

**ATTACHMENT 7 – COPIER GROUP PRICE SHEETS**

**Copier Cost Sheet - Group 1**

**Required Features**

Black and white copies	Access Codes – Minimum 50 User Codes
Copies per minute – Minimum 60	Finisher – Minimum 1000 Sheets
Paper Drawers – Minimum 2	Finisher – Copy Collation
Main Drawer Sheets – Minimum 2000 Sheets	Finisher – Stapler
Combined Drawers Sheets – Minimum 2500 Sheets	Reduce/Enlarge
Linking Paper Drawers	Page Numbering
Bypass Tray – Minimum 50 Sheets	Stored Settings
Paper Sizes – 8.5x11 to 11x17	Document Server – Minimum 100 documents, 50 pages each.
Paper Stock Weight – 20 to 110 Lb	Power Save
Duplex Document Feeder – Minimum 50 Sheets	0% to 30% Recycled Paper
Duplex Printing	Copy images are erased from Hard Disk

**Section A: Costs are valid for leases starting in**      Year 1       Year 2       Year 3

**Section B: Copier Information**

<b>Proposer Name</b>	
<b>Copier Manufacturer</b>	
<b>Model#</b>	

**Section C: Cost Information**

<b>Item Description</b>	<b>3 yr Lease Cost (per Month)</b>	<b>Maintenance Cost (per Copy)</b>
Base Copier with Above Features		
Additional for Network Printing via 100BaseT (or greater) network Connection		
Additional for Ability to Scan to PDF (Black and White) and place on file share and/or email via 100BaseT (or greater) network Connection		
Remote Management Interface		
Additional for Fax		
Additional for 3500 Sheet Paper Deck		
List any minimum maintenance costs per month		
List all items included in the maintenance contract (e.g. toner, parts, labor, supplies etc...)		

**Instructions**

- Proposers must complete Sections A, B, and C for *each* Copier Cost Group (1-4)
- Proposer’s machines must meet or exceed the features listed in each Cost Group – failure to meet the features listed will render the proposal unresponsive
- If any of the additional costs are included in the base price (e.g. if fax capabilities are already included in the base cost) , please mark “Included” in the applicable section
- Unit or line item prices may not be more than four (4) places to the right of the decimal point. For example, a unit price of \$0.58726 each would exceed this limitation. Unit prices that exceed this limitation will automatically be truncated to the fourth decimal place for both evaluation and award purposes. Using the example just cited, the “6” at the end of the unit price would be dropped off leaving a unit price of \$0.5872 each.

ATTACHMENT 7 – COPIER GROUP PRICE SHEETS

**Copier Cost Sheet - Group 2**

**Required Features**

- |   |   |
|---|---|
| Black and white copies                        | Access Codes – Minimum 50 User Codes                    |
| Copies per minute – Minimum 35                | Finisher – Minimum 500 Sheets                           |
| Paper Drawers – Minimum 2                     | Finisher – Copy Collation                               |
| Main Drawer Sheets – Minimum 1000 Sheets      | Finisher – Stapler                                      |
| Combined Drawers Sheets – Minimum 1500 Sheets | Reduce/Enlarge  |
| Linking Paper Drawers                         | Page Numbering  |
| Bypass Tray – Minimum 50 Sheets               | Stored Settings   |
| Paper Sizes – 8.5x11 to 11x17                 | Document Server – Minimum 100 documents, 50 pages each. |
| Paper Stock Weight – 20 to 110 Lb             | Power Save  |
| Duplex Document Feeder – Minimum 50 Sheets    | 0% to 30% Recycled Paper                                |
| Duplex Printing                               | Copy images are erased from Hard Disk                   |

**Section A: Costs are valid for leases starting in**    Year 1     Year 2     Year 3

**Section B: Copier Information**

<b>Proposer Name</b>	
<b>Copier Manufacturer</b>	
<b>Model#</b>	

**Section C: Cost Information**

Item Description	3 yr Lease Cost (per Month)	Maintenance Cost (per Copy)
Base Copier with Above Features		
Additional for Network Printing via 100BaseT (or greater) network Connection		
Additional for Ability to Scan to PDF (Black and White) and place on file share and/or email via 100BaseT (or greater) network Connection		
Remote Management Interface		
Additional for Fax		
Additional for 3500 Sheet Paper Deck		
List any minimum maintenance costs per month		
List all items included in the maintenance contract (e.g. toner, parts, labor, supplies etc...)		

Instructions

- Proposers must complete Sections A, B, and C for *each* Copier Cost Group (1-4)
- Proposer’s machines must meet or exceed the features listed in each Cost Group – failure to meet the features listed will render the proposal unresponsive
- If any of the additional costs are included in the base price (e.g. if fax capabilities are already included in the base cost) , please mark “Included” in the applicable section
- Unit or line item prices may not be more than four (4) places to the right of the decimal point. For example, a unit price of \$0.58726 each would exceed this limitation. Unit prices that exceed this limitation will automatically be truncated to the fourth decimal place for both evaluation and award purposes. Using the example just cited, the “6” at the end of the unit price would be dropped off leaving a unit price of \$0.5872 each.

**ATTACHMENT 7 – COPIER GROUP PRICE SHEETS**

**Copier Cost Sheet - Group 3**

**Required Features**

Black and white copies	Access Codes – Minimum 50 User Codes
Copies per minute – Minimum 20	Finisher – Minimum 500 Sheets
Paper Drawers – Minimum 2	Finisher – Copy Collation
Main Drawer Sheets – Minimum 500 Sheets	Finisher – Stapler
Combined Drawers Sheets – Minimum 1000 Sheets	Reduce/Enlarge
Linking Paper Drawers	Stored Settings
Bypass Tray – Minimum 50 Sheets	Document Server – Minimum 100 documents, 50 pages each.
Paper Sizes – 8.5x11 to 11x17	Power Save
Paper Stock Weight – 20 to 110 Lb	0% to 30% Recycled Paper
Duplex Document Feeder – Minimum 50 Sheets	Copy images are erased from Hard Disk
Duplex Printing	

**Section A: Costs are valid for leases starting in**    Year 1     Year 2     Year 3

**Section B: Copier Information**

<b>Proposer Name</b>	
<b>Copier Manufacturer</b>	
<b>Model#</b>	

**Section C: Cost Information**

<b>Item Description</b>	<b>3 yr Lease Cost (per Month)</b>	<b>Maintenance Cost (per Copy)</b>
Base Copier with Above Features		
Additional for Network Printing via 100BaseT (or greater) network Connection		
Additional for Ability to Scan to PDF (Black and White) and place on file share and/or email via 100BaseT (or greater) network Connection		
Remote Management Interface		
Additional for Fax		
Additional for 3500 Sheet Paper Deck		
List any minimum maintenance costs per month		
List all items included in the maintenance contract (e.g. toner, parts, labor, supplies etc...)		

**Instructions**

- Proposers must complete Sections A, B, and C for *each* Copier Cost Group (1-4)
- Proposer’s machines must meet or exceed the features listed in each Cost Group – failure to meet the features listed will render the proposal unresponsive
- If any of the additional costs are included in the base price (e.g. if fax capabilities are already included in the base cost) , please mark “Included” in the applicable section
- Unit or line item prices may not be more than four (4) places to the right of the decimal point. For example, a unit price of \$0.58726 each would exceed this limitation. Unit prices that exceed this limitation will automatically be truncated to the fourth decimal place for both evaluation and award purposes. Using the example just cited, the “6” at the end of the unit price would be dropped off leaving a unit price of \$0.5872 each.

**ATTACHMENT 7 – COPIER GROUP PRICE SHEETS**

**Copier Cost Sheet - Group 4**

**Required Features**

B/W Copies per minute – Minimum 58  
 Color Copies per minute – Minimum 16  
 Paper Drawers – Minimum 2  
 Main Drawer Sheets – Minimum 2000 Sheets  
 Combined Drawers Sheets – Minimum 2500 Sheets  
 Linking Paper Drawers  
 Bypass Tray – Minimum 50 Sheets  
 Paper Sizes – 8.5x11 to 11x17  
 Paper Stock Weight – 20 to 110 Lb  
 Duplex Document Feeder – Minimum 50 Sheets  
 Duplex Printing  
 Access Codes – Minimum 50 User Codes

Finisher – Minimum 100 Sheets  
 Finisher – Copy Collation  
 Finisher – Stapler  
 Finisher – Two hole top punch  
 Reduce/Enlarge  
 Stored Settings  
 Document Server – Minimum 100 documents,  
 50 pages each.  
 Power Save  
 0% to 30% Recycled Paper  
 Copy images are erased from Hard Disk

**Section A: Costs are valid for leases starting in**    Year 1     Year 2     Year 3

**Section B: Copier Information**

<b>Proposer Name</b>	
<b>Copier Manufacturer</b>	
<b>Model#</b>	

**Section C: Cost Information**

<b>Item Description</b>	<b>3 yr Lease Cost (per Month)</b>	<b>Maintenance Cost (per Copy)</b>
Base Copier with Above Features		
Additional for Network Printing via 100BaseT (or greater) network Connection		
Additional for Ability to Scan to PDF (Black and White) and place on file share and/or email via 100BaseT (or greater) network Connection		
Remote Management Interface		
Additional for Fax		
Additional for 3500 Sheet Paper Deck		
List any minimum maintenance costs per month		
List all items included in the maintenance contract (e.g. toner, parts, labor, supplies etc...)		

**Instructions**

- Proposers must complete Sections A, B, and C for *each* Copier Cost Group (1-4)
- Proposer’s machines must meet or exceed the features listed in each Cost Group – failure to meet the features listed will render the proposal unresponsive
- If any of the additional costs are included in the base price (e.g. if fax capabilities are already included in the base cost) , please mark “Included” in the applicable section
- Unit or line item prices may not be more than four (4) places to the right of the decimal point. For example, a unit price of \$0.58726 each would exceed this limitation. Unit prices that exceed this limitation will automatically be truncated to the fourth decimal place for both evaluation and award purposes. Using the example just cited, the “6” at the end of the unit price would be dropped off leaving a unit price of \$0.5872 each.