	\$ -						
Cost of copies per year:	\$ -						
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 8,844.40</b>						
	Parts/Labor/Toner Includ						

TOTAL COST FOR NEW EQUIPMENT - 1 Copier (4 yrs): \$ 8,844.40

IKON - TOTAL COST W/ACCESSORIES - 16 Copiers over 4 Years

\$ 135,769.14

**KONICA (AEPA) - Based on 4 Year Lease Option**

Based on actual monthly volumes

CURRENT SITUATION	Konica Option		Konica Option		Konica Option		Konica Option		Konica Option	
	Purchasing Department	Planning	Police Training	H/R	Building Inspection	DPW	Assessing			
<b>Konica 7222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>	<b>Bizhub 222</b>
22ppm	22ppm	22ppm	22ppm	22ppm	22ppm	22ppm	22ppm	22ppm	22ppm	22ppm
BASE COST OF MACHINE/month	\$ 150.00	\$ 63.13	\$ 63.13	\$ 63.13	\$ 63.13	\$ 63.13	\$ 63.13	\$ 63.13	\$ 63.13	\$ 63.13
Print/Copy/Scan Capability	\$ 16.25	Standard								
Fax Capability	\$ 17.00	\$ 14.93	Not Installed	Not Installed	Not Installed	\$ 14.93	Not Installed	Not Installed	Not Installed	Not Installed
Duplexes	Included	Included in Auto Doc Cost								
Auto Doc Feed	Included	\$ 16.13	\$ 16.13	\$ 16.13	\$ 16.13	\$ 16.13	\$ 16.13	\$ 16.13	\$ 16.13	\$ 16.13
Legal Size copy/print	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
11 x 17 size copy/print cabinet	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Paper Supply	Standard: 3 Trays	Standard: 2 Trays/Optional 1 Add'l Tray								
Paper Tray Cost	Included	\$ 11.03	\$ 11.03	\$ 11.03	\$ 11.03	\$ 11.03	\$ 11.03	\$ 11.03	\$ 11.03	\$ 11.03
PostScript	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Finisher (Basic Stapling)	Included	Optional								
Maintenance Contracts	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Maintenance Contract Cost	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Yearly Accessory Cost	\$ 399.00	\$ 505.08	\$ 325.92	\$ 325.92	\$ 325.92	\$ 505.08	\$ 325.92	\$ 325.92	\$ 325.92	\$ 325.92
Yearly Lease Cost	\$ 1,800.00	\$ 757.56	\$ 757.56	\$ 757.56	\$ 757.56	\$ 757.56	\$ 757.56	\$ 757.56	\$ 757.56	\$ 757.56
<b>Total Cost w/accessories</b>	<b>\$ 2,199.00</b>	<b>\$ 1,262.64</b>	<b>\$ 1,083.48</b>	<b>\$ 1,083.48</b>	<b>\$ 1,083.48</b>	<b>\$ 1,262.64</b>	<b>\$ 1,083.48</b>	<b>\$ 1,083.48</b>	<b>\$ 1,083.48</b>	<b>\$ 1,083.48</b>
Departments Actual Average Monthly Usage		Pay straight cpc charge (based on 4,000/month)	Pay straight cpc charge (based on 2,000/month)	Pay straight cpc charge (based on 5,300/month)	Pay straight cpc charge (based on 3,300/month)	Pay straight cpc charge (based on 4,000/month)	Pay straight cpc charge (based on 5,000/month)	Pay straight cpc charge (based on 4,400/month)		
Cost per copy - no overages would apply - based on actual usage only		CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071
Monthly Cost per Copies	\$ 27.20	\$ 27.20	\$ 13.60	\$ 36.04	\$ 22.44	\$ 27.20	\$ 34.00	\$ 29.92		
Add'l Chrg to return current copiers to Konica)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of copies per year:	\$ 326.40	\$ 326.40	\$ 163.20	\$ 432.48	\$ 269.28	\$ 326.40	\$ 408.00	\$ 359.04		
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 10,101.60</b>	<b>\$ 6,356.16</b>	<b>\$ 4,986.72</b>	<b>\$ 6,063.84</b>	<b>\$ 5,411.04</b>	<b>\$ 6,356.16</b>	<b>\$ 5,965.92</b>	<b>\$ 5,770.08</b>		
		Parts/Labor/Toner Incl								
<b>CURRENT EQUIP COST - 7 Copiers (4 yrs):</b>	<b>\$ 70,711.20</b>								<b>TOTAL COST FOR NEW EQUIPMENT - 7 Copiers (4 yrs):</b>	<b>\$ 40,909.92</b>

**KONICA (AEPA) - Based on 4 Year Lease Option**

Based on actual monthly volumes

CURRENT SITUATION	Konica Option		Konica Option					
	City Manager	Legal						
<b>C350 (COLOR)</b>	Bizhub C353	Bizhub C353						
35ppm (black)	35ppm (black)	35ppm (black)						
22ppm (color)	35ppm (color)	35ppm (color)						
BASE COST OF MACHINE/month	\$ 244.63	\$ 150.71	\$ 150.71					
Print/copy/scan Capability	Standard	Standard	Standard					
Fax Capability	Optional	Not Installed	Optional					
Duplexes	Standard	Standard	Standard					
Auto Doc Feed	Included	\$ 17.93	\$ 17.93					
Legal Size copy/print	Standard	Standard	Standard					
11 x 17 size copy/print	Standard	Standard	Standard					
cabinet	Included	\$ 2.27	\$ 2.27					
Paper Supply (3 sources)	Standard	Standard	Standard					
PostScript	\$ 63.00	Standard	Standard					
Booklet Finisher	Included	\$ 35.50	\$ 35.50					
		Booklet Finisher	Booklet Finisher					
Maintenance Contracts	Standard	Standard	Standard					
Maintenance Contract Cost	Standard	Standard	Standard					
Yearly Accessory Cost	\$ 63.00	\$ 55.70	\$ 55.70					
Yearly Lease Cost	\$ 2,935.56	\$ 1,808.52	\$ 1,808.52					
<b>Total Cost w/accessories</b>	<b>\$ 2,998.56</b>	<b>\$ 1,864.22</b>	<b>\$ 1,864.22</b>					
Departments Actual Average Monthly Usage		Pay straight cpc charge (based on 5,800)	Pay straight cpc charge (based on 6,600)					
Cost per copy - no overages would apply - based on actual usage only	CPC: \$0.0094 (black) & \$0.0632 (color)	CPC: \$0.0094 (black) & \$0.0632 (color)	CPC: \$0.0094 (black) & \$0.0632 (color)					
Monthly Cost per Copies	\$ 46.40	\$ 54.52	\$ 62.04					
<b>Add'l Chrg to return current copiers to Konica)</b>		\$ -	\$ -					
Cost of copies per year:	\$ 556.80	\$ 654.24	\$ 744.48					
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 11,994.24</b>	<b>\$ 10,073.84</b>	<b>\$ 10,434.80</b>					
		Parts/Labor/Toner Includ	Parts/Labor/Toner Includ					

CURRENT EQUIP COST - 2 Copiers (4 yrs): \$ 23,988.48

TOTAL COST FOR NEW EQUIPMENT - 2 Copiers (4 yrs): \$ 20,508.64

**KONICA (AEPA) - Based on 4 Year Lease Option**

Based on actual monthly volumes

		<b>Konica Option</b>					
<b>CURRENT SITUATION</b>		<b>Parks / Recreation</b>					
<b>Konic 7085</b>		<b>Bizhub 601</b>					
85ppm		60ppm					
BASE COST OF MACHINE/month	\$ 504.88	\$	197.25				
Copy Capability	Standard		Standard				
Print/Scan Capability	\$ 16.25		Standard				
Duplexes	Standard		Standard				
Auto Doc Feed	Standard		Standard				
Legal Size copy/print	Standard		Standard				
11 x 17 size copy/print	Standard		Standard				
cabinet	Standard		Standard				
Paper Supply	Standard		Standard				
PostScript	Standard		Standard				
Finisher (Basic Stapling)	Included	\$	33.92				
	Stapling Finisher		50 Sheet Staple				
<b>Maintenance Contracts</b>							
Maintenance Contract Cost							
Yearly Accessory Cost	\$ 195.00	\$	407.04				
Yearly Lease Cost	\$ 6,058.56	\$	2,367.00				
<b>Total Cost w/accessories</b>	<b>\$ 6,253.56</b>	<b>\$</b>	<b>2,774.04</b>				
Departments Actual Average Monthly Usage			Pay straight cpc charge (based on 67,000/month)				
Cost per copy - no overages would apply - based on actual usage only			CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071				
Monthly Cost per Copies	\$ 459.00	\$	459.00				
<b>Add'l Chrg to return current copiers to Konica)</b>		\$	-				
Cost of copies per year:	\$ 5,508.00	\$	5,508.00				
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 47,046.24</b>	<b>\$</b>	<b>33,128.16</b>				
			Parts/Labor/Toner Includ				
<b>CURRENT EQUIP COST - 1 Copier (4 yrs):</b>	<b>\$ 47,046.24</b>					<b>TOTAL COST FOR NEW EQUIPMENT - 1 Copier (4 yrs):</b>	<b>\$ 33,128.16</b>

**KONICA (AEPA) - Based on 4 Year Lease Option**

Based on actual monthly volumes

CURRENT SITUATION	Konica Option		Konica Option					
	Police Investigations	Police Records						
<b>Konica 7235</b>	<b>Bizhub 362</b>		<b>Bizhub 362</b>					
35ppm	36ppm		36ppm					
BASE COST OF MACHINE/month	\$ 150.09	\$ 85.13	\$ 85.13					
Print/copy/scan Capability	\$ 41.46	Standard	Standard					
Fax Capability	\$ 23.85	\$ 14.93	Not Installed					
Duplexes	\$ -	\$ -	\$ -					
Auto Doc Feed	Included	\$ 16.13	\$ 16.13					
Legal Size copy/print	\$ -	\$ -	\$ -					
11 x 17 size copy/print	\$ -	\$ -	\$ -					
cabinet	\$ -	\$ -	\$ -					
Paper Supply	\$ -	\$ 14.88	\$ 14.88					
		Standard: 2 Trays/Optional 2 Add'l Trays	Standard: 2 Trays/Optional 2 Add'l Trays					
PostScript	Standard	Standard	Standard					
Finisher (Basic Staple)	Included	\$ 20.86	\$ 20.86					
Maintenance Contracts	Standard	Standard	Standard					
Maintenance Contract Cost	Standard	Standard	Standard					
Yearly Accessory Cost	\$ 783.72	\$ 801.60	\$ 622.44					
Yearly Lease Cost	\$ 1,801.08	\$ 1,021.56	\$ 1,021.56					
<b>Total Cost w/accessories</b>	<b>\$ 2,584.80</b>	<b>\$ 1,823.16</b>	<b>\$ 1,644.00</b>					
Departments Actual Average Monthly Usage		Pay straight cpc charge (based on 6,700)	Pay straight cpc charge (based on 9,100)					
Cost per copy - no overages would apply - based on actual usage only		CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48- 60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071					
Monthly Cost per Copies	\$ 45.56	\$ 45.56	\$ 61.88					
<b>Add'l Chrg to return current copiers to Konica)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
Cost of copies per year:	\$ 546.72	\$ 546.72	\$ 742.56					
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 12,526.08</b>	<b>\$ 9,479.52</b>	<b>\$ 9,546.24</b>					
		Parts/Labor/Toner Includ	Parts/Labor/Toner Includ					
<b>CURRENT EQUIP COST - 2 Copiers (4 yrs):</b>	<b>\$ 25,052.16</b>							
						<b>TOTAL COST FOR NEW EQUIPMENT - 2 Copiers (4 yrs):</b>	<b>\$ 19,025.76</b>	

**KONICA (AEPA) - Based on 4 Year Lease Option**

Based on actual monthly volumes

CURRENT SITUATION	Konica Option		Konica Option		Konica Option	
	Building Ops		Nature Center		Library	
<b>Bizhub 200</b>	<b>Bizhub 222</b>		<b>Bizhub 222</b>		<b>Bizhub 222</b>	
20ppm	22ppm		22ppm		22ppm	
BASE COST OF MACHINE/month	\$ 74.00	\$ 63.13	\$ 63.13	\$ 63.13	\$ 63.13	
Copy	Standard	Standard	Standard	Standard	Standard	
Print Capability	Standard	Standard	Standard	Standard	Standard	
Fax Capability	\$ 12.52	Not Installed	\$ 14.93	Optional	Optional	
Duplexes		\$ -	\$ -	\$ -	\$ -	
Auto Doc Feed	Included	\$ 16.13	\$ 16.13	\$ 16.13	\$ 16.13	
Legal Size copy/print	\$ -	\$ -	\$ -	\$ -	\$ -	
11 x 17 size copy/print	\$ -	\$ -	\$ -	\$ -	\$ -	
cabinet	Included	Optional	Optional	Optional	Optional	
Paper Supply	Optional	Optional	Optional	Optional	Optional	
	Standard: 2 Trays	Standard: 2 Trays/Optional 2 Add'l Trays	Standard: 2 Trays/Optional 2 Add'l Trays	Standard: 2 Trays/Optional 2 Add'l Trays	Standard: 2 Trays/Optional 2 Add'l Trays	
PostScript	\$ -	\$ -	\$ -	\$ -	\$ -	
Finisher (Basic Staple)	Optional	Optional	Optional	Optional	Optional	
Maintenance Contracts						
Maintenance Contract Cost						
Yearly Accessory Cost	\$ 150.24	\$ 193.56	\$ 372.72	\$ 193.56	\$ 193.56	
Yearly Lease Cost	\$ 888.00	\$ 757.56	\$ 757.56	\$ 757.56	\$ 757.56	
<b>Total Cost w/accessories</b>	<b>\$ 1,038.24</b>	<b>\$ 951.12</b>	<b>\$ 1,130.28</b>	<b>\$ 951.12</b>	<b>\$ 951.12</b>	
Departments Actual Average Monthly Usage		Pay straight cpc charge (based on 1,000)	Pay straight cpc charge (based on 4,600)	Pay straight cpc charge (based on 2,300)		
Cost per copy - no overages would apply - based on actual usage only		CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071	CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071		
Monthly Cost per Copies	\$ 31.28	\$ 6.80	\$ 31.28	\$ 15.64		
<b>Add'l Chrg to return current copiers to Konica)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Cost of copies per year:	\$ 375.36	\$ 81.60	\$ 375.36	\$ 187.68		
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 5,654.40</b>	<b>\$ 4,130.88</b>	<b>\$ 6,022.56</b>	<b>\$ 4,555.20</b>		
		Parts/Labor/Toner Includ	Parts/Labor/Toner Includ	Parts/Labor/Toner Includ		
<b>CURRENT EQUIP COST - 3 Copiers (4 yrs):</b>	<b>\$ 16,963.20</b>				<b>TOTAL COST FOR NEW EQUIPMENT - 3 Copiers (4 yrs):</b>	<b>\$ 14,708.64</b>

**KONICA (AEPA) - Based on 4 Year Lease Option**

Based on actual monthly volumes

**Konica Option**

CURRENT SITUATION	Museum						
<b>Bizhub 250</b>	<b>Bizhub 222</b>						
25ppm	22ppm						
BASE COST FOR MACHINE (COPY)	\$ 62.15	\$ 63.13					
Print/Scan Capability	\$ 13.49	Standard					
Fax Capability	N/A	Optional (Not Installed)					
Duplexes	Standard	Standard					
Auto Doc Feed	\$ 14.83	\$ 16.13					
Legal Size copy/print	\$ -	\$ -					
11 x 17 size copy/print	\$ -	\$ -					
cabinet	N/A	\$ 2.65					
Paper Supply	\$ -	\$ 14.88					
	Standard: 2 trays	Standard: 2 Trays/Optional 2 Add'l Trays					
PostScript	\$ -	\$ -					
Finisher (Basic Staple)	\$ 17.83	\$ 20.86					
Maintenance Contracts							
Maintenance Contract Cost							
Yearly Accessory Cost	\$ 553.80	\$ 654.24					
Yearly Lease Cost	\$ 745.80	\$ 757.56					
<b>Total Cost w/accessories</b>	<b>\$ 1,299.60</b>	<b>\$ 1,411.80</b>					
Departments Actual Average Monthly Usage		Pay straight cpc charge					
Cost per copy - no overages would apply - based on actual usage only		CPC: 0-24 months = \$0.0065; 24-48 months = \$0.0068; 48-60 months = \$0.0071					
Monthly Cost per Copies	\$ 43.52	\$ 43.52					
<b>Add'l Chrg to return current copiers to Konica)</b>		\$ -					
Cost of copies per year:	\$ 522.24	\$ 522.24					
<b>Total cost each Machine (4 yrs):</b>	<b>\$ 7,287.36</b>	<b>\$ 7,736.16</b>					
		Parts/Labor/Toner Includ					

CURRENT EQUIP COST - 1 Copier (4 yrs): \$ 7,287.36

TOTAL COST FOR NEW EQUIPMENT - 1 Copier (4 yrs): \$ 7,736.16

**CITY'S CURRENT TOTAL COST**

**W/ACCESSORIES - 16 Copiers over 4 Years**

**\$ 191,048.64**

**KONICA - TOTAL COST**

**W/ACCESSORIES - 16 Copiers over 4 Years**

**\$ 136,017.28**

EXTENSION OF AGREEMENT

Contract EXTENSION AGREEMENT made by and between

KONICA MINOLTA BUSINESS SOLUTION, Inc.

and

Oakland Intermediate School District  
2111 Pontiac Lake Road  
Waterford, MI 48328-2735  
248-209-2209

said Agreement being numbered: AEPA IFB 009D - Konica Minolta Business Solutions

The existing Agreement initially commencing upon award terminates on February 28, 2010. The Term of Contract and Extension in the AEPA Bid provides the Agreement may be extended by mutual written agreement. AEPA has approved this extension and now Oakland Intermediate School District desires to extend the Agreement for an additional term of one (1) year until February 28, 2011. Upon the signature of an authorized officer of the Agency and of the above named company or corporation, the Agreement is hereby extended.

This extension shall be subject to the same Terms and Conditions as contained in the original AEPA Bid and in Contract Number AEPA IFB 009D - Konica Minolta.

OAKLAND INTERMEDIATE SCHOOL DISTRICT

Authorized Signature \_\_\_\_\_

KONICA MINOLTA BUSINESS SOLUTIONS

Contractor agrees to provide complete information of any deleted and new products or prices as allowed under headings (Discontinued Products) and (New Technology and Price Reduction) of the IFB.

Authorized Signature \_\_\_\_\_

Title *Vice President*  
*Market & Program Development*

Typed Name: \_\_\_\_\_

*Todd G. Foote*

If you do not want to extend contract, please sign below and return this agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**B. BID, ACCEPTANCE OF BID AND CONTRACT AWARD**

**AEPA IFB 009-D – Digital copiers and Related Equipment**

**BID, ACCEPTANCE OF BID  
And  
CONTRACT AWARD**

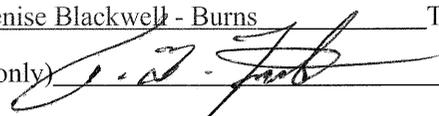
TO BE COMPLETED BY BIDDER

In compliance with the Invitation to Bid, the undersigned warrants that I/we have examined the Instructions to Bidders, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, specifications and amendments in the INVITATION TO BID and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the Agency Terms and Conditions and the special Terms and Conditions. The undersigned understands that his/her competence and responsibility and that of the proposed subcontractors, time of completion, as well as other factors of interest to the Agency as stated in the evaluation section will be a consideration in making the award.

Company Name Konica Minolta Business Solutions USA Inc Date October 23, 2008

Company Address 100 Williams Drive City Ramsey State NJ Zip 07446

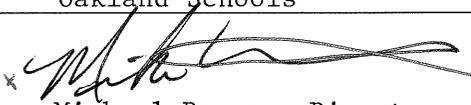
Contact Person Denise Blackwell - Burns Title Executive Key Account Manager

Authorized Signature (ink only)  Title VP Mktg. & Prog. Dev.

**ACCEPTANCE OF BID AND CONTRACT AWARD TO BE COMPLETED ONLY BY AGENCY**

Your bid for contracting services is hereby accepted. As contractor, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Invitation for Bid. As contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until contractor receives an executed purchase order from the Agency. The parties intend this contract to constitute the final and complete agreement between the Agency and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until February 28, 2010 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on February 28, 2011, February 29, 2012 and February 28, 2013.

Awarding Agency: Oakland Schools

Agency Executive   
Michael Rangos, Director - Regional Services

Awarded this 4th day of February, 2009 Contract Number 09-0036



**INVITATION FOR BID NUMBER AEPA IFB #009-D**

**DIGITAL COPIERS AND RELATED EQUIPMENT**

**PART B – SPECIFICATIONS**

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**1. Scope of Bid**

AEPA agencies are seeking a contract for the purchase and/or lease of Digital Copiers and Related Accessories, Service and Supplies. The successful copier company will provide discount pricing on a range of sizes of digital copiers with multiple functions, service contracts and related supplies and equipment. The diversity of participating public agencies requires a broad choice of options. Manufacturers are requested to offer their entire catalog of available product at a discount from the current published schedule for public agencies.

This bid is constructed with a “market basket” pricing grid in order to evaluate offerings on a like basis between bidders. This in no way limits the final catalog of items published to members by the winning bidder(s). All product submissions that occur after the bid award by winning bidders will be reviewed and approved by the AEPA copier committee.

**2. Anticipated AEPA Member Agency Participation**

State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume
California	Yes	\$5,000,000	New Jersey	Yes	Unknown
Colorado	Yes	Unknown	New Mexico	Undecided	Unknown
Connecticut	Yes	\$250,000	North Dakota	Yes	\$50,000
Florida	Yes	\$325,000	Ohio	Yes	\$3,000,000
Indiana	Yes	\$400,000	Oregon	Yes	\$50,000
Iowa	Yes	\$1,000,000	Pennsylvania	Yes	\$100,000
Kansas	Yes	Unknown	Texas	No	N/A
Kentucky	Yes	Unknown	Virginia	Yes	Unknown
Michigan	Yes	Unknown	Washington	No	N/A
Minnesota	Yes	Unknown	Wyoming	Yes	Unknown
Missouri	Yes	Unknown			
Montana	Yes	\$650,000			
Nebraska	Yes	\$7,500	Total		\$10,832,500

Participating in the solicitation does not guarantee that an AEPA Member Agency will enter into a contract with any vendor. Each AEPA Member Agency will make that determination after reviewing AEPA recommended bids. The AEPA Member Agency’s contracting decision shall be final.

Estimated first year volume for this solicitation is provided above where available. AEPA Member Agencies anticipate that purchase volume will increase in contract years 2-4. This information is provided as an aid to vendors in preparing bids only. It is not to be considered a guarantee of volume under this IFB. The successful vendor’s discount and pricing schedule shall apply regardless of the volume of business under the contract.

**3. Glossary of Terms**

**AEPA Member Agency:** A state cooperative purchasing agency recognized by AEPA to represent a specified state in contracting activities associated with this solicitation.

**Contracting AEPA Member Agency:** An AEPA Member Agency that enters into a contract as a result of this solicitation.

**Member:** A public school district or other qualifying agency authorized to use the contracts of an AEPA Member Agency.

**Vendor:** Individual or entity providing goods and services to AEPA members based on the specifications of this solicitation.

#### **4. Special Terms & Conditions**

**The following are in addition to the applicable standard terms and conditions. Please review these carefully. Any exceptions to these terms and conditions shall be clearly stated in writing and included with the bid response.**

##### **4.1 General**

- 4.1.1. The successful vendor must give AEPA members the benefit of all general price reductions extended to its other customers at any time during the period of this contract or any extension thereof. Written notice will be made to AEPA members in the event of a decrease in the prevailing contract price and will become effective immediately.
- 4.1.2. The successful vendor must abide by all applicable federal, state, and local laws, codes, and ordinances governing any area(s) in which any service is rendered and must have all required permits, licenses, agreements, tariffs, bonding and insurance required by same. No claims for additional payment will be approved for changes required to comply with any such requirements.
- 4.1.3 Responses must clearly identify all charges and components necessary for performance of the contract even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request. Optional services must be identified separately, and must include clear descriptions of proposed services.
- 4.1.4. Vendors must provide a product or mix of products in a manner that will allow contract participants to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract. All product submissions that occur after the bid award by winning bidders must be reviewed and approved by the AEPA copier committee.
- 4.1.5. Additional discounts off of AEPA bid pricing may be given by the vendor as a spot reduction for single sales opportunities which exceed twenty-five (25) units, or \$100,000. If such discounts are offered, they must be extended to any other AEPA member who meets comparable criteria.
- 4.1.6. Additional discounts off of AEPA pricing may be offered by the vendor to members who make a high volume commitment of 100,000 impressions per month or greater.

##### **4.2 Equipment**

- 4.2.1. All equipment will be new and warranted by the manufacturer. The vendor must list and describe the types of digital copiers available. All equipment must be of the best quality, workmanship and material of their respective kind. All copiers are to be new, plain paper copiers. Remanufactured or newly remanufactured equipment will be considered as long as it is remanufactured by the original equipment manufacturer (OEM). All OEM remanufactured equipment that is quoted must be clearly labeled as such in the bid package. Refurbished equipment will not be considered. Copiers will be required to run recycled paper. Models and makes specified are for descriptive purposes only. Copiers of equivalent or superior quality and functionality will be given equal consideration. However, in addition to specifying the machine you are bidding on the bid form, you must enclose descriptive literature on machines you bid. Such literature must include at a

minimum the specifications regarding copy speed, reduction/enlargement, document feeder, account or auditron receptivity, sorter and bins, stapling, finishing, electrical requirements and energy consumption. Also, the number of copies recommended per month by the manufacturer and expected life of each machine must be included in the bid.

- 4.2.2. All copier equipment will be bid as a separate item from service.
- 4.2.3. The vendor will warrant all equipment for the term of the contract, against defects in materials or workmanship and will replace at no cost to the purchaser any equipment that is defective. The replacement will be made within one (1) working day from the date of the notification of trouble.
- 4.2.4. All machines, if required, must be capable of account assignment, which tracks the copy count usage of each account number assigned.
- 4.2.5. Bid price shall include all equipment cost, delivery, installation, removal, emergency and scheduled preventative maintenance repairs, all parts, all supplies (except paper and staples) and proper training to key personnel. All equipment shall equal or exceed, in all respects, the requested specifications provided in the schedule. Pricing shall not include taxes. Contractor shall make clear that any taxes not initially identified, that might occur in the future, are the responsibility of the Contractor.

### **4.3 Service and Coverage**

- 4.3.1. After being notified by the using agency, arrival of a repair technician shall not exceed four (4) working hours. Working hours are defined by the individual district, excluding individual district holidays, and will be supplied to the contractor upon request. Machines shall be kept in good working order so that work delays and copy problems will be minimized. In the event that a copier exhibits continuing breakdowns or poor copy quality for one month or five (5) emergency breakdown calls, the individual district reserves the right to reject the copier. The contractor will, at the district's option, replace the copier with an acceptable copier for the duration of the contract.
- 4.3.2. The successful contractor must provide loaner equipment whenever service cannot be completed in a reasonable period of time.
- 4.3.3. The successful contractor will train one individual for each copier in the machine location as a key operator and will train replacement key operators as required. Arrangements for training shall be coordinated by the contractor with each district in which copiers are located.
- 4.3.4. Bid responders should provide any service and warranty that will be provided but not otherwise listed in this Bid.

#### **4.4 Billing and Management Reports**

- 4.4.1. Bid responders must describe billing method(s) and charges in a clear, straightforward fashion so that a true and accurate price may be derived, tested and used in the evaluation of invoices rendered as the result of any contract entered into as a result of this bid.
- 4.4.2. No recurring or like service charges may be applied to later invoices if omitted from the invoice on which the charge should have appeared.
- 4.4.3. Bid responders must agree to provide quarterly utilization reports to the contract administrator based upon AEPA pricing agreement.
- 4.4.4. One monthly invoice will be submitted to each district. The contractor must be capable of summary invoicing. Contractor must submit with the invoice an itemization showing at minimum the location of each machine, I.D. number, and the number of copies run during the billing cycle.

#### **4.5 Technical/Customer Support Requirements**

Throughout the life of the contract and any extension thereof, the successful vendor will provide a service force to effect appropriate account management, maintenance, and customer service activities. Account managers to oversee activities undertaken by employees, subcontractors, and others providing services pursuant to the contract resulting from this bid. Billing specialists to assist in resolution of difficulties with invoices rendered by the successful vendor or its agents. Customer service specialists to assist users with device operation and supported peripherals.

#### **5. Specifications**

See pricing sheets included

#### **6. Pricing**

##### **6.1 Descriptions**

All manufacturers' pricing is listed for descriptive purposes only. Any bidder may list their own products. AEPA reserves the sole right to determine whether the product offered is compatible with the type and quality of the product described.

(End of Part B)