



# County of Roanoke

## FINANCE DEPARTMENT PURCHASING DIVISION

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May 10, 2018

## RFP # 2018-075 Copier and Laser Print Services on a Cost per Click Basis

### ADDENDUM NO. 1

#### Answers to Bidder Questions

Due Date & Time:  
**May 31, 2018, 3:00 PM**  
(Local Prevailing Time)

**RFP # 2018-075**  
**COPIER AND LASER PRINT SERVICES ON A COST PER CLICK BASIS**  
**ADDENDUM NO. 1**

- 1. Answers to Bidder Questions** – Please see Attachment A for answers to various questions received from prospective bidders.
- 2. 2013-283 Contract Documents** – Please see Attachment B to Addendum No. 1 for a copy of the current contract for copier and print services.

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**ATTACHMENT A TO  
ADDENDUM NO. 1 TO RFP # 2018-075  
COPIER AND LASER PRINT SERVICES ON A COST PER CLICK BASIS  
Bidder Questions**

1. With staples included in the CPP for the copiers, you are going to pay for a staple per page whether it is used or not. That just does not seem to make sense for the volume that the school system has. Have you considered just buying staples as needed so that you are truly only paying for the staple when it is used?

*The proposals must include all supplies as noted in the Supplies section of the RFP. “In addition to the use of these machines, the charge per click will include all consumables (except paper), such as toner, developer, drums, fuser lubricant, fuser agent, cartridges, staples, etc. necessary to operate the machine.”*

2. Under Standard Copier Tech specs – How many paper drawers are needed? Is a floor stand needed, or are these units table top models? Are these B&W output only? What is the current monthly volume?

*The copier units need to be a floor stand with a minimum of 2 drawers. The standard copiers are B&W. In the proposal overview, “RCPS will consider options for color copies/printing/scanning”. There is a separate price sheet for color options.*

*To clarify the copier request and monthly volume question, we currently have 126 copiers for the division with a combined average monthly volume of 1 million copies. Most school copiers are used for a 10 month period (August – May).*

3. Under Premium Copier Tech specs – How many paper drawers are needed? Are these units B&W output, or Color output? What is the current monthly volume?

*The units need to be a floor stand with a minimum of 2 drawers. The premium copiers will be B&W output. In the proposal overview, “RCPS will consider options for color copies/printing/scanning”. There is a separate price sheet for color options.*

*We currently do not have premium copiers, but would anticipate around 10,000 copies per copier/per month.*

4. Under Standard Laser Printers – Are these units B&W or Color output?

*The standard laser printers will be B&W. We do however have a price sheet for a color laser printer option.*

5. Under Premium Laser Printers – Are these units B&W or Color output?

*The premium laser printers will be B&W. However In the proposal overview, “RCPS will consider options for color copies/printing/scanning”. There is a separate price sheet for color options.*

6. Under the price form page – you are asking for a CPP only, but there is no space for the lease or cost of the hardware. Will this be adjusted?

*No, this will not be adjusted. The equipment cost must be included in the CPP. In the proposal overview, “Roanoke County Public Schools is seeking proposals for copier and laser print services on a per click/page basis. All equipment must be included when pricing the cost per click/page”.*

7. In addition you are asking for an annual cost for the printer, clicks, toner, installation, and support – but you have not provided a base volume for any of the units asking for an annual cost. This would make it impossible to offer an annual cost without basing it on an included volume. Will the volumes be provided for current laser printers in order to give you a true annual TCO?

*For the current standard printers, we average 1000 prints per printer/per month. For the current premium printer, we average 1500 prints per printer/per month.*

8. Request for a copy of contract 2013-283 for copier and print services on a cost per click basis for Roanoke County Schools, including pricing structure, attachments, and terms and conditions. The contract documents reference and include the proposal submitted by the awarded vendor, including pricing structure and plans for delivery and administration.

*Please see Attachment B to this Addendum 1, for a copy of the 2013-283 contract documents.*

**ATTACHMENT B TO  
ADDENDUM NO. 1 TO RFP # 2018-075  
COPIER AND LASER PRINT SERVICES ON A COST PER CLICK BASIS  
2013-283 Contract Documents**



# County of Roanoke

FINANCE DEPARTMENT  
*Purchasing Division*

## CONTRACTUAL AGREEMENT #2013-283 Copier and Print Services on a Cost Per Click Basis for Roanoke County Public Schools

ARTICLES OF AGREEMENT made this first (1<sup>st</sup>) day of July, 2013, by and between Blue Ridge Copier, Inc., P.O. Box 866, Salem, VA 24153, party to the first part, and Roanoke County Public Schools, party of the second part, also referred to as the OWNER.

WHEREAS, the party of the first part has made a proposal in writing to the OWNER, to provide copier and print services on a cost per click basis as specified in RFP#2013-283 hereby mentioned and identified herein for the OWNER, as the WORK, for the price, on the terms and within the time set forth herein, all pursuant to the Request for Proposals, the specifications, and the proposer's response, as if each of the documents were attached hereto, and are thereby made a part of this Contract. The OWNER has accepted the proposal of the said party of the first part, according to law.

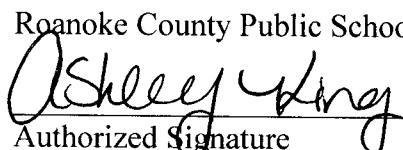
NOW, THEREFORE, the said party of the first part, for and in consideration of the payment as set forth in Exhibit A, for itself, its heirs, executors, administrator, successors and assigns, as the case may be, hereby covenants and agrees to and with the OWNER to perform the said WORK for the said price, upon the said terms, within the said time, and according to the said specifications, the WORK being more specifically identified as follows:

Provide copier and print services on a cost per click basis as needed at the costs stated in Option 1 of Exhibit A.

The Contract will be in effect beginning on July 1, 2013, and run through June 30, 2014, however may be renewed annually if both parties are in agreement. It is understood that if the party of the first part does not perform the WORK as specified, then the Contract may be canceled by the OWNER.

Special Provisions: See Exhibit A – Blue Ridge Copier, Inc. RFP Response

Blue Ridge Copier, Inc.:  
  
Authorized Signature

Roanoke County Public Schools:  
  
Authorized Signature

**Exhibit A**



*Blue Ridge Copier*

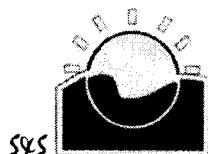
**RFP#2013-283**

**Copier and Print Services on a Cost Per Click Basis  
for  
Roanoke County Public Schools**

**prepared by  
Eddy Jones**

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BR  
Blue Ridge copier

Over 25 years as an authorized **Canon** Dealer  
[www.blueridgecopier.com](http://www.blueridgecopier.com)

Bedford, VA  
540-586-1822

Forest, VA  
1-800-552-6907

Radford, VA  
540-639-0824

Salem, VA  
Roanoke, VA  
540-389-4400  
Fax  
540-389-7112

Wytheville, VA  
276-228-2205

Supplies and  
Services  
1-800-552-6907

**Subject: RFP#2013-283**  
**Attn: Ashley D. King, MBA**

**May 20, 2013**

Blue Ridge Copier would like to thank the Roanoke County School System for giving our company the opportunity to quote on RFP#2013-283. We are proposing two Cost Per Copy Options for your copying/printing needs and are open to any suggestions that you may have. We look forward to the opportunity to meet and discuss our proposal with the individuals involved in making the decisions on this RFP. Our goal is to provide you with the most simple and advanced solution while saving you a considerable amount of money.

We at Blue Ridge Copier feel that we have the best solution for the Roanoke County School System, combining Canon's and Kyocera's technology and our expertise we can provide the schools with reliable equipment, the fastest service response times, as well as a service department that is second to none, and a full Professional Services Department ( IT). The options we are proposing offer the Roanoke County Schools an in-expensive way to copy, fax, scan and print, and have the best office equipment provider in South West Virginia to service the equipment.

We also offer an Emergency Loaner Program, which means if your equipment is completely down and we cannot get it up and running, we will bring out a loaner machine to your office.

In addition, having one cost per copy with no minimums or overage charges and a 24-hour cancellation period, allows the Roanoke County School System to make changes as they see fit. If Blue Ridge Copier does not provide Roanoke County Schools with satisfactory service, or does not meet the terms and conditions of the contract for any reason, Roanoke County Schools may cancel the contract at any time with 24-hour notice on the Cost Per Click Basis Contract. We have had this Cost Per Click Program with the Roanoke County School System for almost ten years. We also offer a similar program with Botetourt County and Franklin County Schools.

The staff at Blue Ridge Copier looks forward to continue working with you. Thank you for your time and consideration.

**Eddy Jones**  
**Sales Manager**

**Paul H. Story, Jr.**  
**President and CEO**



# **COUNTY OF ROANOKE**

## **FINANCE DEPARTMENT**

### **PURCHASING DIVISION**

**Ashley D. King, MBA  
Buyer**

P.O. Box 29800  
5204 Bernard Drive SW, Suite 300F  
Roanoke, VA 24018  
Phone: (540) 772-2061, Ext. 319  
Fax: (540) 561-2828  
[aking@roanokecountyva.gov](mailto:aking@roanokecountyva.gov)

## **REQUEST FOR PROPOSALS**

**#2013-283**

**Copier and Print Services on a Cost Per Click Basis**

**for**

**Roanoke County Public Schools**

**One (1) Unbound Original, Five (5) Bound Complete Copies and One (1)**  
**Electronic Copy (CD/DVD preferred) of Sealed Proposals Due**

**April 23, 2013  
3:00 PM  
(Local Prevailing Time)**

## **RFP #2013-283 COPIER AND PRINT SERVICES ON A COST PER CLICK BASIS**

The County of Roanoke, Virginia, is requesting proposals on behalf of Roanoke County Public Schools (RCPS) for copier and print services on a cost per click basis. It is the intent of the Roanoke County Public Schools to award a one-year contract, renewable on additional one-year terms, not to exceed a period of five years. The County of Roanoke may participate in this contract at the discretion of the County on an as needed basis.

One unbound original, five (5) bound complete copies and one electronic copy (CD/DVD preferred) of the proposals, in a sealed envelope/package, will be received at and until April 23, 2013, at 3:00 PM (local prevailing time), in the Roanoke County Purchasing Division at 5204 Bernard Drive, Suite 300F, Roanoke, Virginia 24018. NO faxed proposals will be accepted. It is the responsibility of the Offeror to insure that its proposal is received in the Purchasing Division by the above date and time. Any proposal received after the above time and/or date will be returned to the Offeror unopened. Your response must be submitted in a sealed envelope/package, clearly marked "RFP #2013-283 COPIER AND PRINT SERVICES ON A COST PER CLICK BASIS FOR ROANOKE COUNTY PUBLIC SCHOOLS" on the outside of the envelope/package. The Offeror assumes responsibility for having its proposal delivered on time at the place specified. An agent of the Offeror authorized to make financial and delivery commitments must sign the proposal. As this is a formal, sealed Request for Proposal no information regarding the contents of the proposal or the identity of the Offerors will be discussed until after the negotiation process.

Roanoke County/Roanoke County Public Schools shall provide the mechanism for the evaluation of all information received. Roanoke County reserves the right to make the final determination of responsible Offerors and to waive informalities and/or irregularities and to accept or reject any or all offers. Proposals shall be as thorough and detailed as possible so that the County may properly evaluate the capabilities of the Offeror to provide the required services. It is not the intent of the specifications to be proprietary, or to exclude any individual, business or firm. Roanoke County/Roanoke County Public Schools reserves the right to award to multiple Offerors.

### **RFP QUESTIONS**

Any inquiries regarding submittal of proposal or any questions concerning specifications shall be in writing and sent via mail, fax or email to:

Ashley D. King, Buyer  
5204 Bernard Drive SW, Suite 300F  
Roanoke, VA 24018  
Phone: (540) 772-2061, Ext. 319  
Fax: (540) 561-2828  
[aking@roanokecountyva.gov](mailto:aking@roanokecountyva.gov)

Written responses, including any questions will be provided on our Purchasing Website in the form of an Addendum. It is the responsibility of the Offeror to periodically check our website for any addendum or sign up for County Email Notification. Questions received within five (5) days of the proposal closing date will be attempted to be answered, but will not be reason to delay the closing time of the proposals.

## **NO CONTACT POLICY**

After the date and time established for receipt of proposals by the Schools, any contact initiated by any Offeror with any School Board representative or County representative, other than the purchasing representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause disqualification of the Offeror from this procurement transaction.

## **OVERVIEW**

Roanoke County Public Schools provides educational services to approximately 14,000 students who are served in 16 elementary schools, 6 middle schools, 6 high schools and one vocational school. The administrative and support staffs are housed in one central office building. All schools and the central office are currently networked.

The initial term of any resulting contract shall be from July 1, 2013 to June 30, 2014. The Schools reserve the right to renew any resulting contract for four (4) consecutive terms of one (1) year each. The School Board also reserves the right to cancel the contract at any time by providing the Contractor with a 24 hour written notice without any penalty or any additional charges. The Schools will be responsible for the cost per click charges up to the date of the written notice of cancellation. The Schools reserve the right to increase or decrease volumes of copiers/printers at any time during the period of the contract.

The award is to be based on a single cost per click for the entire contract. Tier pricing will not be considered.

Respondents are encouraged to submit proposals that the respondent feels best meets the needs of Roanoke County Public Schools. The County/Schools will make the final determination of the proposal that best meets the needs of Roanoke County Schools.

## **SCOPE OF WORK**

The Contractor shall provide to the Schools all copiers/printers, supplies (except paper), training and maintenance on a cost per click basis. Proposals for rental, lease, or other options will not be accepted.

## **SUPPLIES**

The intent of this proposal is to provide the Schools with copier and print services at a stated amount per click. In addition to the use of these machines, the charge per click will include all consumables (except paper, color toner, and color developer), such as, but not limited to, toner, developer, drums, fuser oil, fuser lubricant, fuser agent, cartridges, staples, etc., necessary to operate the machine. All paper will be supplied by the Schools and should not be included in your cost per copy charge. Supplies that will be loaded by the user, such as toner, are to be delivered to each individual site. The Contractor shall maintain ample supply (approximately 30 days) of materials at each location. The Contractor will at all times be responsible for maintaining needed inventories, delivering to usage areas and rotating stock, if necessary. Occasional emergency orders may also be required. The Schools prefer regularly scheduled deliveries of supplies but will call if supplies are out or an emergency order is needed. The Schools will provide space for the copiers/printers, electrical power, network connections (if applicable) and paper and staples. All other expenses for the operation are to be the responsibility of the Contractor and shall be included in the cost per click proposal. Developer, toner, and other consumables, which are the responsibility of the Contractor's

service personnel, will be provided as needed during repair calls or regular preventive maintenance calls. All repair parts, lamps, belts, brushes, rollers, filters, etc., are also to be included. Machines, parts, and all supply items furnished under the contract shall remain the property of the Contractor.

#### **MAINTENANCE**

Qualified Contractor maintenance personnel shall perform equipment maintenance on all copiers/printers and accessories during regular school and office hours. Regular hours vary by school, but for high schools are generally 7:00 a.m. to 3:00 p.m., middle schools 7:30 a.m. to 3:30 p.m., and elementary schools 8:00 a.m. to 4:00 p.m. Access to equipment beyond these hours may be arranged by coordination with school office staff. Regular hours for office locations are generally 8:00 a.m. to 4:30 p.m. Monday through Friday. The Contractor is not required to provide services on recognized Schools' holidays. All maintenance personnel will be required to report to the School office before going to any other part of the school.

Service calls will be performed within four working hours of request for maintenance. The maximum allowable downtime for any one copier/printer is two working days during any consecutive thirty-day (calendar) period. Any copier/printer, which cannot be repaired and restored to normal operating service within two days, shall be replaced with a copier/printer of the same or better specifications at no additional cost. Any copier/printer that fails to be operational 95% of the time, computed quarterly, shall be replaced at no additional costs. The percentage shall be calculated by dividing the non-operational days by the number of office days during the quarter. The replacement copier/printer may be a permanent replacement or a "loaner" until the repairs on the original machine is completed. Should the Contractor not replace the copier/printer(s) as specified, the Schools may acquire a replacement and deduct any costs associated therewith from the Contractor's next submitted monthly billing.

For service calls not answered within the four hour established time limit, the Contractor will be assessed a \$30.00 per hour penalty for every hour or part thereof in excess of the four hour term. The penalty amount will appear as a credit on the next statement applicable to the machine in question. Excluded from this requirement are delays resulting from acts of God, accidents, extreme weather conditions, strikes or similar causes. The intention is that the necessary repairs be made. The Contractor may attempt over-the-phone repairs but if unsuccessful, this will not be considered as a substitute for the required four-hour response time. Four-hour response time applies to each service call and will be monitored by the individual school or office location. The Contractor will have recourse to contest such records and will bring any complaints to the attention of the Copier Maintenance Coordinator (CMC) at each school. Preventive maintenance will be according to the Contractor's schedule and the Contractor's discretion. The Contractor's service technicians shall check in and out with the key operator concerned. Each copier/printer will have a permanent record of machine maintenance. The Schools desire that the Contractor develop a reporting process that will provide a maintenance record and a reliability percentage for each machine on a calendar quarterly basis.

The Contractor's maintenance personnel shall thoroughly clean up the work area and properly dispose of any residue after each maintenance action.

While the equipment is installed on the premises, the Contractor shall assume all responsibility for loss or damage except that caused by negligence or neglect on the part of the Schools.

Repairs caused by negligence or misuse by School's shall be immediately brought to the attention of the Copier Maintenance Coordinator (CMC). If misuse or negligence is documented and/or obvious, the Contractor shall make repairs under a separate agreement at a negotiated price. The machine may be removed at no charge to the Schools. Compensation, if agreed upon, shall in no event exceed the fair market value of the machine.

#### **METER READING AND COPY ALLOWANCE**

The Contractor will develop a system of collecting meter readings monthly and will develop a suitable method for recording the number of bad clicks or machines ran in the course of maintenance being performed. The number of bad clicks or maintenance-generated clicks shall be shown as a credit against the total number of clicks indicated on each machine. Monthly billing will indicate this credit on an individual machine basis. Each meter will be read at the end of each month within the last three working days.

The Contractor shall report information monthly to the Copier Maintenance Coordinator (CMC) in a single report. The report should include: School/Office name, location, contact person, machine model, machine ID number and accessories, number of clicks made per month and monthly average volume. The Contractor shall modify this report at the request of the CMC.

#### **INSTALLATION AND SITE PREPARATION**

The sites should not require any modification or preparation; all sites already have a machine(s) in use. Any proposed modifications must conform to OSHA requirements, and are subject to Schools approval prior to the placement of any copier/printer at any location. The Contractor is responsible for installation and cost of all modifications. Schools must approve supplies or equipment installed as part of the location's electrical system before any work begins. Such modifications will become the property of Roanoke County Schools.

Installations shall comply with applicable rules of the National Electric Code. All electrical materials shall be UL approved or certified as being in compliance with the rules of the National Electrical Code and meeting or exceeding standards of the Underwriter's Laboratories, Inc. The Schools will not make or allow others to make alterations to the equipment or remove equipment other than as may be authorized by the owner or mutually agreed upon in change of site conditions. Contractor will provide surge protectors. The Schools shall provide correct voltage for all copiers/printers.

#### **TRAINING**

The Contractor will provide at his/her expense unlimited training required for the operation of any equipment at any site at any time. For locations with a large number of users, the Contractor may use "Key Operator's" concept and specifically train one or more individuals in depth. If a "Key Operator" or other trained personnel should leave a location, the replacement must also be trained in a timely manner. An instructional manual is to be provided with each machine.

#### **BILLING**

Invoices will be provided monthly to each school or administrative office. A report shall be provided to the Operations Department monthly listing each school and administrative office.

#### **AWARD OF CONTRACT AND PERFORMANCE**

The Copy Maintenance Coordinator shall have the final decision regarding placement of any

machine. New installations will be completed within thirty days maximum after notification of placement approval.

Assuming the contract remains in place for all four (4) renewal years, the Contractor will not be required to place any new machine or replace any existing machine within the last six months of the last year of the contract unless the existing machine has been experiencing an incidence of repair considered prohibitive to the efficiency of the user, in which case the machine will be replaced.

The Contractor will coordinate the installation schedule of copiers/printers with the CMC. All machines should be installed and required training completed within 30 days of initial order.

The Contractor shall provide one Contract Manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the manager is absent shall be designated in writing as part of this Proposal. The Contract Manager or alternate shall have full authority to act for the Contractor on all contract matters relating to the daily operation of this contract.

The Contract Manager may be required to meet biweekly with the CMC during the first two months of the contract. Meetings thereafter will be as often as Schools deem necessary.

#### EQUIPMENT

The intent of this proposal is to provide the Schools with a copier/print management program that is cost effective and efficient. The Offeror will recommend the copier and printer equipment to be made available for use. Digital technology is required for this contract. Consoles or stands will be required as needed for desk type models or if necessary for any machine offered. Any machine not meeting performance requirements, as determined solely by the CMC, will be replaced within 24 hours of notification to the Contractor by the CMC. Each school shall be provided a minimum of one (1) network-connected digital copier/printer/fax.

Copiers/printers may be new, used, re-manufactured, or re-furbished. Acceptability will be determined by performance of the machine based in total on the judgment of the CMC. Your proposal should include the condition of the machines being recommended as new, used, re-manufactured, or re-furbished and to include a definition of the type being offered.

Each Offeror shall indicate if there are restrictions on the type of paper used in its copiers/printers, i.e. recycled bond or 25% cotton. The Schools will not consider machines that do not accept recycled paper as an original and as the paper being copied onto, and laser printer generated originals.

Network connected Digital Copiers must be compatible with Win 2000 & NT Servers. 100 mbit Ethernet Network (switched) Server DHCP running Proxy and Filtering software. Desktop computers are currently running Win98, Windows 2000 & Windows XP.

## EQUIPMENT FEATURES

The following features will be required on all equipment:

- a. #4 bond to 25% cotton paper
- b. Recycled paper
- c. Accept various weight of text paper
- d. Copy from bound volumes
- e. Copy all colors
- f. Make Transparencies
- g. Copy pressure sensitive labels
- h. Produce dry copies
- i. Automatic stop at selected run length
- j. Copy up to 8.5" x 14", each school shall have at least one copier with 11" x 17", capacity
- k. Stop copy button
- l. Ability to copy on both sides
- m. Listed or approved by Underwriters' Laboratories, Inc
- n. Copiers offered shall feature a definite indicator of when the equipment is energized. This may be either a special "power on" light or an appropriate indicator on the control panel. The Offeror shall specifically identify the nature and location of this indicator.
- o. An operator's manual shall be furnished with each machine supplied.
- p. Copies produced by offered copiers shall be judged "acceptable" as determined by the Schools.

## CONSUMABLE SUPPLIES

All consumable supplies, except for paper, required for copying/printing operations shall be included in this contract. In order to ensure the ready availability of consumable supplies, the Contractor is required to establish a supply of all supplies in the Roanoke area.

## SPECIAL CONDITIONS

Prices will include shipping, insurance, freight, rigging, initial installation and final removal. During the life of the contract, it may become necessary to move a machine within a location or relocate it on another site. Machines will not be moved without approval of the Schools' Copy Maintenance Coordinator. Should the Contractor choose to rotate machines to balance usage or to otherwise move a machine for reasons in his/her own interest, no charges will be assessed to the Schools.

Some users may wish to add options such as feeders, sorters, key counters, etc. which may not be a part of the initial rate. The Schools may add these options at any time during the entire period of the contract. Additional features added for the convenience of the user will be priced at a flat rate per month, in arrears. Technological changes or other such items for which the Schools may have a need and which may become available during the life of the contract will be priced at a flat rate per month based on other government contract pricing (ex: Virginia State Contract or other Government cooperative contract, or negotiated on open market if necessary).

Changes required to keep the machines at state of the art will be at the expense of the Contractor. Labor involved must be included in any price quoted.

Assuming that the contract remains with one contractor for the entire five-year span, and if any machine shall reach a number of copies in excess of the monthly volume for which it was designed and/or experience an incidence of repair considered prohibitive to the efficiency of the user, the machine shall be replaced. The Contractor may also install an additional machine to equalize the monthly volume. It may also occur that a particular machine may be a "lemon" regardless of manufacturing standards. Any such machine shall be replaced immediately if, in the sole opinion of the County/Schools, it is evident that repair calls are not due to negligence or misuse on the part of the Schools, the Contractors maintenance personnel are unable to resolve the problem and/or the repair frequency is so great as to detract from the intended use of the machine.

Contractor may wish to upgrade machine models at any level for his/her own convenience or volume discounts, etc. For example, if a machine geared to 1,000 - 10,000 copies requires different supplies than the larger models, contractor may choose to provide all large volume machines.

#### ALTERNATE PROPOSALS

It is the intent of the Schools to award any resulting contract on a "cost per click" basis. The Schools reserve the right to reject any alternate proposal if, in the sole opinion of the Schools, it is determined not to be feasible or in the best interest of the Schools.

#### REFERENCES

All Offerors shall include a list five references, from school districts and similar projects only, who could attest to the firm's knowledge, quality of work, timeliness, diligence, flexibility, and ability to meet budget constraints. Include names, contact persons, and phone numbers of all references below.

References may or may not be reviewed or contacted at the discretion of the Schools. Typically, only references of the top ranked short listed Offeror or Offerors are contacted. The Schools reserve the right to contact references other than, and/or in addition to, those furnished by an Offeror.

#### EVALUATION CRITERIA

The criteria below will be utilized in the evaluation of qualifications for development of the shortlist of those Offerors to be considered for interviews and/or potential negotiations. Offerors are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

- EXPERIENCE AND CAPABILITY TO PERFORM
- QUALIFICATIONS OF TECHNICIANS ASSIGNED TO RCPS
- RESPONSE TIME
- COST PER CLICK
- SPECIFIC PLANS OR METHODOLOGY TO BE USED TO PERFORM THE SERVICES

#### PRICING

All Offerors must complete the attached Price Form and include it their proposal submission. All Offerors must also include information on the machines proposed.

## **BASIS FOR AWARD**

Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFP, and any other information or factors deemed relevant by the Schools, shall be utilized in the final award. Respondents are encouraged to submit proposals that the respondent feels best meets the needs of Roanoke County Public Schools. The County/Schools will make the final determination of the proposal that best meets the needs of Roanoke County Public Schools.

## **SPECIAL TERMS & CONDITIONS**

## **AUDIT**

The Contractor hereby agrees to retain all books, records, and other documents relative to cost or pricing data for a period of three years from the date of final payment under the contract and the School Board, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials.

## INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Owner and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces and above. The Contractor shall furnish a copy of an original Certificate of Insurance naming Roanoke County Public Schools as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The contractor shall furnish insurance in satisfactory limits, and on forms and of companies acceptable to the Owner's Attorney and shall require and show evidence of insurance coverage on behalf of any subcontractors, before entering into any agreement to sublet any part of the work to be done under this Contract.

The following insurance requirements are the minimum that will be acceptable:

Following insurance requirements are the minimum that will be acceptable:

1. Workmen's Compensation Insurance with statutory limits and Employers Liability Insurance of \$500,000 for one accident or aggregate disease.
2. Commercial General Liability - Including products and completed operations coverage.
  - (a) Bodily Injury \$1,000,000 Each Occurrence  
\$1,000,000 Each Occurrence  
\$5,000 Medical Expense  
Contractual
  - (b) Personal Injury \$1,000,000 Each Person
3. Comprehensive Automobile Liability
  - (a) Bodily Injury \$1,000,000 Each Person  
\$1,000,000 Each Occurrence
  - (b) Property Damage \$1,000,000 Each Occurrence

4. Umbrella Liability \$5,000,000 Each Occurrence
5. Abuse & Molestation \$1,000,000 Each Occurrence
6. Construction Contractors – Must provide \$3,000,000 per claim Pollution Liability Insurance.
7. Director & Officers Liability - organizations that have direct contact with students shall have a minimum limit of \$1,000,000 each claim.
8. The contractor shall require each subcontractor to carry, as a minimum, coverage 1-7 as set forth above.

The Contractor shall have executed and delivered to the Owner a copy of all insurance certificates. All insurance policies under coverage 2 and 4 above shall name the Owner, as co-insured.

The contractor and his insurance company should carefully review the insurance requirements applicable to this job. All requirements must be met before the School Board will execute the Contract. In particular, we would call your attention to the following:

A. Please note that the Insurance Certificate must state that the Commercial General Liability and the Umbrella Liability Insurance Policies name the Roanoke County Public Schools as an additional insured. This requirement may be met by placing the following language on the Certificate. Many Certificates have a space headed "OTHER" where the language may be inserted as follows:

All general liability and excess liability policies coverage listed herein name the Roanoke County Public Schools as an additional insured.

B. The Insurance Certificate must also contain the required statement concerning notice of cancellation or other change in coverage. The statement used on some Certificate forms is not acceptable. The statement which is required by the contract documents reads as follows:

Such certificate shall provide that in the event of the cancellation of the policy or policies listed on such certificate, not less than 30 days notice in writing shall be given to the Roanoke County Public Schools. Note: The cancellation clause in the Insurance Certificate should be modified by striking the works endeavor to in the second line and by striking the clause reading but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

C. The Certificate Holder should be listed as:  
Roanoke County School Board  
5937 Cove Road  
Roanoke, VA 24019

D. Certificate of Insurance must have an original signature.

The Contractor shall have executed and delivered to the Owner a copy of all insurance certificates. All insurance policies under coverage 2 and 4 above shall name the Owner, as co-insured.

The Contractor shall be responsible for maintaining current certificates of insurance on file with the Owner, and the insurance Company shall be responsible for notifying the Owner thirty (30) days prior to the expiration, cancellation, non-renewal, or material change in the coverage. The contractor and his insurance company should carefully review the insurance requirements applicable to this job. All requirements must be met before the School Board will execute the Contract. In particular, we would call your attention to the sections below.

#### **AVAILABILITY OF FUNDS**

It is understood and agreed between the parties herein that the School Board shall be bound hereunder only to the extent of funds are available or may hereafter become available which, in the sole discretion of the School Board, are sufficient to pay the School Board's obligations under the resulting agreement. Contractor shall perform no work which would result in exceeding the dollar limitation of the School Board Purchase Order without first having obtained approval by the School Board.

#### **TESTING AND INSPECTION**

The School Board reserves the right to conduct any test/inspection it may deem advisable to assure that items and/or supplies and services conform to specifications.

#### **QUALIFICATION OF OFFERORS**

The School Board may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the item(s) and the Offeror shall furnish to the School Board all such information and data for this purpose as may be requested. The School Board reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The School Board further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the School Board that such Offeror is properly qualified to carry out the obligation of the contract and to complete the work/furnish the item(s) contemplated therein.

#### **CHANGES IN THE CONTRACT**

The School Board may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as the method of packing or shipment and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the School Board a credit for any savings. Said compensation shall be determined by one of the following methods:

1. By mutual agreement between the parties in writing; or
2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the School Board's right to audit the Contractor's records and/or to determine the correct number of units independently; or

3. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract.

The same markup shall be used for determining a decrease in price as the result of the savings realized. The Contractor shall present the School Board with all vouchers and records of the Contractor, as it deems necessary to determine costs of savings. Any claim for an adjustment in price under the provision must be asserted by written notice to the School Board within 30 days from the date of receipt of the written order from the School Board. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Vendor Manual. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the School Board or with the performance of the contract generally.

4. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as part of their written agreement to modify the scope of the contract.

#### **GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS-RFP (04/12/2012)**

**READ CAREFULLY** - Proposals must be submitted in accordance with instructions given in this document. All information requested must be submitted. Failure to do so may result in the proposal being considered non-responsive and, therefore, rejected.

Wherever the term Roanoke County, County or Roanoke County Board of Supervisors is used it is understood to include the Roanoke County School Board, in addition, any contract awarded from this solicitation may be used by Roanoke County Public Schools and any other public entity for which the County of Roanoke acts as a fiscal or purchasing agent.

#### **Submission and Receipt of Proposals**

- (a) To be considered, all proposals must be delivered in a sealed envelope, clearly marked with the words "Proposal Documents", proposal number and the title of the Request for Proposal and received in the Roanoke County Finance Department/Purchasing Division no later than the specified date and time for the Request for Proposal opening. Failure to timely submit such proposal shall disqualify the Offer and such proposal will be returned to the Offeror unopened. NO FAXED PROPOSALS WILL BE ACCEPTED.
- (b) Unless otherwise specified, Offerors must use the Request for Proposal price form furnished by the County. Failure to do so shall be grounds for rejection of the proposal.
- (c) Proposals having any erasures or corrections must be initialed in ink by the Offeror. An authorized officer of the company must sign proposals in ink. Such authorization shall be a part of the proposal document. All quotations must either be typewritten or printed in ink.

(d) The original proposal response must not be permanently bound as to allow for document scanning for internal recordkeeping and one (1) electronic copy on CD/DVD is preferred.

**Important Notice – Addendums and Notices of Award:**

Effective March 14, 2011, the Purchasing Division of Finance, in conjunction with the County of Roanoke, has a new and improved website. With this new website, Purchasing has gained a new bid module which will provide more information and faster downloads for the vendors interested in doing business with the County. There is a new advanced Email/Text Message notification system allowing vendors to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. The current Vendor Registration to receive notices of bids and proposals will soon be phased out completely. All vendors interested in receiving these automatic electronic notifications will need to sign up in the new 'Notify Me' and it is their responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. The address for this new website is [www.RoanokeCountyVA.gov/purchasing](http://www.RoanokeCountyVA.gov/purchasing).

Although 'Notify Me' will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website, bulletin board, published in the local newspaper, and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772-2061, Ext. 311.

**Questions should be directed to:**

Ashley D. King, Buyer  
5204 Bernard Drive SW, Suite 300F  
Roanoke, VA 24018

Phone: (540) 772-2061, Ext. 319  
Fax: (540) 561-2828  
aking@roanokecountyva.gov

**Acceptance or Rejection of Proposals**

The County of Roanoke reserves the right to accept or reject any or all offers. The County also reserves the right to award the contract for any such materials, goods or services the County deems will best serve its interests. It further reserves the right to award the contract on a split order basis, lump sum or individual basis, or such combinations as shall best serve the interest of the County. Roanoke County reserves the right to make a site visit to the facility prior to proposal award.

**Proposal Guaranty**

The Offeror must guarantee not to withdraw a proposal during the period of ninety (90) days following the due date or until a contract is signed; that if such proposal is accepted the Offer will accept and perform under the terms of this RFP, the proposal and any subsequent negotiation and resulting contract. Modification or withdrawal of a proposal will be executed as outlined in the Roanoke County Procurement Code.

Roanoke County encourages free and open competition. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy Roanoke County's needs and the accomplishment of a sound economical operation. The Offeror's signature on this proposal guarantees that the price

offered has been established without collusion with other eligible Offerors and without effort to preclude Roanoke County from obtaining the lowest possible competitive price. The award (s) will be made to the responsible Offeror(s) whose proposal is determined to be most advantageous to Roanoke County based on the evaluation factors set forth in this Request for Proposal.

Costs of developing and delivering responses to the Request for Proposals are entirely the responsibility of the Offeror.

All materials submitted in response to the RFP become the property of Roanoke County upon delivery to the Roanoke County Purchasing Office and are subject to public inspection in accordance with the Virginia Freedom of Information Act.

**Evaluation Criteria:**

*Several factors, in addition to costs, will be taken into account when evaluating proposals:* Roanoke County shall provide the mechanism for the evaluation of all information received, the final determination of responsible Offerors, and reserves the right to waive informalities and to accept or reject any or all proposals.

- (a) Company background, staffing and experience: The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (b) References: Provide five (5) references with contact names, companies and phone numbers. These references must be for firms who have purchased the same types of products and/or services.
- (c) The quality of performance of previous contracts, products and/or services.
- (d) Reporting capabilities.
- (e) Company financial status: The sufficiency of the financial resources and the ability of the bidder to perform the contract.
- (f) Proposal Submission completeness and compliance with the specifications.
- (g) Service and support offering. The ability, capacity and skill of the Offer to perform or provide the service. The ability of the Offeror to provide future maintenance and/or service.
- (h) Price. Pricing shall be a factor in evaluating the proposals; however, Roanoke County reserves the right to purchase other than low bid.
- (i) The previous and existing compliance by the Offeror with laws and policies relating to the contract.
- (j) The quality, availability and adaptability of the goods and services.
- (k) All samples are subject to product testing.
- (l) Whether the Offeror can perform the contract and provide service promptly.

- (m) The ability of the Offeror to respond to problems and concerns.
- (n) Delivery

#### **Selection Process/Award of Contract**

As this is a Request for Proposal, no information regarding the identity of neither the vendors nor the contents will be released until after the negotiation process.

Proposals may be ranked without interviews; hence, firms are encouraged to submit their initial proposals as comprehensively as possible.

The selection process will be in accordance with **Section 2.2-4301 of the Code of Virginia**:

**3(a) Procurement of Professional Services.** *The public body shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. The Request for Proposal shall not, however, request that Offerors furnish estimates of man-hours or cost for services. At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors.*

*At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the Request for Proposal, a public body may award contracts to more than one Offeror.*

*Should the public body determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.*

**3(b). Procurement of other than professional services.** *Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the public body shall select that Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one Offeror.*

*Should the public body determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.*

#### **Invoices**

The contractor must send all invoices directly to the payment address shown on the purchase order/contract and must submit invoices for items ordered, delivered and accepted by Roanoke County. All invoices must show the purchase order/contract number. All contractors need to be properly registered as a payment vendor for the County. An on-line **Vendor Payment Registration** is found on the Purchasing website. All vendors previously registered are still in the system as a payment vendor. This system will no longer be used for notification of bids/rfp's.

#### **Performance Bond**

At the time of or prior to the execution of the contract, the County reserves the right to require the successful Offeror to furnish a performance and/or labor and material payment bond with corporate surety, satisfactory to the County of Roanoke, in the amount of the contract price.

#### **Quality**

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this contract shall be of the best quality available.

#### **Acceptance of Material**

Until such time as all the conditions in the contract are fulfilled, the County reserves the right to refuse and return material, at the seller's expense.

#### **Warranty/Returns**

Clearly specify your warranty of product and handling of returns, including turnaround time on faulty equipment. Warranties and other technical data are to be included.

#### **Delivery**

Time is of the essence for delivery of any items, products or service procured as a result of this contract. If delivery is not made at the time specified on the Request for Proposal or subsequent negotiations, the County reserves the right to call in any and all bonds or other security given for performance, to cancel the order, or any part thereof, without obligation, to declare the seller in default, and to disqualify the seller from bidding on future County contracts.

#### **Default**

In case of failure to provide goods/services as specified herein, Roanoke County, after due written notice, may procure goods/services from other sources and hold the contractor responsible for any and all excess cost occasioned thereby.

#### **Copyright or Patent Rights**

The Offeror warrants that there have been no violations of copyrights or patent rights in the manufacture, production or sale of the goods shipped or ordered as a result of this proposal. The Offeror agrees that the County of Roanoke shall be indemnified and held harmless from any and all liability or expense occasioned by any such violations.

### **Tax Exemption**

The County of Roanoke is exempt from any taxes imposed by State and/or Federal Government. Upon notification, the County will furnish a certificate of tax exemption.

### **Certification and Ability**

The County of Roanoke reserves the right to request from the Offeror, a separate manufacturer's certification of all statements made in the proposal. The County may request any or all to furnish proof of experience, ability and financial standing.

### **Compliance with Laws**

The Offeror is responsible for compliance with all Local, State and/or Federal laws and regulations. The County of Roanoke shall be held harmless from any liability.

### **Authority To Transact Business In Virginia**

A Contractor organized as a stock or non stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into a Contract with the County pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Contract. The County may void any Contract with a business entity if the business entity fails to remain in compliance with the provisions of this section. All corporations, LLC's and LLP's shall be registered with the State Corporation Commission. To determine whether your firm should register, please contact the SCC.

By my signature on this solicitation, I certify compliance with federal, state, and local laws and regulations applicable to the performance of the services described herein.

### **Ruling Law**

This request for proposals and any contract executed pursuant hereto of which this request for proposal shall be an internal part shall be governed, controlled and interpreted in accordance with the law of the Commonwealth of Virginia without reference to its conflict of law principles. Each party to such contract shall there by submit to the exclusive jurisdiction of the Circuit Court of the County of Roanoke or, in the event that jurisdiction is authorized, to the United States District Court for the Western District of Virginia, sitting at Roanoke, Virginia.

### **Nondiscrimination Provisions**

During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin, except where religion, sex or nation origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

**Insurance**

The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Claims under workmen's compensation, disability benefit and other similar employee benefit acts; and

Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees; and

Claims for damages because of bodily injury, sickness liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and

Claims for damages because of bodily injury, sickness, or disease, or death of any person other than his employees; and

Claims for damages because of injury in or destruction of tangible property, including loss of use resulting there from.

Certificates of insurance acceptable to the OWNER shall be filed with the OWNER prior to coverage's afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to the OWNER.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified:

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the WORK is performed. Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any WORK is sublet, the CONTRACTOR shall require each SUBCONTRACTOR similarly to provide Workmen's

Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous WORK under this CONTRACT at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

## **SPECIAL INSTRUCTIONS**

### **Antitrust**

By entering into a contract, the Offeror conveys, sells, assigns and transfers to Roanoke County all rights, title, and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by Roanoke County under said contract.

### **Availability of Funds**

It is understood and agreed between the parties herein that Roanoke County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.

### **Assignment of Contract**

A contract shall not be assignable by the in whole or in part without the written consent of Roanoke County.

### **Contract**

Any contract resulting from this proposal shall consist of the following documents: the General Terms and Conditions and the Specifications, both of which are contained in the Request for Proposal, together with the Offeror's response, which consists of this document, the Price Schedule and other related documents attached hereto or submitted with this Request for Proposal.

### **Modification of Contract**

This RFP and any subsequent contract constitute the entire agreement between the Offer or and Roanoke County. No alteration, amendment, or modification in the provisions of the contract shall be effective unless it is put in writing, signed by all parties and attached.

### **Cancellation of Contract**

Roanoke County reserves the right to cancel and terminate any resulting contract, with a 30-day written notice to the contractor. Any contract cancellation notice will not relieve the contractor of the obligation to deliver and/or perform on all services prior to the effective date of cancellation. Cancellation of the contract would become effective the thirty-first day after notification.

Data for cancellation of the contract will be gathered by Roanoke County. The opinion of Roanoke County as to lack of performance will be final and without appeal.

### **Immigration Reform and Control Act of 1986**

By signing this proposal, the Offeror certifies that the firm does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the Federal Immigration Reform and Control Act of 1986.

### **Kickbacks**

I certify and warrant that by my signature on this solicitation, neither I nor the Offeror for whom I am authorized to act has offered or received any kickback from any other Offeror, supplier, manufacturer, or subcontractor in connection with proposal on this contract, subcontractor in order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

### **Debarment**

By my signature on this solicitation, I certify that this person/firm/corporation is not currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America. I have attached an explanation of the previous debarment(s) and copies of notice(s) of reinstatement(s).

### **Indemnification**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the County of Roanoke and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

The County cannot legally agree to any clause indemnifying the contractor from any damages arising out of the contract or holding the contractor harmless. The submission of a bid or proposal means that the contractor agrees not to request such language in the resulting contract.

### **Drug-free Workplace**

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in violation of such prohibition; (iii) state in all solicitations or

advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### **Data on convictions for certain crimes and child abuse and neglect**

Prior to awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students, the school board shall require the contractor and, when relevant, any employee who will have direct contact with students, to provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. (§22.1-296.1 (C)).

#### **Proprietary Information**

Ownership of all data, materials, and documentation originated and prepared for the County of Roanoke pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.

The Offeror must specifically identify the data or materials to be protected and state the reasons why protection is necessary on the "Notice of Proprietary Information Form" below. In addition, the proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining in the Proposal and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

**NOTICE OF PROPRIETARY INFORMATION FORM**  
**RFP #2013-283 COPIER AND PRINT SERVICES ON A COST PER CLICK BASIS**

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page #	Reason(s) for Withholding from Disclosure
Customer References		Contains customers' personal information

**INSTRUCTIONS:** Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A) This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B) This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C) This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4); 12 C.F.R. 309.5(c) (4).4342; 552 (b) (4); 12 C.F.R. 309.5 (c) (4).

**PRICE SHEET FOR OPTION 1**  
**RFP #2013-283 COPIER AND PRINT SERVICES ON A COST PER CLICK BASIS**

Cost Per Click

\$ .0137

Machines/Printers Proposed:

Existing machines in your current fleet with our upgraded current generation.

Specifications Attached:  Yes  No

See slideshow presentation and Option 1 price breakdown.

Specifications Attached:  Yes  No

\_\_\_\_\_

Specifications Attached:  Yes  No

**PRICE SHEET FOR OPTION 2**  
**RFP #2013-283 COPIER AND PRINT SERVICES ON A COST PER CLICK BASIS**

Cost Per Click	\$see attached documentation
Machines/Printers Proposed:	
<u>Canon IR-3025 w/ copy, print, fax, scan, stapling finisher</u>	Specifications Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Canon IR-3035 w/ copy, print, fax, scan, stapling finisher</u>	Specifications Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Canon IR-5070 w/ copy, print, fax, scan, stapling finisher</u>	Specifications Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Canon IR-8070 w/ copy, print, scan, stapling finisher</u>	Specifications Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Canon IR-5185 w/ copy, print, scan, booklet finisher, image pass print controller</u>	Specifications Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Canon IR-1025if w/ copy, print, fax, scan</u>	Specifications Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
_____	Specifications Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Specifications Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
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_____	Specifications Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

**SIGNATURE SHEET**  
**RFP #2013-283 COPIER AND PRINT SERVICES ON A COST PER CLICK BASIS**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, The Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County Of Roanoke, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County Of Roanoke, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County Of Roanoke.

I hereby certify that I am authorized to sign as a Representative for the Firm:

COMPANY NAME Blue Ridge Copier, Inc.

ADDRESS PO Box 866 PHONE # 540-389-4400

Salem, VA 24153 FAX # 540-389-7112

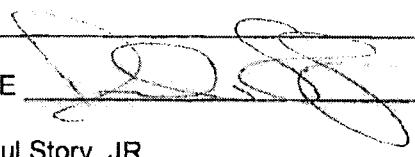
www.blueridgecopier.com EMAIL ejones@blueridgecopier.com

FEIN 54-0743187 VA BUSINESS LICENSE NO. 54-0743187

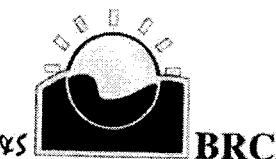
STATE CONTRACTOR'S NUMBER (IF APPLICABLE) \_\_\_\_\_

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO

AUTHORIZED PER VA CODE §2.2-4311.2 00988535

SIGNATURE  DATE 5-2-13

NAME Paul Story, Jr. TITLE CEO



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1-800-552-6907

*Radford, VA*  
540-639-0824

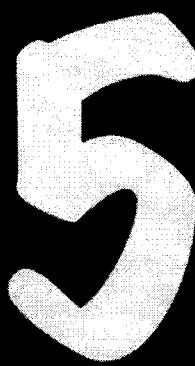
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*Roanoke, VA*  
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Fax  
540-389-7112

*Wytheville, VA*  
276-228-2205

*Supplies and  
Services*  
1-800-552-6907

## **Top 10 Reasons To Go With Blue Ridge Copier**

1. **Blue Ridge Copier would be installing Canon Image Runner Digital Copiers in the schools.**
2. **These machines can be used as a printer and a scanner if needed SOME CAN BE USED AS FAX MACHINES ALSO.**
3. **There is no charge for scanning documents.**
4. **There is no base charge.**
5. **There are no overage charges.**
6. **During the summer months if the copier is not used, you pay nothing. There are no minimums.**
7. **Another big difference with the Canon digital copiers is that the customer only has to stock 1 supply item, (a toner cartridge, and this is included with in the cost per copy options).**
8. **The cost per copy includes the equipment, installation, service calls, parts, labor, drums, staples, toner and the emergency loaner program that we offer, which states if our service technicians cannot get your equipment up and running we will bring out a loaner machine to get your office up and going.**
9. **You are dealing with a local company with the owner lives in the Roanoke/Salem area.**
10. **NO RISK AT ALL WITH ALL OF OUR GUARANTEE'S AND THE 24 HOUR CANCELLABLE COST PER COPY PLAN!!!!**



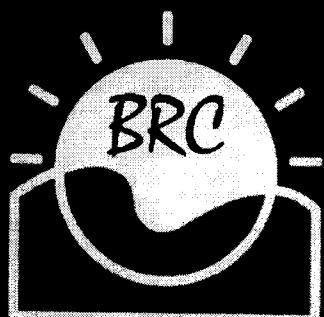
## 5 THINGS YOU PROBABLY DIDN'T KNOW ABOUT Blue Ridge Copier

- #1 We sell servers, desktops, laptops, network storage, enterprise firewalls, software, printers, scanners & more.
- #2 We offer break-fix, block time, or managed services with 24/7 monitoring for Windows, Mac, or Linux.
- #3 We employ IT experts who know your business.
- #4 We can augment or assist your existing IT personnel with day to day operations or special projects.



### #5 WE ARE EXPERTS in data recovery and virtualization.

We offer premier data migration services and can enable you to use your old software on today's new computers.



Google Cloud Platform      vmware



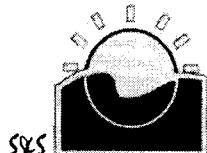
PartnerDirect  
Registered

Acronis  
Authorized Partner



SOPHOS  
Silver  
Partner

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### ***Meter Readings and Copy Allowance***

Once a month the meter readings will be taken from each location. Currently, we email a spreadsheet with the equipment listed and it is emailed back to us. Our new operating system has the capability to automatically request the meters by sending out emails and faxes. This ensures fewer errors in meter entry and is a more efficient way to obtain them. You have the choice of emailing or faxing the meters back to us to enter for you, or simply click on the link provided in the email to enter it yourself on the web. Once meters are entered, an invoice will be generated.

We will meet and supply information to the CMC in a report. This is usually put together in an excel spreadsheet with all of the information that is needed by the CMC.

### ***Installation and Site Preparation***

Blue Ridge Copier will install all the equipment at the location with no additional expense to Roanoke County Schools. All of the school sites currently have the proper electrical power to operate the copier systems.

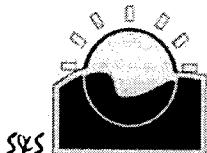
### ***Training***

Blue Ridge Copier will also provide unlimited training to the locations. Eddy Jones will do the training, along with nine other Sales Representatives including the owner of Blue Ridge Copier if needed for additional training at locations.

If new employees need training we will be there to do that also. A manual will be provided for each machine.

### ***Billing***

Blue Ridge Copier will provide invoices to the location monthly. Eddy will provide a report to the Operations Department monthly listing each location, the serial # of the equipment, the number of copies made, the summary bill, and any other information that the CMC would need.



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### ***Award Of Contract And Performance***

Eddy Jones is the Contract Manager for the Roanoke County Schools Account, Cindy Smith will be the back up Contract Manager along with Bill Mitchell and other reps will help if needed. We work as a team at Blue Ridge Copier. We will be available to meet with the CMC whenever we are needed. We will also work with the CMC and get the equipment installed when it is needed.

### ***Equipment***

*See attached list of the Equipment with the spec sheets that we are proposing.  
See attached Quality Assurance Checklist.*

With the proposal from Blue Ridge Copier, Roanoke County Schools can cancel at anytime. The remanufactured equipment that we are proposing is remanufactured at our facility by our Factory Trained Technicians. The technicians have a Quality Assurance Checklist that they go by when remanufacturing the equipment, when it comes to your office it looks new and performs like a new machine, if it does not perform we get it fixed right or bring you another machine of the same model or better to your location.

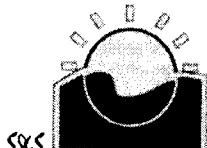
### ***Equipment Features***

All equipment that we are proposing is digital. (See spec sheet/brochure) Every copier system will also have an account code ID system that lets each location track the number of copies/prints on the machines.

Each Copier that Blue Ridge Copier installs will have the serial number on it and it and an identification tag with an ID number on the front. Each copier will also have a tag on the front of it with the Blue Ridge Copier name and local telephone number, and the Canon logo and the model number on the front door.

### ***Special Conditions***

The Cost Per Copy that we are proposing includes all equipment, all service calls, all labor, all parts, all drums, all staples and all toner. It also includes network installation, training, moving equipment around, delivery, install and removal. Blue Ridge Copier will work with the schools and Eddy Jones is very familiar with how the copiers in the schools operate. He will contact the purchasing office/CMC and they can call him any time if a copier needs to be moved or relocated at no charge. The copiers that we are proposing are full systems and have the accessories already installed on them. If there is a problem with a copier (lemon) we will replace it immediately. We are very flexible and will work closely with the CMC to ensure all locations are supplied with the proper equipment for volumes and needs. Being locally



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owned and operated means we respond fast to your needs and can replace equipment if the CMC or we find a location that needs different features or a different machine to suit their needs. We like to upgrade the machines to keep up with technology, which means better/newer equipment and more productivity for the schools. This also cuts down on service calls as machines get older.

### Evaluation Criteria

#### *1. The Offeror's experience and capability to perform and qualifications of technicians assigned to Roanoke County Schools.*

Blue Ridge Copier has handled the school contract for the last five and a half years.

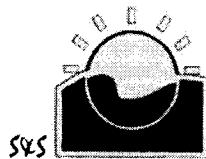
We have the largest market share of any office equipment dealer in Southwest Virginia. (See our reference list)

All of our technicians are factory trained on all of the equipment that we are proposing. They are professional and clean cut and very responsive to our customers' needs. We are well staffed with 38 employees and are always looking for good employees in all departments when needed.

Everyone here is excited about this opportunity to work with the school system on another contract. Being local, we have six ladies in the office that work in the dispatch/administration area.

We stock over \$500,000 worth of parts and supplies locally and usually have over 100 copiers in stock that we could use as a loaner or replacement machine or take a part off of if needed to get another machine repaired.

We work with some of the largest companies in the area and have numerous machines with them: Delta Dental, Gentry Locke Rakes and Moore, National Business College, Wytheville Hospital, Valley Bank, Hometown Bank, Member One Federal Credit Union, CMR Institute, Coca Cola, CHIP, The Jeff Krasnow Law Firm, The Better Business Bureau, VACO Insurance, Magee Foster Law Firm, Friendship Health and Rehab, Danaher, Carrington Places, Professional Therapies of Roanoke, Shelor, Optical Cable Corporation, Botetourt County Schools, Waldvogel Commercial Properties and Smith Packett. These are just a few companies that we do business with in our area. Most have some of the same requirements that the Roanoke County Schools are requiring in this RFP; we take care of them and they continue to do business with us year after year. They request 4 hours or less on response times, monthly meter reports, local billing, local parts, local supplies and one main person that handles the account for them. That is why we are **NO RISK** for the Roanoke County School System, and we have a proven track record



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with your school system. The big advantage is that with a Cost Per Copy Plan you only pay for the copies/prints made and faxes received on the equipment and there is no long term agreement so you can cancel at any time without penalty.

## **2. Response Time**

We guarantee a 4-hour response time and our average response time is 1.79 hours.

All of our technicians carry cell phones and laptops and also have a company vehicle that they carry plenty of car stock in. They are also all factory trained and have the latest software loaded on their laptops to do flash and service upgrades to digital equipment. All of the service and parts manuals are also loaded on their laptops so they can easily reference a part if needed. A report is generated each day for our parts manager to let him know which parts each technician has used, so he can refill the technicians' car inventory.

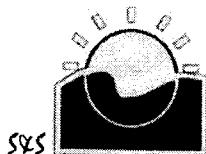
## **3. Cost Per Copy**

The cost per copy will be .0137 (that's less than a penny and a half per copy or print and there is no charge for scanning). This includes all equipment, all service calls, all parts, all labor, all drums, all staples and all toner for the copier systems. Delivery, training, installation, network installation, pick- ups and moves are also included in this. We want your business!!

## **4. Specific plans or methodology to be used to perform the service.**

At Blue Ridge Copier we strive to be the best, providing our customers with great service and the latest technology available. We have knowledgeable employees that are constantly training to learn the best way to take care of the customer. We have the latest software and hardware that can track our parts and supply inventories. Our dispatch system is state of the art technology that tracks all calls and the histories of the account. It will also let us know if a customer has had too many issues with the equipment. We have fully trained technicians and account/sales representatives that are always training in classes to further their career.

The training courses consist of classes that they are sent to at National Canon training facilities or online web based classes that are held. We also have representatives from Canon come in to train at our office on a regular basis. All personnel are trained to do what is right for the customer and offer topnotch service to all customers big or small. If you can't keep the customer happy then someone else will.



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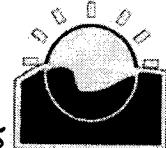
At Blue Ridge Copier, we have employees that are in our company for the long haul, and they just don't use this job as another stepping-stone for something else in the future. They are committed to offering the best customer service possible. That's what has made us the top company of our type in this area.

### **WHAT IS THE MEANING OF COST PER COPY?**

- **IT IS NOT A LEASE**
- **IT IS NOT TIERED BILLING**
- **IT IS NOT STATE CONTRACT**
- **IT IS NOT A LEASE/ PURCHASE OPTION**
- **IT IS NOT A SERVICE BASE RATE PLUS COST PER COPY**

### **WITH BLUE RIDGE COPIER THE TRUE MEANING OF COST PER COPY IS**

- **YOU ONLY PAY FOR THE COPIES/PRINTS YOU MAKE**
- **THIS INCLUDES ALL EQUIPMENT**
- **THIS INCLUDES ALL SERVICE CALLS, ALL PARTS  
ALL LABOR, ALL DRUMS, ALL TONER AND ALL  
STAPLES**
- **NO MINIMUM NUMBER OF COPIES REQUIRED**
- **NO OVERAGE CHARGES**
- **YOU CAN CANCEL THE CONTRACT AT ANYTIME  
WITH NO PENALTIES**
- **YOU HAVE NO TIE TO THE EQUIPMENT**
- **ALL YOU ARE PAYING FOR IS THE COPIES/PRINTS  
MADE AND FAXES RECEIVED ON THE EQUIPMENT**



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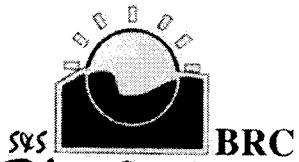
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### Advantages of Blue Ridge Copier

- When calling for service, supplies or any other needs you will always speak with a live person.
- Blue Ridge Copier uses no automated switchboard solutions (you get to speak to a real person when you call our local phone number 389-4400)
- No minimums
- No overages
- 24-hour cancellation
- Fastest service response times of any company of our type in Southwest Virginia (we have many customers willing to attest to this) – see attached reference list
- Canon equipment #1 for the past 20 years
- Best service in town
- Best support from our entire staff
- Most knowledgeable digital support
- Local owner (Paul Story)
- Local account manager (Eddy Jones)
- Local service manager (Todd Reed)
- Local service numbers
- Local billing, local service technicians, local IT support
- Local parts, local toner
- Local service
- Roanoke County Schools has nothing to lose if they go with blue ridge copier.
- Roanoke County Schools will have the newest technology with fully loaded digital machines!!
- Blue Ridge Copier is the safest decision for Roanoke County Schools and there is no risk at all with the 24-hour cancellation!!
- Blue Ridge Copier will take care of the Roanoke County School account and provide you with great equipment, the best service around and a great team of employees who are very excited about this opportunity!!

**Blue Ridge Copier**  
**LOOKS FORWARD TO A LONG PARTNERSHIP**  
**WITH THE ROANOKE COUNTY SCHOOLS**



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**WHEN YOU DO BUSINESS WITH**

**BLUE RIDGE COPIER**

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**YOU ARE DEALING WITH**

**LOCAL PEOPLE**

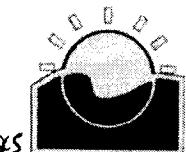
**AND YOU KEEP THE MONEY IN**

**THE ROANOKE VALLEY**

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### THIRD PARTY INFORMATION ABOUT REMANUFACTURED EQUIPMENT WITH REFERENCES FROM THE INTERNET WITH LINKS TO FULL STORY

#### Remanufactured Products:

Blue Ridge Copier is applying environmentally desirable process of remanufacturing which returns previously used copiers to showroom condition and offers customers a cost-effective alternative to brand new equipment. Apart from the 'green' advantages of reducing the wasteful scrapping of perfectly serviceable machines, there are financial benefits in acquiring equipment that looks as good and performs as efficiently as a new model - and carries exactly the same guarantees of copy quality and reliability as a brand new copier

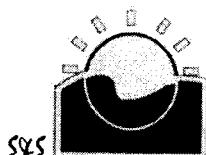
**"What is Remanufacture? Remanufacture should never be confused with refurbishment or reconditioning. It is a process which involves the complete rebuilding of a machine using brand new parts to return it to an 'as new' condition."**

**"The entire process is of high standard and quality each remanufactured machine undergoes rigorous performance and safety tests before being returned to service. Every copier returned from a customer is matched with its own service and repair history. But, before it is accepted for remanufacture, it will be given a thorough check before being allocated to a skilled specialist engineer who strips the machine down to its chassis. The engineer then rebuilds his machine by hand to its original manufacturer specifications using brand new parts. Any updated technical specifications and software are automatically incorporated - including any new instructions and safety labels."**

**"Controlling Quality Each cleaning, painting and refitting operation is undertaken using safe and environmentally friendly processes. Every machine is tested and double-checked to high quality standards by highly trained and qualified engineers. Once reassembled, the copier and all its accessories undergo rigorous quality checks. Every part is tested, adjusted, put through its paces. All functions are verified for reliability over long copy runs."**

#### Source

<http://www.photocopiersdirect.co.uk/copier-remanufacturing.php>



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Supplies and  
Services  
1-800-552-6907

**"Remanufactured Copiers. Nothing new here, but it still represents a golden opportunity particularly for those customers who aren't ready to buy new. Vendors who remanufacture copiers read like a "Who's Who" of the office equipment industry. They include Canon, Konica, Lanier, Océ, Pitney Bowes, Ricoh and Xerox as well as IKON. What's interesting about many of the current remanufactured copier offerings, according to a report from Buyers Laboratory Inc. (BLI), is that most cost as much or more than when they were first introduced. The reasoning behind this, according to manufacturers, is that after remanufacturing, the copiers are as good as new. The bulk of the remanufactured products on the market tend to be analog, although that should change as more digital devices reach the end of their life cycle."**

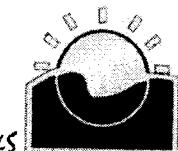
### Source

<http://www.enxmagazine.com/scullen2102-2103.htm>

**"Seek office equipment with remanufactured or recycled parts. Despite a decade of proof, there are still buyers who mistakenly believe that products with recycled-part content are not as good as those built with all-new parts. Remanufacturing printers and copiers is a practice that involves rebuilding and upgrading returned products and parts to as-new appearance and performance. This practice kept 149 million pounds of waste from going to landfill in 2001, and energy savings from parts reuse totaled 500,000 megawatt hours - enough energy to light more than 380,000 U.S. homes for one year."**

### Source

[http://findarticles.com/p/articles/mi\\_m0EIN/is\\_2003 April 16/ai\\_100113182](http://findarticles.com/p/articles/mi_m0EIN/is_2003 April 16/ai_100113182)



BR  
C

Blue Ridge copier

Over 25 years as an authorized **Canon** Dealer  
[www.blueridgecopier.com](http://www.blueridgecopier.com)

Bedford, VA  
540-586-1822

Forest, VA  
1-800-552-6907

Radford, VA  
540-639-0824

Salem, VA  
Roanoke, VA  
540-389-4400  
Fax  
540-389-7112

Wytheville, VA  
276-228-2205

Supplies and  
Services  
1-800-552-6907

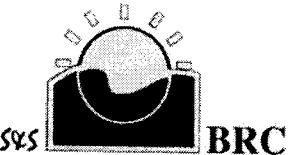
## F.A.Q.'s . . .

### *Why Consider a Remanufactured Copier?*

1. It Will Offer a Larger Copier Than Your Company May Have Within Its Budget
2. A Remanufactured Copier Is a Proven Products With a Proven Track Record of Reliability
3. It Does Not Have a Technical Learning Curve
4. The Most Difficult Technical Problems Have Been Solved And Retrofits Issued
5. Our Remanufactured Copiers Receive The Same Warranties and Guarantees as New Units
6. Ours Come with the Exclusive **A.T. Business Solutions'** 5-Year Replacement Guarantee
7. Each Remanufactured Unit as Been Totally Rebuilt From Ground Up:
  - Totally Disassembled
  - New Drum
  - New Rollers
  - New Gears
  - All Retrofits

We Use Only Those Units With Low Copies And Are in Excellent Condition From Leasing Companies. This Is Not a Used Machine with Clean Covers

*What Really IS a Remanufactured Copier by A. T. Business Solutions">*



**Blue Ridge copier**

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Every Blue Ridge Copier Remanufactured Copier undergoes the following rigorous 12-step process to bring it back to at least as good as new condition -- and often times better, since all OEM retrofits have already been incorporated.

**Step 1: Pre-Inspection for Useful Life**

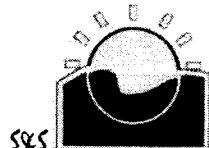
**Step 2: Total Disassemble of the Equipment**

**Step 3: Inspect Optical System**

- Mirrors
- Lens
- Belts And/or Cables
- Drive Gears, Shafts, and Pulleys

**Step 4: Inspect Feed System**

- Feed Tires
- Feed Motors
- Gears, Shafts, Pulleys



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#### Step 5: Developer Housing

- Developer Unit/ Casing
- Auger System
- Gears and Bushings
- Mag Roller

#### Step 6: Transport System

- Belts
- Gears, Bearings, Chains, Bushings

#### Step 7: Fuser Section

- Upper and Lower Heater Rollers
- Blades, Pads, Felt Cover
- Scrapers and Picker Fingers
- Gears, Collars, Bushings
- Lamp(s)
- Thermal Fuse
- Thermistor

#### Step 8: Photoreceptor Unit

- Corona Wires
- Corona Blocks
- Lamp(s)
- Toner Augers
- Gears, Bushings, Shafts

#### Step 9: Inspect, Clean, and Replace All Parts

#### Step 10: Replace All Consumable Supply Items

- Drum, Drum Blade
- Upper and Lower Heater Rollers
- Heater Roller Blades
- Developer
- Waste Toner Bags

#### Step 11: Reassemble

#### Step 12: Adjust Back to Manufacturer's Specifications

## **Roanoke County Schools**

- This is a cost per copy agreement, no minimums and no overages
- The vendor supplies the equipment and the schools pay for the copies
- The equipment may be upgraded / downgraded at anytime with no additional charge
- There is a 24 hour cancellation by either party
- This is not a lease or a purchase agreement
- Blue Ridge Copier has loaner or replacement machines available at all times with the same day delivery, (similar or like models equivalent or greater speeds with same features)
- Blue Ridge Copier has emergency toner/supplies/consumables/machines available at all times for same day delivery
- Vendor owns equipment

### **What is a remanufactured piece of equipment?**

These machines are basically stripped down to the frame, cleaned and sprayed out. New bushings, bearings, rollers, rubber consumable parts, clutches, springs, drums, corona assembly's and cleaning/fixing units are replaced, tested and adjusted to factory specification. The panels are replaced or painted depending on their condition. These machines are then tested with copy, print and scan jobs to ensure quality and performance before it comes out to your location. Each machine goes through an extensive quality assurance checklist. Remanufactured equipment will come with an official certificate from the manufacturer or qualified remanufacturing facility stating that it has passed all predefined remanufacturing guidelines. You would have a hard time telling them from new equipment

### **GOING GREEN**

Roanoke County Schools along with hundreds of other major companies in Southwest Virginia are **GOING GREEN** and using remanufactured equipment from Blue Ridge Copier. These machines would most likely end up in landfills, were they not remanufactured by Blue Ridge Copier. We have one of the largest remanufacturing facilities on the East coast. Not only are we proud of the community that we all live and work in, but we are thinking ahead to the future and our environment.



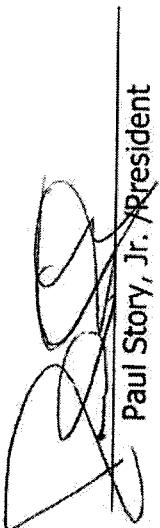
# Blue Ridge Copier

## Certificate of Remanufactured Equipment

Remanufactured equipment is for sale at a reduced price below new equipment retail and, is also available as rental equipment. Some of this equipment has been previously sold to customers, who may have defaulted on the lease agreement, gone out of business, or upgraded to a larger machine. We only remanufacture current or near current Canon equipment for which we are authorized to retail, have Canon authorized service technicians, and carry an inventory of parts. Remanufactured subassemblies (Document Feeder, Finisher, and Cassette Feed Unit) are rebuilt to like new condition using new, reconditioned, and/or recovered parts which fully meet the manufacturer's new product performance and reliability specifications.

MODEL # \_\_\_\_\_

SERIAL # \_\_\_\_\_



Paul Story, Jr. President



Todd Reed  
Todd Reed/ Service Manager

These models are already in the queue to be replaced under the current fleet based on the customers' changing needs and/or service improvement.

School	Current Machine	Upgrade
Burlington Elementary School (Original not on high volume contract)	Canon IR-8500	Canon IR-8070
Clearbrook Elementary School	Canon IR-5020	Canon IR-5070
Fort Lewis Elementary School	Canon IR-5000	Canon IR-5070
Glenvar Elementary School	Canon IR-5000	Canon IR-5070
Glenvar High School (Original not part of high volume contract)	Canon IR-8500	Canon IR-8070
Herman Horn Elementary School	Canon IR-6020	Canon IR-5070
Masons Cove Elementary School	Canon IR-6020	Canon IR-5070
Mountain View Elementary School	Canon IR-5000	Canon IR-5070
Northside High School	Canon IR-6000	Canon IR-5070
WE Cundiff Elementary School	Canon IR-6020	Canon IR-5070
William Byrd High School ( Original not on high volume contract)	Canon IR-8500	Canon IR-8070

Volumes on the machines below are extremely low. We can work with the customer to determine which model they need for upgrade.

School	Current Machine
Burton Center for Arts and Technology	Canon IR-210
Cave Spring High School	Canon IR-210
Glenvar High School	Canon IR-210 (2)
Glenvar Middle School	Canon IR-210
Hidden Valley High School	Canon IR-210 (2)
Northside High School	Canon GP-200 (2)
Northside Middle School	Canon IR-330
Northside Middle School	Canon IR-400
William Byrd High School	Canon IR-210
William Byrd High School	Canon IR-330

**Average Service Call Response Time 5/1/2012 - 5/1/2013**

<b>School Name</b>	<b>Average Response Time</b>
Back Creek Elem.	<b>1.48</b>
Bonsack Elem.	<b>1.54</b>
Burlington Elem.	<b>1.97</b>
Cave Spring Elem.	<b>1.91</b>
Cave Spring High	<b>1.79</b>
Cave Spring Mid.	<b>1.56</b>
Clearbrook Elem.	<b>2.39</b>
Fort Lewis Elem.	<b>2.00</b>
Glen Cove Elem.	<b>1.94</b>
Glenvar Elem.	<b>1.29</b>
Glenvar High	<b>1.33</b>
Glenvar Mid.	<b>1.87</b>
Green Valley Elem.	<b>1.89</b>
Herman L. Horn	<b>1.93</b>
Hidden Valley High	<b>1.63</b>
Hidden Valley Mid.	<b>1.54</b>
Mason's Cove Elem.	<b>1.02</b>
Mount Pleasant Elem.	<b>1.70</b>
Mountain View Elem.	<b>1.12</b>
Northside High	<b>1.68</b>
Northside Mid.	<b>2.16</b>
Oak Grove Elem.	<b>1.54</b>
Penn Forest Elem.	<b>2.06</b>
Roanoke Co.	<b>1.82</b>
W.E. Cundiff Elem.	<b>1.97</b>
William Byrd High	<b>1.54</b>
William Byrd Mid.	<b>1.84</b>
<b>Overall Average</b>	<b>1.79</b>

# Upgrades and Replacements:

These are just a portion of the replacements and upgrades that have taken place in the Roanoke County Schools in the last couple of years. If there are service issues, machines are normally upgraded before the users would have to request. Our service software tracks all of our units in the field and alerts Management immediately in the event a machine is experiencing any ongoing issues.

We have recently upgraded our internal operating Software with the most expensive and advanced Office equipment and Information Technology tracking and integration package. Due to this upgrade, we have only listed recent upgrades. See [www.digitalgateway.com](http://www.digitalgateway.com).

Also, units have been upgraded in some locations to meet the changing needs of each school. All printing and scanning installations have been completed at no additional cost.

- Glen Cove Elementary upgraded an IR 5000
- Cave Spring High Upgraded two machines
- At least two machines in the Roanoke County Admin Center
- Glenvar Middle added three IR 3300s to upgrade HP Printers on two floors of the school
- Hidden Valley High upgraded two copiers and installed one Kyocera
- William Byrd Middle just upgraded a machine with an IR 6570 and added three Kyocera printers
- William Byrd High upgraded an IR 5020i
- Mount Pleasant Elementary upgraded an IR 5000
- Penn Forest Elementary added a Kyocera printer
- Cave Spring Elementary added a Kyocera printer
- Oak Grove Elementary upgraded the IR 8500

## **Comments and Praises from current Roanoke County Schools users**

*“Service is good and the quota/impresion limit ability has saved us a tremendous amount of money. You and your technicians are always very responsive, helpful, courteous and professional.”*

Andy Clapper  
Instructional Technology Resource Teacher  
Hidden Valley High School

*“Hidden Valley High School staff is very happy with Blue Ridge Copier. We have received excellent support from Eddy over the past 10 years. He has helped with our copier cost by making suggestions for all of our department copier needs. The service team is prompt and informative about problems with our copiers. HVHS has enjoyed working with Blue Ridge Copier.”*

Cynthia Ulrey  
Bookkeeper  
Hidden Valley High School

*“We are very happy with Blue Ridge Copier and all of their associates. Our service calls are always answered promptly.”*

Betty Elliott  
Secretary/Bookkeeper  
Glen Cove Elementary School

*“We are happy with the service from Blue Ridge Copier. You are so easy to work with, Eddy! Thanks for all you do!”*

Ashley McCallum  
Principal  
Green Valley Elementary School

*"We have been happy with your service, Eddy, and I highly recommend your company and you."*

Dr. Richard A. Turner  
Principal  
William Byrd High School

*"Blue Ridge Copier goes above and beyond their contract to make things work in the schools. If we have any issues with the copiers they are in the building within a couple of hours to fix or repair the problem. If we run out of toner because we have forgotten to order toner, they bring it out to the school. I appreciate everything they do for CSES. BRC employees treat us with respect and a caring attitude in every situation. I would hate to see RCPS break such a good relationship. We have had the assurance of service and reliability for many years with BRC and I hope this will continue for many more."*

Anne Currin  
Administrative Assistant  
Cave Spring Elementary School

*"Masons Cove has been very pleased with the service we have received from Blue Ridge Copier. The service, when needed, is within 24 hours. Staff is very helpful and friendly. We also appreciate your donation of flyers for the events we have had during the year. We hope to continue working with your company."*

Loretta Martin  
Administrative Assistant  
Masons Cove Elementary School

*"At William Byrd Middle School we have enjoyed your company's service. I have never had a complaint about Blue Ridge Copier since we signed on with you. The service department is always friendly and helpful when we call for service inquires. As far as working with you, I have always been treated with respect and you've always done your best to get us what we need or want. Thank you for the extremely good service and excellent working relationship."*

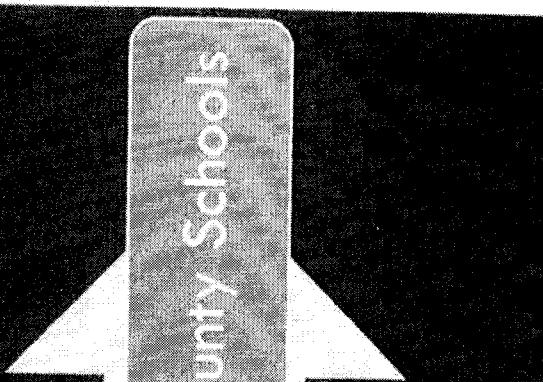
Sandy Shelton  
Bookkeeper  
William Byrd Middle

*"I have been pleased with the service that I have received. Thank you."*

Kimberly Bradshaw  
Principal  
Oak Grove Elementary

*"We are pleased to report we have had a highly satisfactory contract with Blue Ridge Copier to provide Copier Service on a cost per copy basis for all 30 of our schools and administrative offices since June 2003. Blue Ridge Copier provides numerous copiers to each of our schools and responds to all maintenance requests on a very professional and timely manner. The staff at Blue Ridge has been very helpful in meeting the needs of each of our schools and providing all the training and support that is needed to make our jobs easier."*

Darlene Adams  
Purchasing Coordinator  
Roanoke County Public Schools



Blue Ridge Copier Professional Services and Roanoke County Schools

Migrating from textbooks and paper to  
digital images using tablets and laptops

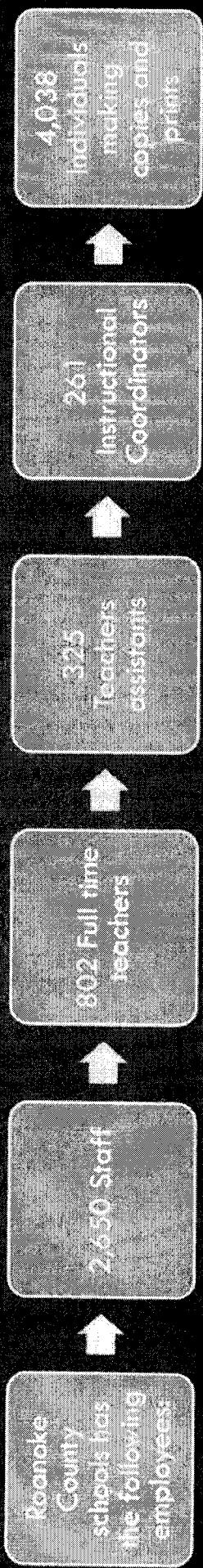
BLIVE COPIER™ is in the copying/printing  
AND IMAGING business and we know the use  
of traditional textbooks and paper copies is  
going away. That's why we've brought an  
Information Technology company so we  
could be on the forefront of paper.

**We have no record of any  
users complaining about  
their present supplier.**

**See Attached Results of County Customer Satisfaction  
Surveys and Analysis of Service Response Time Records**



# The Cost \$ \$ \$ to change copier suppliers at this time



# What does changing vendors really mean for all these people?



If you change copier suppliers every one of these people will need to have training on the new equipment. It is estimated that each person will require approximately 1/2 hour of their time for initial training. More time will be needed as they encounter work that will require use of some of the more advanced features.

The total training time for all 4,038 employees will be over 2,000 hours. Assuming a median salary for Elementary, Middle School and High school is \$45,000.00 per year. Based on 10 months and 40 hours per week the cost per hour is over \$25.98 per hour. Therefore the cost of training would be over \$51,960.00. Add to this the frustration and confusion of using different equipment, particularly at the same time as getting organized to start the New School Year.

Changing suppliers will involve moving and replacing over 100 machines at as many locations.

# What does changing vendors really mean for all these people?

Continued...



- The cost of securing bids and then analyzing the bids and taking a chance on a poor performing low cost bidder is hard to quantify. But it will be frustrating and time consuming. It has the possibility of turning a well running system of making prints and copies into a nightmare.
- Many of the present copiers/MFP units have already been networked to computers. Blue Ridge has its own IT networking department. Blue Ridge has already networked many of the machines at no cost to the district.
- Removing and installing different equipment will take up additional time for school personnel.



## What does changing vendors really mean for all these people?

Continued...

- Response time is vital to the staff and teachers. No one can consistently match the response time and repair time of Blue Ridge. We have 15 plus IT and service technicians in the Roanoke Salem area. Plus over a million dollars in just parts and supply inventory.
- Our service dispatcher spent many years as a Teacher and understands how needs of the school system differ from other industries.
- Our service technicians know where every machine is located and they know your people.

# What does changing vendors really mean for all these people?

Continued...



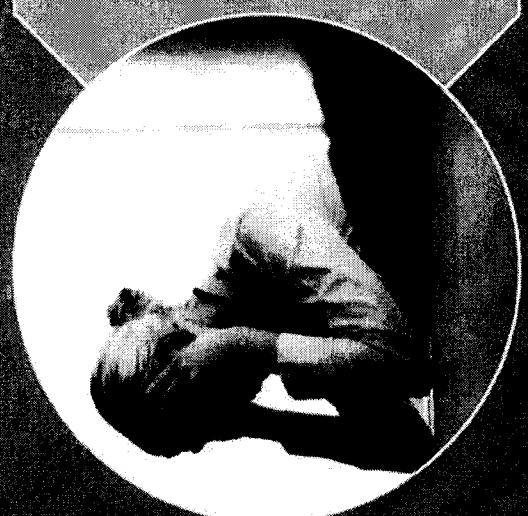
- Paperless education is imminent. We don't know how fast it will come and to what degree, but traditional textbooks and paper copies will give way more and more to tablets, notebooks, and ultrabooks.
- Reading meters on 100 plus pieces of equipment takes a number of months to get the system down. Your people know where our meters are and how to read them. Working with your people we have designed and implemented a seamless system that works.

# What does changing vendors really mean for all these people?

Continued...



- Invoicing so that we have the correct information that fits your payment system takes some time to perfect. If you change suppliers at this point you will have to set up an accounts payable system that works well with your new supplier's system. This can take months.
- If there is some billing confusion with your account we will have a representative from our office in Salem come sit down with you to correct the problem.
- We have a computer system that notifies you when your call has been dispatched to a service tech and then tracks the service call to completion. Then emails the users and ask if everything was taken care of to their satisfaction. In addition, they are offered to complete a customer satisfaction survey to rate and express any comments or concerns. Each one of these surveys is reviewed by all BRC managers all the way to the CEO of the corporation.



# What does changing vendors really mean for all these people?

Continued...

- All our supplies are warehoused locally and are delivered locally. Emergency supplies are delivered immediately.
- The Primary Account Manager of our company assigned to take care of your account has been with Blue Ridge for over 15 years.

## Summary:

We will remove the copiers and printers under the contract with no cancellation penalty at any time they are no longer needed due to moving to paperless teaching.

Savings cannot be accurately forecast in rebidding the contract since it cannot be known how many copies will be made over the life of the contract due to impact of paperless teaching.

Upon Renewal of the current contract, Blue Ridge will issue a 10% credit for each location for the entire annual spending IN ADVANCE. This equates to 10% savings immediately and approximately 1 month of free copies/prints! Each year the 10% credit will be issued again if the County chooses to renew.

- Any units may be removed during the period without penalty at any time.
- We will replace any units that need to be upgraded or are incurring out of pattern service.
- If the contract is renewed we will provide 50 Android tablets and the teacher console to allow the district to move forward with a pilot program of paperless teaching.

Renewing the Blue Ridge Copilot contract will follow the following criteria and more.

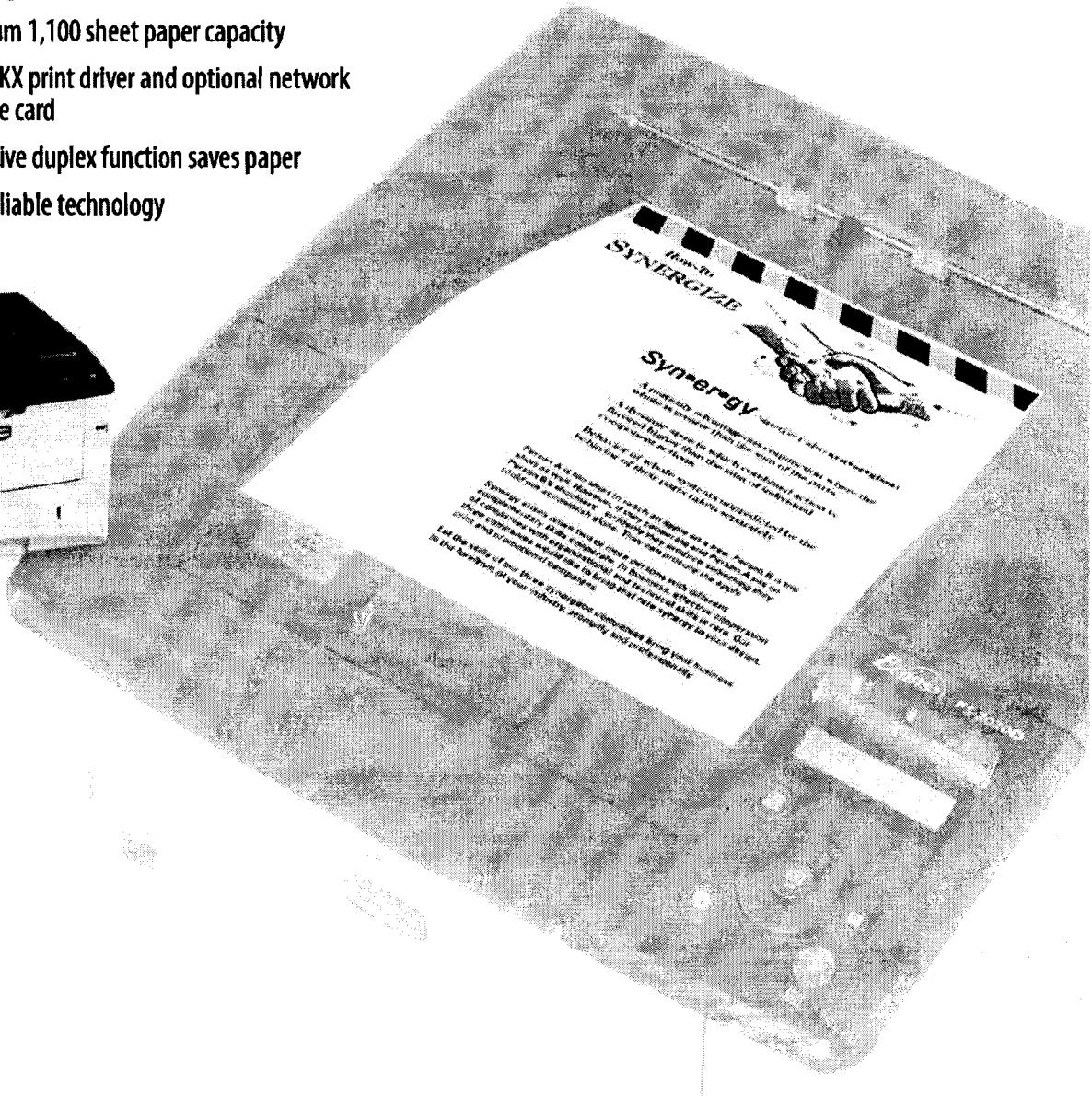
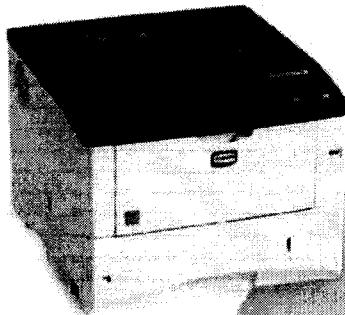


FS-2020D

Black & White Printing Solution

ECONOMICAL. ECOLOGICAL. ECOSYS PRINTERS.

- Fast output speed of 37 pages per minute
- ECOSYS® long life consumables reduce operating costs
- Maximum 1,100 sheet paper capacity
- Unique KX print driver and optional network interface card
- Productive duplex function saves paper
- Ultra-reliable technology



**Option #1**

**Proposed Renewal and Estimated Annual in Advance Savings**

Monthly Volume	833,269
Annual Volume	9,999,228
Cost Per Page	0.0137
Average Annual Cost	\$136,989.42
10% Rebate/Credit for Annual in Advance	\$13,698.94

\*Volumes may vary from year to year  
depending on migration to digital images.

**Estimated Five-Year Savings  
Over Current Spending: \$68,494.71**

Roanoke Schools Option 2 Adjustable Tiered Pricing

Tier 1 pricing (existing equipment as of May 14, 2013) .0137 per copy

Tier 2 pricing (model listed by location) per Bid of May 14, 2013 .0195 per copy

Option 2 basically allows each school to set their own price per copy. It provides this as each school can decide which copiers best serve their needs. In any location if a present copier is meeting their needs, the school can maintain that copier at a cost of .0137 per copy (Tier 1), with the option to upgrade the equipment at any time within the next five years to the (Tier 2) price of .0195 cost per copy with no penalty charge.

Therefore the cost for the schools can either be .0137 or somewhere in between that and .0195 depending on the mix of copies run at Tier 1 and Tier 2 costs.

This is a unique proposal that allows the individual schools to decide what meets their needs and to set their own price.

As an example:

If a school runs half the copies on Tier 1 and half on Tier 2 the mixed costs would be .0161 per copy.

And if they run all at Tier 1, their costs would only be .0137 per copy

Also if more copies are allocated to the high volume contract at .0059 per copy the mix would bring the cost down further.

As an example: If half the copies were run on Tier 1 and half on the High Volume Contract the blended cost per copy would be .0098 per copy.

**Roanoke County Schools Option # 2**  
**Replace all Existing Models with Current Generation Models**

School Location	Current Model	Proposed Model
Back Creek Elem School	IR-2200	Canon ir 3025
Back Creek Elem School	IR-5000	Canon ir 5070
Burlington Elementary	IR-2200	Canon ir 3025
Burton Center For Arts And Technology	IR-210	Canon ir 1025if
Burton Center For Arts And Technology	IR-2270	Canon ir 3025
Burton Center For Arts And Technology	IR-3320i	Canon ir 3025
Burton Center For Arts And Technology	IR-3320i	Canon ir 1025if
Burton Center For Arts And Technology	IR-5000ii	Canon ir 5070
Cave Spring Elementary	FS-2020d	FS-2020d
Cave Spring Elementary	IR-3300	Canon ir 3025
Cave Spring High School	FS-2020d	FS-2020d
Cave Spring High School	FS-2020d	FS-2020d
Cave Spring High School	IR-210	Canon ir 1025if
Cave Spring High School	IR-2200	Canon ir 3025
Cave Spring High School	IR-2200	Canon ir 3025
Cave Spring High School	IR-3300	Canon ir 3025
Cave Spring High School	IR-3300	Canon ir 3025
Cave Spring High School	IR-3300	Canon ir 3025
Cave Spring High School	IR-3300	Canon ir 3025
Cave Spring High School	IR-3300	Canon ir 3025
Cave Spring Middle School	IR-2800	Canon ir 3025
Cave Spring Middle School	IR-3300	Canon ir 3025
Cave Spring Middle School	IR-3300	Canon ir 3025
Cave Spring Middle School	IR-3320i	Canon ir 3025
Cave Spring Middle School	IR-5000	Canon ir 3025
Cave Spring Middle School	IR-5075	Canon ir 8070
Clearbrook Elementary	IR-2200	Canon ir 3025
Clearbrook Elementary	IR-5020i	Canon ir 5070
Fort Lewis Elementary	IR-3300	Canon ir 3035
Fort Lewis Elementary	IR-5020i	Canon ir 5070
Glen Cove Elementary	IR-3300	Canon ir 3025
Glen Cove Elementary	IR-3300ii	Canon ir 5070
Glen Cove Elementary	IR-5000	Canon ir 5070
Glenvar Elementary	IR-2200	Canon ir 3025

**Roanoke County Schools Option # 2**  
**Replace all Existing Models with Current Generation Models**

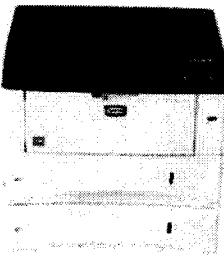
Glenvar Elementary	IR-5000	Canon ir 5070
Glenvar High School	FS-2020d	FS-2020d
Glenvar High School	FS-2020d	Canon ir 3025
Glenvar High School	IR-210	Canon ir 1025 ff
Glenvar High School	IR-210	Canon ir 3025
Glenvar High School	IR-2200	Canon ir 3025
Glenvar High School	IR-2800	Canon ir 3025
Glenvar High School	IR-8500	keep or 8070
Glenvar Middle School	IR-210	Canon ir 1025ff
Glenvar Middle School	IR-3300	Canon ir 3035
Glenvar Middle School	IR-3300	Canon ir 3035
Glenvar Middle School	IR-3300	Canon ir 3025
Glenvar Middle School	IR-3300	Canon ir 3025
Glenvar Middle School	IR-3300	Canon ir 3025
Glenvar Middle School	IR-3300i	Canon ir 5070
Green Valley Elementary	IR-3300	Canon ir 3025
Herman L. Horn Elementary	IR-3300	Canon ir 3025
Herman L. Horn Elementary	IR-6000	Canon ir 5070
Herman L. Horn Elementary	IR-8500	Canon ir 8070
Hidden Valley High School	FS-2020d	FS-2020d
Hidden Valley High School	FS-2020d	FS-2020d
Hidden Valley High School	FS-2020d	Canon ir 3025
Hidden Valley High School	IR-210	Canon ir 1025 ff
Hidden Valley High School	IR-210	Canon ir 1025 ff
Hidden Valley High School	IR-2200	Canon ir 3025
Hidden Valley High School	IR-3300	Canon ir 3025
Hidden Valley High School	IR-6000	Canon ir 5070
Hidden Valley High School	IR-6000	Canon ir 5070
Hidden Valley Middle School	IR-2800	Canon ir 3025
Hidden Valley Middle School	IR-3300	Canon ir 5070
Hidden Valley Middle School	IR-3300	Canon ir 5070
Hidden Valley Middle School	IR-3300i	Canon ir 3025
Hidden Valley Middle School	IR-3300	Canon ir 3025
Mason's Cove Elementary	IR-2200	Canon ir 3025
Mason's Cove Elementary	IR-5000	Canon ir 5070
Mount Pleasant Elementary	IR-2200	Canon ir 3035
Mount Pleasant Elementary	IR-5020i	Canon ir 5070

Roanoke County Schools Option # 2  
Replace all Existing Models with Current Generation Models

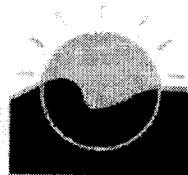
Roanoke County Schools Option # 2  
Replace all Existing Models with Current Generation Models

Roanoke County Schools	IR-3320i	Canon ir 3025
Roanoke County Schools	IR-3320i	Canon ir 3025
Roanoke County Schools	IR-C 3220	Canon ir c 5185
W.E. Cundiff Elementary	IR-2270	Canon ir 3025
W.E. Cundiff Elementary	IR-6000	Canon ir 5070
William Byrd High School	FS-2020d	FS-2020d
William Byrd High School	FS-2020d	FS-2020d
William Byrd High School	Gp-200	Canon ir 1025 if
William Byrd High School	IR-1370f	Canon ir 1025ff
William Byrd High School	IR-210	Canon ir 3025
William Byrd High School	IR-330	Canon ir 3025
William Byrd High School	IR-3300	Canon ir 3025
William Byrd High School	IR-5000	Canon ir 5070
William Byrd High School	IR-8500	Canon ir 8070
William Byrd Middle School	FS-2020d	FS-2020d
William Byrd Middle School	FS-2020d	FS-2020d
William Byrd Middle School	IR-210	Canon ir 1025ff
William Byrd Middle School	IR-2800	Canon ir 3025
William Byrd Middle School	IR-6000	Canon ir 5070

# **Blue Ridge Copier is now offering Kyocera Printers for the Roanoke County Schools**



**\*No Cartridges to buy, No Maintenance Kits to buy  
WE TAKE CARE OF EVERYTHING!!!**



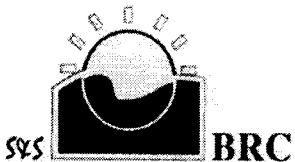
*Blue Ridge copier*

Email : [ejones@blueridgecopier.com](mailto:ejones@blueridgecopier.com)

**540-815-8214**

**540-389-4400**

**THESE PRINTERS ARE OFFERED ON A COST PER PAGE  
THE COST PER PAGE INCLUDES THE EQUIPMENT, SERVICE CALLS,  
PARTS, LABOR, DRUMS, MAINTENANCE KITS AND TONER**



*Blue Ridge copier*

BRC

Over 25 years as an authorized **Canon** Dealer  
[www.blueridgecopier.com](http://www.blueridgecopier.com)

*Bedford, VA*  
540-586-1822

*Forest, VA*  
1-800-552-6907

*Radford, VA*  
540-639-0824

*Salem, VA*  
*Roanoke, VA*  
540-389-4400  
*Fax*  
540-389-7112

*Wytheville, VA*  
276-228-2205

*Supplies and  
Services*  
1-800-552-6907

## **DESCRIPTION OF BLUE RIDGE COPIER COST PER COPY PLAN**

- We deliver the copier to your office with no upfront charges
- We train your staff, if your office gets new employees, or needs more training, we come back and train as many times as needed
- You receive one invoice monthly.
- You are billed per copy/prints/faxes where applicable.
- This includes the use of the copier, service calls, labor, parts, drums and toner for the copier systems.
- There is no base charge for the copier system
- The Cost Per Copy Plan is designed to make billing and administration simple and easy to track.
- There are no overage charges, pay only for the copies you run.
- Your school can cancel at anytime for any reason.
- If a copier is unplugged or not in use (summer months) there would be no charges.
- Basically we are selling you copies using our machines.

# ORGANIZATIONS & CHARITIES

*Supported By Blue Ridge Copier In  
The Local Community*

**Roanoke Regional Chamber of Commerce**

**The Better Business Bureau**

**Bedford Area Chamber of Commerce**

**Franklin Co. Chamber of Commerce**

**Salem/Roanoke Co. Chamber of  
Commerce**

**Smith Mountain Lake Chamber of  
Commerce**

**Vinton Chamber of Commerce**

**Downtown Roanoke, Inc.**

**Goodwill Industries**

**The Leukemia Society**

**Alzheimer's Association**

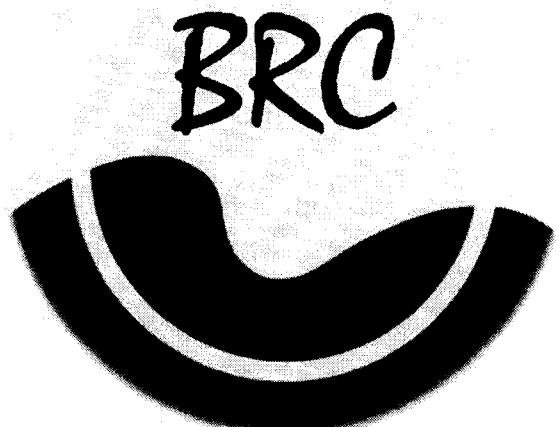
**Presbyterian Children's Home**

**Center in the Square**

**Rebuilding Together**

**The O Winston Link Museum**

# Canon



**M.S. Society**

**M.D.A. Society**

**Juvenile Diabetes Association**

**Good Samaritan Hospice**

**Virginia Amateur Sports**

**United Way of the Roanoke Valley**

**American Heart Association**

**St. Francis of Assisi**

**The Boys & Girls Club**

**Junior League of the Roanoke Valley**

**Roanoke Co. Schools Education Foundation**

**Children's Miracle Network**

**Over 31 years as an Authorized Canon Dealer**

**540-389-4400 [www.blueridgecopier.com](http://www.blueridgecopier.com)**

## **ROANOKE COUNTY SCHOOLS**

### **Ordering Supplies – Toner and Staples**

They are both included in the contract.

Local Salem, VA Number 389-4400

or

Supplies@blueridgecopier.com

### **Placing a Service Call**

Local Salem, VA Number 389-4400

or

Service@blueridgecopier.com

Digital Copier Cost Per Copy 0.0137 (1.37 cent per page)	Cost Per Copy	Total	Printer Average Cost Per Copy .05 to .11 (5 to 11 cent per page)	Cost Per Copy	Total	Savings
<b>Average prints per month</b>						
1,000	0.0137	\$13.70	1,000	0.05	\$50.00	\$36.30
2,000	0.0137	\$27.40	2,000	0.05	\$100.00	\$72.60
3,000	0.0137	\$41.10	3,000	0.05	\$150.00	\$108.90
4,000	0.0137	\$54.80	4,000	0.05	\$200.00	\$145.20
5,000	0.0137	\$68.50	5,000	0.05	\$250.00	\$181.50
6,000	0.0137	\$82.20	6,000	0.05	\$300.00	\$217.80
7,000	0.0137	\$95.90	7,000	0.05	\$350.00	\$254.10
8,000	0.0137	\$109.60	8,000	0.05	\$400.00	\$280.40
9,000	0.0137	\$123.30	9,000	0.05	\$450.00	\$326.70
10,000	0.0137	\$137.00	10,000	0.05	\$500.00	\$363.00

AS YOU CAN SEE IT IS A HUGE DIFFERENCE IN COST WHEN YOU PRINT TO THE DIGITAL COPIERS

THIS IS SOMETHING THAT WE ARE OFFERING AT ALL SCHOOL LOCATIONS

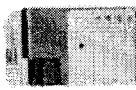
TO ALLOW YOUR OFFICES TO PRINT TO THE DIGITAL COPIERS  
TO THE NETWORK INSTANTLY. WE HAVE OUR TECHNICIANS DO THE NETWORK INSTALLATION.

ALL WORKED IN THE COAST REB COBY

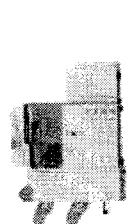
SYSTEMS INNOVATION FOR SUSTAINABILITY

THE YELLOW HIGHLIGHTED AREA REPRESENTS OUR COST PER COPY PLAN  
THE GREEN HIGHLIGHTED AREA REPRESENTS WHAT YOUR AVERAGE SPENDING ON YOUR PRINTERS COST PER COPY IS NOW

**Side-By-Side  
Product Compare**



**Canon imageRUNNER 3035**



**Canon imageRUNNER 3025**

**BACKGROUND INFORMATION**

	Canon imageRUNNER 3025	Canon imageRUNNER 3035
<b>SRP/Street Price</b>	\$5,200/None	\$9,200/None
<b>OEM</b>	Canon (China)	Canon (China)
<b>Also Sold As</b>	None	None
<b>Distributed By</b>	Dealers and subsidiaries	Dealers and subsidiaries
<b>Max Monthly Duty Cycle</b>	90,000 impressions	130,000 impressions
<b>Type</b>	Monochrome copier, MFP	Monochrome copier, MFP
<b>Configuration/Scanner</b>	Console, digital	Console, digital
<b>Toner</b>	Dry, monocomponent	Dry, monocomponent
<b>GENERAL SPECIFICATIONS</b>		
<b>PAPER HANDLING</b>		
<b>First Copy Time</b>	4.9 sec	3.9 sec
<b>Multicopy (Ltr/Lgl/Ldgr)</b>	25/14/13 cpm	35/22/16 cpm
<b>Warm-up Time</b>	30 sec	30 sec
<b>Std Paper Source(s)</b>	Dual drawer	Dual drawer
<b>Std Paper Capacity</b>	550/550 sheets	550/550 sheets
<b>Paper Weights</b>	17 to 20 lbs	17 to 20 lbs
<b>Bypass/Paper Weights</b>	50-sheet/17 to 32 lbs	50-sheet/17 to 32 lbs
<b>Max Paper Sources</b>	6	6
<b>Max Paper Capacity</b>	4,950 sheets	4,950 sheets
<b>Max Original Size</b>	11 x 17	11 x 17
<b>Output Size (Min/Max)</b>	3 x 5/11 x 17	3 x 5/11 x 17
<b>Copy Resolution</b>	1200 x 600 dpi	1200 x 600 dpi
<b>System Memory (Std/Max)</b>	512-MB RAM, 20-GB HD/768-MB RAM, 20-GB HD	512-MB RAM, 20-GB HD/768-MB RAM, 20-GB HD
<b>Duplex</b>	Auto (1:2:2:2:2:1)	Auto (1:2:2:2:2:1)
<b>Duplex Capacity/Paper Sizes</b>	Unlimited/5-1/2 x 8-1/2 to 11 x 17	Unlimited/5-1/2 x 8-1/2 to 11 x 17
<b>Document Feeder</b>	Opt RADF	Std RADF
<b>Doc Feeder Speed/Capacity</b>	45 opm/50 orig	45 opm/50 orig
<b>Paper Weights</b>	11 to 32 lbs	11 to 32 lbs
<b>Sorter (Bins/Capacity)</b>	None	None

Staple Sorter	None	None	None
Bins/Stapling Capacity	Not applicable	Not applicable	Not applicable
Stapling Positions	Not applicable	Not applicable	Not applicable
Finisher	Opt finishers	Opt finishers	Opt finishers
Tray/Stapling/Position(s)	1,000, 2,000, 2,000/50/1, 6, 6	1,000, 2,000, 2,000/50/1, 6, 6	1,000, 2,000, 2,000/50/1, 6, 6
Other	Opt 2/3-hole punch for each finisher; opt envelope feeder (50 envelopes); opt 300-sheet add'l tray for Finisher S1; opt saddle-stitch finisher has V folding and stitching of up to 15 shts (60 pages); opt 150-sheet copy tray; opt 350-sheet inner two-way tray	Opt 2/3-hole punch for each finisher; opt envelope feeder (50 envelopes); opt 300-sheet add'l tray for Finisher S1; opt saddle-stitch finisher has V folding and stitching of up to 15 shts (60 pages); opt 150-sheet copy tray; opt 350-sheet inner two-way tray	Opt 2/3-hole punch for each finisher; opt envelope feeder (50 envelopes); opt 300-sheet add'l tray for Finisher S1; opt saddle-stitch finisher has V folding and stitching of up to 15 shts (60 pages); opt 150-sheet copy tray; opt 350-sheet inner two-way tray

\*SRP only includes the base copier. It does not include ac

SECURITY SPECIFICATIONS		CONTROL PANEL	
Network User Authentication	Yes	Keypad and color touch screen	Keypad and color touch screen
IP Address Filtering	Yes	1 to 9,999 (0 to 9 keypad)	1 to 9,999 (0 to 9 keypad)
MAC Address Filtering	Yes	Yes	Yes
HDD Overwrite	Opt	Opt	Opt
Max Overwrites	3	3	3
HDD Encryption	Yes	Yes	Yes
Secure Print	Yes	Department ID; SSO; SDI; SSL Server Function; Port Usage Control; opt HDD Data Erase kit; opt HDD Data Encryption kit; opt Encrypted Secured Print kit; opt Universal Send PDF Security Feature Set-A1	Department ID; SSO; SDI; SSL Server Function; Port Usage Control; opt HDD Data Erase kit; opt HDD Data Encryption kit; opt Encrypted Secured Print kit; opt Universal Send PDF Security Feature Set-A1
Other			
Quantity Selector	Yes	Yes	Yes
Message Display	Yes	Yes	Yes
Help Key	Yes		
FEATURES	AES, AMS, APS, AS, ASO, ATS	AES, AMS, APS, AS, ASO, ATS	AES, AMS, APS, AS, ASO, ATS
Automatic Features	Yes	Yes	Yes
Book Copy	Std	Std	Std
Booklet Mode	No	No	No
Color	1,000	1,000	1,000
Copy Control			

<b>Covers</b>	Std	Std
Editing	No	No
<b>Energy-Save</b>	Yes	Yes
<b>Erase</b>	Std	Std
<b>Image Insert</b>	Yes	Yes
<b>Image Overlay</b>	Std	Std
<b>Image Repeat</b>	Yes	Yes
<b>Image Rotate</b>	Std	Std
<b>Interrupt</b>	Yes	Yes
<b>Job Build</b>	Yes	Yes
<b>Job Programs</b>	9	9
<b>Job Time</b>	Yes	Yes
<b>Language</b>	Std	Std
<b>Margin Shift</b>	Yes	Yes
<b>Neg/Pos</b>	Yes	Yes
<b>OHP Interleaving</b>	Yes	Yes
<b>Photo Mode</b>	Yes	Yes
<b>Poster Mode</b>	No	No
<b>Preset R/E</b>	5R, 4E	5R, 4E
<b>Program Ahead</b>	5	5
<b>Sheet Insertion</b>	Std	Std
<b>Stamping</b>	Std	Std
<b>Timer</b>	Yes	Yes
<b>2-in-1</b>	Std	Std
<b>XY Zoom</b>	Yes	Yes
<b>Zoom Range</b>	25 to 400 (1%)	25 to 400 (1%)

<b>Other Features</b>	<p>Mixed-size originals; 25% to 200% zoom range through the document feeder; chapterization; scan once, print many; job block combination; page numbering; copy set numbering; watermark and date printing on copies; opt Secure Watermark; opt Web Access Kit supports Internet-ready functions.; Incorporates Canon's MEAP (Multifunctional Embedded Application Platform) to allow customizable software applications to run within the machine. Supports optional Workflow Composer feature, allowing users to simplify complex multi-step tasks into pushbutton simplicity for maximum operational efficiency.</p>	<p>Mixed-size originals; 25% to 200% zoom range through the document feeder; chapterization; scan once, print many; job block combination; page numbering; copy set numbering; watermark and date printing on copies; opt Secure Watermark; opt Web Access Kit supports Internet-ready functions.; Incorporates Canon's MEAP (Multifunctional Embedded Application Platform) to allow customizable software applications to run within the machine. Supports optional Workflow Composer feature, allowing users to simplify complex multi-step tasks into pushbutton simplicity for maximum operational efficiency.</p>	
		<b>ADDITIONAL INFORMATION</b>	
Dimensions (HxWxD)	30" x 22-1/4" x 27-5/8"	34-3/4" x 22-1/4" x 27-5/8"	
Weight	163 lbs	183 lbs	
Power Requirements	120 V, 8 A	120 V, 10 A	
Energy Used While Power Off	0.08W	0.08W	
Energy Used in Power Save Mode	1W	1W	
Energy Used in Ready Mode	39W	39W	
Energy Used While Copying	757W	757W	
Energy Used While Printing	Info not avail	Info not avail	
Energy Used While Scanning	Info not avail	Info not avail	
Max Power Consumption	1309W	1309W	
TEC Value	1.3KWh	2.4KWh	
Dedicated Outlet	Required	Required	
Energy Star Compliant	Yes	Yes	
Operating Noise Level	66 dB	71 dB	
COMMENTS	None	None	
<b>MULTIFUNCTION MODES</b>			
Copier	Std	Std	
Internet Fax	Opt	Opt	
Network Printer	Opt	Opt	
Printer	Opt	Opt	
Fax	Opt	Opt	
Network Fax	Opt	Opt	
PC Fax	Opt	Opt	

Scanner	Std	Std	Std
<b>CONNECTIVITY SPECIFICATIONS</b>			
Operating System Support	Win 98, NT 4.0, Me, 2000, XP, Server 2003, Mac OS X	Win 98, NT 4.0, Me, 2000, XP, Server 2003, Mac OS X	
Parallel Interface	None	Not applicable	None
PC Fax/Print/Scan	None	None	Not applicable
Serial Interface	Not applicable	Not applicable	Not applicable
PC Fax/Print/Scan	Std 2.0	Std 2.0	Std 2.0
USB Interface	Yes/Yes/Yes	Yes/Yes/Yes	Yes/Yes/Yes
PC Fax/Print/Scan	Std Ethernet	Std Ethernet	Std Ethernet
Network Interface	10/100BaseTX	10/100BaseTX	10/100BaseTX
Interface Type	Yes/Yes/Yes	Yes/Yes/Yes	Yes/Yes/Yes
LAN Fax/Print/Scan			
Networks Supported	Yes	Yes	Yes
NetWare	Yes	Yes	Yes
Windows NT	Yes	Yes	Yes
Apple Talk	Yes	Yes	Yes
UNIX	Yes	Yes	Info not avail
AS/400	Info not avail	Solaris 1.1x, 2.5x, Novell 3.x-6.x	Solaris 1.1x, 2.5x, Novell 3.x-6.x
Other		Multifunctional Embedded Application Platform (MEAP)	Multifunctional Embedded Application Platform (MEAP)
<b>SCANNING SPECIFICATIONS</b>			
Scanner Technology	CIS	MH/MMR/MMR/JBIG	CIS
Compression Method		MH/MMR/MMR/JBIG	MH/MMR/MMR/JBIG
Modem Speed	33.6 Kbps	33.6 Kbps	33.6 Kbps
Max TX Resolution	600 x 600 dpi	600 x 600 dpi	600 x 600 dpi
Gray Scale/Halftones	256 levels	256 levels	256 levels
Std/Max Fax Memory	Shared	Shared	Shared
Min/Max Orig. Size (WxL)	5-1/2 x 8-1/2/11 x 17	5-1/2 x 8-1/2/11 x 17	5-1/2 x 8-1/2/11 x 17
Max Paper/Print Width	11/10.75	11/10.75	11/10.75
Effective Scanning Width	11	11	11
Correct-Order Output	Yes	Yes	Yes
Batch Files	Yes	Yes	No
Battery Backup	No	No	Yes/Yes
Config TX/RX	Yes/Yes	Yes/Yes	Opt
Dual Lines	Opt	Opt	Opt
Multi Access	Yes	Yes	Yes
Polling	No	No	No
Relay Request	Yes	Yes	Yes

Smoothing	Yes	Yes	Yes
Timers	Yes	Yes	Yes
Transfer Hub	Yes	Yes	Yes
<b>DIN Network Capabilities</b>			
Broadcasting (Groups/Dest)	256/256	256/256	256/256
Redial (Attempts/Intervals)	10/2 to 99 min	10/2 to 99 min	10/2 to 99 min
One Touch	200	200	200
Speed Dial	200	200	200
Other	Address book (1,800 destinations) including 200 one-touch numbers; 8,000 fax page storage; one memory RX button; 50 confidential mailboxes; secure receive	Address book (1,800 destinations) including 200 one-touch numbers; 8,000 fax page storage; one memory RX button; 50 confidential mailboxes; secure receive	Address book (1,800 destinations) including 200 one-touch numbers; 8,000 fax page storage; one memory RX button; 50 confidential mailboxes; secure receive
<b>PRINTER SPECIFICATIONS</b>			
Engine Mfr & Model	Canon/ImagerRUNNER 3035	Canon/ImagerRUNNER 3035	Canon/ImagerRUNNER 3035
Compatibility	PC, Mac	PC, Mac	PC, Mac
Speed	25 ppm	35 ppm	35 ppm
Max Print Area	10-3/4 x 16-3/4	10-3/4 x 16-3/4	10-3/4 x 16-3/4
Enhanced Resolution	2400 x 600 dpi	2400 x 600 dpi	2400 x 600 dpi
Unenhanced Resolution	600 x 600 dpi	600 x 600 dpi	600 x 600 dpi
Std/Max Printer Memory	Shared	Shared	Shared
Controller Mfr/Model	Canon/UFR II/PCL Printer Kit-S1	Canon/UFR II/PCL Printer Kit-S1	Canon/UFR II/PCL Printer Kit-S1
Processor/Bits/MHz	Custom processor/Info not avail/300	Custom processor/Info not avail/300	Custom processor/Info not avail/300
PDL/PCL	PCL 5e/6, UFR II, opt PostScript 3	PCL 5e/6, UFR II, opt PostScript 3	PCL 5e/6, UFR II, opt PostScript 3
Controller Mfr/Model	Not applicable	Not applicable	Not applicable
Processor/Bits/MHz	Not applicable	Not applicable	Not applicable
PDL/PCL	Not applicable	Not applicable	Not applicable
Controller Mfr/Model	Not applicable	Not applicable	Not applicable
Processor/Bits/MHz	Not applicable	Not applicable	Not applicable
PDL/PCL	Not applicable	Not applicable	Not applicable
Other	100 mailboxes; opt Encrypted Secured Print; opt Web Access; opt Barcode Printing	100 mailboxes; opt Encrypted Secured Print; opt Web Access; opt Barcode Printing	100 mailboxes; opt Encrypted Secured Print; opt Web Access; opt Barcode Printing
<b>SCANNER AND IMAGE MANUFACTURE SPECIFICATIONS</b>			
Connection Type	Network	Network	Network
Technology/Speed	CIS/45 ipm	CIS/45 ipm	CIS/45 ipm

Max Resolution	600 x 600 dpi	600 x 600 dpi
TWAIN Compatible	Yes	Yes
Scan Destinations		
E-mail	Yes	Yes
I-fax	Yes	Yes
FTP	Yes	Yes
SMB	Yes	Yes
HDD	Yes	Yes
URL	No	No
LDAP Support	Yes	Yes
File Formats Supported		
Scan/Image Software	Std Network ScanGear; opt Universal Send; opt Universal Send Searchable PDF Kit; opt Universal Send PDF Security Feature Set; opt Universal Send PDF Signature PDF Kit.	Std Network ScanGear; opt Universal Send; opt Universal Send Searchable PDF Kit; opt Universal Send PDF Security Feature Set; opt Digital User Signature PDF Kit.
OCR Software	Opt Universal Send Searchable PDF Kit	Opt Universal Send Searchable PDF Kit
File Mgmt Software	Std imageWARE Document Manager Personal	Std imageWARE Document Manager Personal
Other		
COMMENTS	Cerner Certified (compatibility certification for use in Cerner software environments, the leading US supplier of healthcare information technology solutions)	Cerner Certified (compatibility certification for use in Cerner software environments, the leading US supplier of healthcare information technology solutions)

	<b>Canon imageRUNNER 5070</b>	<b>Canon imageRUNNER 8070</b>
<b>\$15,500/Info not avail</b>	<b>\$13,624.50</b>	<b>\$28,000/Info not avail</b>
Canon (Japan)	Canon (Japan)	None
None	Dealers and subsidiaries	Dealers and subsidiaries
200,000 impressions	350,000 impressions	350,000 impressions
<b>Monochrome</b>	<b>Monochrome</b>	<b>Monochrome</b>
Console, digital	Console, digital	Console, digital
Dry, monocomponent	Dry, monocomponent	Dry, monocomponent
<b>3.3 sec</b>	<b>3.1 sec</b>	<b>3.1 sec</b>
50/39/31 cpm	80/48/40 cpm	80/48/40 cpm
30 sec	6 min	6 min
Dual drawer, dual tray	Dual drawer, dual tray	Dual drawer, dual tray
550/550/1,500/1,500 sheets	550/550/1,500/1,500 sheets	550/550/1,500 sheets
17-lb bond to 110-lb index	17-lb bond to 110-lb index	17-lb bond to 110-lb index
50-sheet/17-lb bond to 110-lb index	50-sheet/17-lb bond to 110-lb index	50-sheet/17-lb bond to 110-lb index
<b>6</b>	<b>6</b>	<b>6</b>
7,650 sheets	7,650 sheets	7,650 sheets
11 x 17	11 x 17	11 x 17
3-7/8 x 5-7/8/11 x 17	4-1/8 x 5-7/8/11 x 17	4-1/8 x 5-7/8/11 x 17
600 x 600 dpi	1200 x 600 dpi	1200 x 600 dpi
512-MB RAM, 20-GB HD/512-MB RAM, 20-GB HD	512-MB RAM, 20-GB HD/512-MB RAM, 20-GB HD	512-MB RAM, 20-GB HD/512-MB RAM, 20-GB HD
Auto (1:2,2:2,2:1)	Auto (1:2,2:2,2:1)	Auto (1:2,2:2,2:1)
Unlimited/5-1/2 x 8-1/2 to 11 x 17	Unlimited/4-1/8 x 5-7/8 to 11 x 17	Unlimited/4-1/8 x 5-7/8 to 11 x 17
Std RADF	Std RADF	Std RADF
65 ppm/100 orig	55 ppm/100 orig	55 ppm/100 orig
13 to 32 lbs	10 to 32 lbs	10 to 32 lbs
None	None	None

None	None
Not applicable	Not applicable
Not applicable	Not applicable
Opt finishers	Opt finishers
4,000/50/3	3,000/100/3
Opt saddle-stitch finisher has 2 trays (1,300/2,450) plus a saddle-stitch tray, staples in 3 pos, saddle-stitches 15 sheets w/V-folding	Opt 3,500-sheet paper decks; std RADF has an SADF mode; 3,500-sheet 11 x 17 paper deck option; legal-size saddle stitching

cessories

Keypad in color touch screen	Keypad in color touch screen
1 to 999 (0 to 9 keypad)	1 to 9,999 (0 to 9 keypad)
Yes	Yes
Yes	Yes
AES, AMS, APS, AS, ASO, ATS	AES, AMS, APS, AS, ASO, ATS
Yes	Yes
Std	Std
No	No
1,000	1,000

Std	Std
No	No
Yes	Yes
Std	Std
Yes	Yes
Std	Std
Yes	Yes
Std	Std
Yes	Yes
Std	Std
Yes	Yes
9	5
No	Yes
Std	Std
Yes	Yes
No	No
5R, 4E	5R, 4E
5	Std
Std	Std
Std	Std
Yes	Yes
Std	Std
Yes	Yes
25 to 400 (1%)	25 to 400 (1%)

Original, sheet, book and binding erase modes; shift image (corner or center of copy); fit image mode; chapterization; merger document mode merges hard copy originals w/electronic files; mirror image; page numbering; opt Web Access Software Kit supports Internet-ready functions; tab creation; section 508 options; Opt 2-/3-hole punch for finishers; incorporates Canon's MEAP (MF Embedded Application Platform), which allows customizable software applications to run within the machine; Paper Deck adds 3,500 sheets; supports Canon's IH (Induction Heating) fusing technology, said to reduce warm-up time and energy consumption.	Page and chapter numbering; up to 100 inserts per document from multiple paper sources; cascade and remote copy capability; incorporates MEAP (Multifunctional Embedded Application Platform) which allows customizable software applications to run within the machine; Three finishers avail, each w/two trays (1,000/2,000) & 100-sheet stapling in 3 pos; the K2N punch finisher has 2- & 3-hole punch; the K3N saddle finisher features 2- & 3-hole punch & saddle stitching of up to 15 11 x 17 sheets; post process insertion & paper folding options for K3N finisher
47" x 25-3/8" x 29-1/4"	40-5/8" x 30-1/8" x 31-3/8"
474 lbs	601 lbs
120 V, 16 A	208-230 V, 12 A
Info not avail	Info not avail
Info not avail	Info not avail
Info not avail	Info not avail
Info not avail	Info not avail
Info not avail	Info not avail
Info not avail	Info not avail
Info not avail	Info not avail
Info not avail	Info not avail
Required	Required
Yes	Yes
78 dB	81 dB
None	None
Std	Std
Opt	Opt
Opt	Opt
Opt	Opt
Opt	No
Opt	No
Opt	No

Std	Opt	Mac 7.5+, Solaris 1.x-2.5x, Win 9.x*	Mac 7.5+, Solaris 1.x, 2.5+, Win 9.x*
None	Opt		
Not applicable	No/Yes/Yes		
None	Opt		
Not applicable	No/Yes/Yes		
Std	Opt		
Yes/Yes/Yes	No/Yes/Yes		
Std Ethernet	Std Ethernet, opt Token Ring		
10/100BaseT	10/100BaseT		
Yes/Yes/Yes	Yes/Yes/Yes		
Yes	Yes		
Opt	Yes		
Multifunctional Embedded Application Platform (MEAP)		Multifunctional Embedded Application Platform (MEAP)	
CCD		Not applicable	
MH/MR/MMR/JBIG		Not applicable	
33.6 Kbps		Not applicable	
600 x 600 dpi		Not applicable	
256 levels		Not applicable	
Shared		Not applicable	
5-1/2 x 8-1/2/11 x 17		Not applicable	
11/11		Not applicable	
11		Not applicable	
Yes		Not applicable	
Yes		Not applicable	
Yes/Yes		Not applicable	
No		Not applicable	
Yes		Not applicable	
No		Not applicable	
Yes		Not applicable	



600 x 600 dpi	600 x 600 dpi	Yes
Yes	Yes	Yes
No	Yes	Yes
No	INA	
Yes	Yes	Yes
Opt Universal Send, Opt. Universal Send PDF Enhancement Kit, Opt. eCopy ScanStation; Std. Canon Network ScanGear		Canon Network ScanGear, eCopy ScanStation; eCopy Desktop
Searchable PDF with Universal Send PDF Enhancement Kit		Opt eCopy Desktop
Opt eCopy Desktop, Std imageWARE Document Manager Personal		Opt eCopy Desktop
Universal Send scans and converts hard copies into electronic data for distribution across public telephone lines, the Internet or a local area network; network user authentication		Universal Send opt allows sending to e-mail, fax file server or mailbox
*Also NT 4.0, 2000, Me, XP, NetWare 3.2-6: eCopy Scan station includes touch-screen display that resides at the unit and allows users to view scanned files prior to distribution; Cascade & Remote Copy capability for multiple device installations; Universal Send PDF Enhancement Kit		*Also 2003 Server, NT 4.0, Me, XP ***std/max memory for SX/DX, 512 MB RAM, 18-GB HDD; std/max memory for MX, 1-GB RAM 4 36-GB HDD-RAID