



Department of Administration / Division of Purchases
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Web Site: www.purchasing.state.ri.us

9 Jan 04

Addendum #2

RFP# B03253

Title: Copier Equipment and Services

Submission Deadline: 21 January 04 @ 3:15 PM

- Information distributed at the non-mandatory pre-proposal meeting of 8 Jan 04 is provided.
- The attendance list of the pre-proposal meeting is provided.
- A pre-proposal meeting summary will be posted, as an addendum to this solicitation, when the information becomes available.
- **No further questions shall be entertained.**

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

DEPARTMENT OF ADMINISTRATION
 DIVISION OF PURCHASES
 PRE-BID / PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET

BID / RFP # B03253
 Copier Equipment + Supplies

DATE: 1/8/03

ATTENDEES

NAME	ORGANIZATION	ADDRESS	PHONE #	FAX#
David Foster	Advanced Business Products	25 Tucker Blvd Southfield, MI 48034	401 729-7000	401 729-7000
JOY GREENGLASS	NO RECORD	1270 MASON SPENCER AVE N.H. 03041	401 729-5200	401 729-7000
KATHLEEN JONES	CANON	107 JAMES DUGAN RD JAMESBURG, NJ 08851	732 521 7002 X646	732 521 7351
Her Hair	MAN	100 Highland Corporate Dr. Comb. R.I.	401-658-7177	401-658-3757
MIKE PAVOLTA	Riccart	5 DeLorick Place West Caldwell, NJ	800-742-6479	978-422-9718
Mark Cohen	CORE			

DEPARTMENT OF ADMINISTRATION
 DIVISION OF PURCHASES
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NAME	ORGANIZATION	ADDRESS	PHONE #	FAX#
David Foster	Advanced Business Products	25 Tucker Blvd Southfield, MI 48034	401 729-7000	401 729-7000
ROSEMARY BONDAS	IMAGE TECH	70 SHAWMUT ROAD CANTON MA	781 830 9911	781 838 3805
DAVID CASEY	DIGITAL DOCUMENT SOLUTIONS	P O BOX 9239 WARRWICK RI 02889	401-862-3023	401-788-7279
Sue Dallas	NEPS/CANON	110 SULLYMAN BLVD WARR. 02888	401-862-3023	401 862 7166

Addendum to RFP # B03253

Additional language has been added to Section II.I of this RFP.

Electronic and Hard Copies of Proposals Must Be Identical: For the Cost and Technical Proposals of this RFP, the electronic version provided on a CD-ROM must be identical to the hard copy provided. If a variation exists, the Original hard copy proposal is to be considered the binding proposal.

The language on page 7, Section I.H.6 of this RFP shall be replaced by the following:

H.6 Joint Ventures: Joint ventures will be considered, with the understanding that only one contractor will assume responsibility for all aspects of the work. The joint venture should be indicated clearly in the Bidder's proposal, and complete details of the activities, procedures, financial responsibilities, and other related items should be disclosed within the proposal.

The language on page 11, Section II.E, paragraph 4 of this RFP shall be replaced by the following:

To obtain a copy of the Technical Proposal Electronic Bid Forms, Bidder must send a request for an electronic copy to eresponse@purchasing.state.ri.us or request the information in person at the Division of Purchases, Second Floor, One Capitol Hill, Providence, Rhode Island. See "Section II.G: Obtaining Electronic Bid Forms" below for additional information.

The language on pages 15-16, Section III.A.4 of this RFP shall be replaced by the following:

A.4 Customer Service: The Contractor(s) shall provide a single, local point of contact and a backup to handle questions and resolve problems that arise. At least one Customer Service Representative and one backup should be available during Contractor's operating hours. All service representatives should have on-line access to information to provide immediate response to inquiries concerning the status of orders, service call information, delivery information, back-order information, Statewide contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives should be available by phone, fax, or email (local or toll free number required). Bidders must have 800 number at time of contract award. *Please indicate your company's ability to provide this level of service, and any other services you provide as a standard.*

Questions & Proposed Responses for Bid #03253 (Copier Equipment & Services)

Vendor A

1. Does the bidder need to have an office set up in Rhode Island to be awarded on this contract?

No. If the vendor can meet all service level requirements, a Rhode Island based office is not required.

2. H.7/pge 7- Supersede Agreement-Does the option to terminate apply to the award or does it apply to the award and all existing leases as well the vendor may have with the State of RI?

Existing leases will not be terminated. Once a copier's lease has expired, the agency does have the option to replace the existing one with a copier under the new agreement.

3. Will the State consider both a Capital (\$1.00) and a FMV lease if the residual value is given up front allowing the Agency or Eligible Entity the option to purchase at the end of the lease?

Additional proposals, including Fair Market Value (FMV) leases, will be reviewed and considered by the State. however, Bidders are advised to provide alternative proposals as supplements to the bid response. and not as a substitution to the required information.

4. Page 4 Scope of Proposal, the State mentions that annually you spend 4.1 million on equipment leases, purchases and maintenance charges. Can you tell us what the cost would be excluding maintenance charges? Also, can you tell us what % of copiers is purchased;

Seg. 1- 20 cpm or less

Seg. 2- 21 to 30 cpm

Seg 3- 31 to 40 cpm

Seg. 4- 41 to 60 cpm

Seg. 5- 61 +

We have provided, as an addendum, a more robust profile of the current Rhode Island copier fleet. However, historical copier usage and spending information is provided as a reference only and should not be considered a specific predictor of the State's future requirements.

5. Page 4 Process for Evaluating Proposals- 30% is based on Equipment pricing does this mean lowest price wins?

By structuring the solicitation as a RFP, the State will consider factors in addition to cost. Cost is not the single determining factor in the selection and 40% of the evaluation criteria points do not have a direct cost related component.

6. Is the State looking to limit the number of awards? If so, what is the maximum number?

Although it is the State's general intent to award a single contract pursuant to this offer, the State reserves the right to make multiple awards. The final decision will be based upon the proposal responses received. The State will ultimately select the scenario that best meets the needs of the State though the intent is to consolidate volume as much as is feasible.

Vendor B

Questions regarding Section E. Process For Evaluating Proposals, Sub Section E1. Award.

7. Is it possible that one vendor will be the sole recipient of this award?

See Question 6 Response.

8. Will the bid be awarded to the 3 lowest responsible respondents as it was with the Copier MPA prior to the adoption of the GSA contracts?

See Question 6 Response.

9. Will an individual award be made for each of the six (6) copier bands?

See Question 6 Response.

10. If yes to question 3 will the copier band award be broken up into additional individual awards for each of the four (4) pricing scenarios of purchase, 36, 48 and 60 Month Capital Lease Terms?

See Question 6 Response.

11. Who will be signing lease agreements?

To be determined by the State.

12. Pertaining to page 7, section H.10, it states that the contract may be terminated. Does this mean that the overall MPA may be terminated, or specific individual leases on equipment.

Existing leases will not be terminated. Once the copier is up for renewal the agency does have the option to replace the expired machine with a copier under the new agreement.

13. May we use the State of RI logo on our proposal?

Yes, the State logo may be used in conjunction with proposal submissions.

Vendor C

14. Can you clarify 60-day cancellation provision?

Any MPA arising from this RFP may include a sixty-day cancellation provision at the discretion of the State. Any lease agreements arising from this MPA prior to termination of the MPA would remain in effect. However, all leases are subject to availability of funds pursuant to Rhode Island State Law [37-2-33]

15. Since all vendors use a third party leasing group would you consider in-house leasing?

Please refer to section III A.20 of the RFP.

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Savin 2527	4,170	Leased	5/1/2003	4/30/2007
Savin 2560	24,047	Leased	5/1/2003	4/30/2007
Savin 2575	35,669	Leased	5/1/2003	4/30/2007
Savin 2575	32,492	Leased	5/1/2003	4/30/2007
Savin 2560	26,000	Leased	5/1/2003	4/30/2007
Savin 2527	6,451	Leased	5/1/2003	4/30/2007
Savin 2545	14,813	Leased	5/1/2003	4/30/2007
Savin 2545	11,792	Leased	5/1/2003	4/30/2007
Savin 2560	23,095	Leased	5/1/2003	4/30/2007
Savin 2560	24,108	Leased	5/1/2003	4/30/2007
Savin 4035	N/A	Leased	10/1/2003	9/30/2003
Savin 2560	21,007	Leased	5/1/2003	4/30/2007
Savin 2575	35,465	Leased	5/1/2003	4/30/2007
Savin 2527	3,667	Leased	5/1/2003	4/30/2007
Savin 2560	24,537	Leased	5/1/2003	4/30/2007
Savin 2575	77,853	Leased	5/1/2003	4/30/2007
Savin 2055	19,563	Leased	7/1/2001	6/30/2005
Savin 2545	9,656	Leased	5/1/2003	4/30/2007
Savin 2575	42,400	Leased	5/1/2003	4/30/2007
Savin 2560	24,400	Leased	11/1/2002	10/31/2003
Savin 2535	9,031	Leased	5/1/2003	4/30/2007
Savin 9935DPE	6,500	Leased	8/1/2001	7/31/2006
Savin 4045	N/A	Leased	10/1/2003	9/30/2003
Savin 2575	32,998	Leased	5/1/2003	4/30/2007
Savin 2545	11,611	Leased	5/1/2003	4/30/2007
Savin 2545	12,481	Leased	5/1/2003	4/30/2007
Savin 2560	16,089	Leased	5/1/2003	4/30/2007
Savin 2560	24,542	Leased	5/1/2003	4/30/2007
Savin 4045	N/A	Leased	10/1/2003	9/30/2007
Savin 2575	30,982	Leased	5/1/2003	4/30/2007
Savin 2522	4,000	Leased	5/1/2003	4/30/2007
Savin 2522	4,000	Leased	5/1/2003	4/30/2007
Savin 9922	677	Leased	1/13/2001	1/12/2004
Savin 2070DP	5,322	Leased	4/1/2001	3/31/2004
Savin 2555	19,015	Leased	2/1/2003	1/31/2006
Savin 2555	18,251	Leased	2/1/2003	1/31/2006
Savin 2555	17,750	Leased	2/1/2003	1/31/2006
Savin 9927	3,000	Owned		
Savin 9500	8,393	Owned		
Savin 9500	13,847	Owned		
Savin 9500	6,844	Owned		
Savin 9500	9,430	Owned		
Savin 9032D	7,314	Owned		
Savin 2575	29,500	Leased	11/1/2003	10/30/2007
Savin 9500	N/A	Owned		
Savin 2575	30,000	Leased	9/1/2003	8/31/2007

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Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Savin 9122DL	6,918	Owned		
Savin 9122DL	141	Owned		
Savin 4035DP	N/A			
Savin 9032D	5,229	Owned		
Savin 9032D	11,666	Owned		
Savin 9500	16,237	Owned		
Savin 2555	70,963	Leased	8/1/2003	7/31/2008
Savin 9500	N/A	Owned		
Savin 2575	41,177	Leased	10/1/2003	9/30/2007
Savin 9500	25,298	Owned		
Savin 9220	6,000	Owned		
Savin 9220	8,500	Owned		
Savin 9032	7,000	Owned		
Savin 9500	13,285	Owned		
Savin 9220	N/A	Owned		
Savin 9032	7,000	Owned		
Savin 9500	20,102	Owned		
Savin 9032	6,600	Owned		
Savin 9032	7,000	Owned		
Savin 2575	87,337	Leased	3/1/2003	2/28/2007
Savin 2575	43,877	Leased	3/1/2003	2/28/2007
Savin 2575	30,000	Owned		
Savin 9450	N/A	Owned		
Savin 9450	9,000	Owned		
Savin 9450	N/A	Owned		
Savin 2555	57,862	Leased	8/1/2003	7/31/2006
Savin 2555	75,000	Leased	8/1/2003	7/31/2006
Savin 9500	11,000	Owned		
Savin 9450	N/A	Owned		
Savin 9450	N/A	Owned		
Savin 9450	N/A	Owned		
Savin 9450	N/A	Owned		
Savin 9027	6,000	Owned		
Savin 9027	6,000	Owned		
Savin 9027	6,000	Owned		
Savin 9500	6,200	Owned		
Savin 9027	5,700	Owned		
Savin 9400	14,077	Owned		
Savin 9500	8,748	Owned		
Savin 9500	10,000	Owned		
Savin 2070DP	9,047	Leased	8/1/2002	7/31/2005
Savin 2070DP	26,195	Leased	2/1/2001	1/31/2004
Savin 2070DP	19,973	Leased	10/1/2001	9/30/2004
Savin 2070DP	14,176	Leased	8/1/2002	7/31/2005
Savin 2070DP	24,039	Leased	4/1/2002	3/31/2006
Savin 2070DP	17,005	Leased	12/1/2001	11/30/2006

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Copier RFP -Updated Exhibit 1

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Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Savin 2070DP	29,720	Leased	4/1/2002	3/31/2005
Savin 9927	8,064	Leased	4/1/2001	3/31/2005
Savin 2070DP	19,637	Leased	11/1/2001	10/31/2004
Savin 2070DP	48,500	Leased	7/1/2002	6/30/2006
Savin 2070DP	19,460	Leased	5/1/2001	4/30/2005
Savin 2070DP	24,717	Leased	3/1/2001	2/28/2005
Savin 2070DP	42,487	Leased	12/1/2001	11/30/2004
Savin 2070DP	53,205	Leased	12/1/2001	11/30/201
Savin 2070DP	25,685	Leased	7/1/2002	6/30/2006
Savin 9965DP	15,622	Owned		
Savin 25105	160,971	Leased	9/1/2002	8/31/2004
Savin 25105	155,308	Leased	9/1/2002	8/31/2004
Savin 2085	156,000	Leased	9/1/02	8/31/2004
Savin 2070DP	22,245	Leased	10/1/2001	9/30/2004
Savin 9500	10,000	Owned		
Savin 9500	8,380	Owned		
Savin 2575	50,000	Leased	9/1/2003	8/31/2007
Savin 9500	N/A	Owned		
Savin 9032	6,000	Owned		
Savin 9220	4,700	Owned		
Savin 9032	7,000	Owned		
Savin 9270	N/A	Owned		
Savin 9122	5,000	Owned		
Savin 9122	4,000	Owned		
Savin 9220	4,086	Owned		
Savin 9350	N/A	Owned		
Savin 9270	N/A	Owned		
Savin 2055	14,488	Leased	10/1/2000	9/30/2004
Savin 2055	23,382	Leased	10/12000	9/30/2004
Savin 2055	23,152	Leased	10/1,2000	9/30/2004
Savin 9032	7,000	Owned		
Savin 9270	N/A	Owned		
Savin 9032	7,000	Owned		
Savin 9400	10,000	Owned		
Savin 9400	10,000	Owned		
Savin 9400	10,000	Owned		
Savin 9400	10,000	Owned		
Savin 9500	10,382	Owned		
Savin 9500	9,676	Owned		
Savin 9500	4,619	Owned		
Savin 9500	N/A	Owned		
Savin 9500	12,056	Owned		
Savin 9500	10,553	Owned		
Savin 9500	11,937	Owned		
Savin 9500	14,408	Owned		
Savin 9500	9,000			

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Savin 9040	N/A	Owned		
Savin 9500	9,000	Owned		
Savin 9032D	2,540	Owned		
Savin 9450	9,541	Owned		
Savin 9350	3,329	Owned		
Savin 9922	4,000	Owned		
Savin 9500	9,000	Owned		
Savin 9500	N/A	Owned		
Savin 9122	4,800	Owned		
Savin 9500	15,761	Owned		
Savin 9500	15,028	Owned		
Savin 9122	4,622	Owned		
Savin 9122	3,922	Owned		
Savin 9122	5,000	Owned		
Savin 9500	17,000	Owned		
Savin 9500	N/A	Owned		
Savin 9500	12,000	Owned		
Savin 9500	16,202	Owned		
Savin 9500	12,000	Owned		
Savin 9500	9,000	Owned		
Savin 9500	19,500	Owned		
Savin 9500	31,500	Owned		
Savin 9500	46,400	Owned		
Savin 9500	9,048	Owned		
Savin 9500	9,000	Owned		
Savin 9500	10,000	Owned		
Savin 9500	18,000	Owned		
Savin 9500	25,750	Owned		
Savin 9450	N/A	Owned		
Savin 9350	N/A	Owned		
Savin 9027	N/A	Owned		
Savin 9270	N/A	Owned		
Savin 9027	N/A	Owned		
Savin 9220	4,000	Owned		
Savin 9035	6,000	Owned		
Savin 9400	10,000	Owned		
Savin 7350	N/A	Owned		
Savin 9035	7,000	Owned		
Savin 7350	N/A	N/A	N/A	N/A
Riso RA 4200	2,000	Owned		
Savin 9250	2,400	Owned		
Savin 9122	5,000	Owned		
Savin 9500	9,000	Owned		
Savin 9035	7,000	Owned		
Savin 9450	9,000	Owned		
Savin 9335	5,000	Owned		

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Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Savin 9450	22,083	Owned		
Savin 9350	3,000	Owned		
Savin 9027	10,000	Owned		
Savin 9450	14,400	Owned		
Savin 9500	17,000	Owned		
Savin 9040	N/A	Owned		
Savin 9520	N/A	Owned		
Savin 9032	8,000	Owned		
Savin 9032	8,000	Owned		
Savin 9032	8,000	Owned		
Savin 9032	N/A	Owned		
Savin 9270	N/A	Owned		
Savin 9032	N/A	Owned		
Savin 9350	N/A	Owned		
Savin 9032	6,000	Owned		
Savin 9032	N/A	Owned		
Savin 9450	N/A	Owned		
Savin 9040	N/A	Owned		
Savin 9350	N/A	Owned		
Savin 9350	N/A	Owned		
Savin 9350	N/A	Owned		
Savin 9270	N/A	Owned		
Savin 9500	19,688	Owned		
Savin 9500	11,725	Owned		
Savin 9500	9,000	Owned		
Savin 9270	4,000	Owned		
Savin 9710	N/A	Owned		
Savin 9270	N/A	Owned		
Savin 9500	11,000	Owned		
Riso 6300	18,000	Owned		
Savin 9250	N/A	Owned		
Savin 9350	3,000	Owned		
Savin 9500	8,800	Owned		
Savin 9122	4,000	Owned		
Savin 9500	9,000	Owned		
Savin 9927	4,000	Owned		
Savin 2527	4,346	Leased	10/1/2002	9/30/2005
Savin 2527	7,348	Leased	7/1/2002	6/30/2002
Savin 2527	3,399	Leased	10/1/2002	9/30/2005
Savin 9220	5,000	Owned		
Savin 9220	5,000	Owned		
Savin 9220	5,000	Owned		
Savin 9220	5,000	Owned		
Savin 9027	7,000	Owned		
Savin 9965DP	35,000	Owned		
Savin 2545	8,000	Leased	6/1/2003	5/31/2006

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Copier RFP -Updated Exhibit 1

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Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Savin 2560	13,000	Owned		
Savin 2535	9,000	Leased	11/1/2002	10/31/2005
Savin 2545	11,450	Leased	12/1/2002	11/30/2005
Savin 2560	N/A	Leased	9/1/2003	8/31/2006
Savin 2055	35,000	Leased	10/1/2001	9/30/2004
Savin 2545	10,000	Leased	12/1/2002	11/30/2005
Savin 2545	11,886	Leased	1/1/2003	12/31/2005
Savin 9935DPE	8,773	Leased	7/1/2000	6/30/2004
Savin 9935DPE	12,072	Leased	5/1/2000	4/30/2003
Savin 9500	14,000	Owned		
Savin 9945DPE	7,000	Leased	12/1/2000	11/30/2003
Savin 9945DPE	9,000	Leased	9/1/2000	8/31/2005
Savin 9500	7,000	Owned		
Savin 2055	15,991	Leased	11/1/2002	10/31/2006
Savin 9935DPE	7,000	Owned		
Savin 9500	17,500	Owned		
Savin 2545	9,000	Leased	1/1/2003	12/31/2006
Savin 9500	15,703	Owned		
Savin 2545	3,794	Owned		
Savin 9040	N/A	Owned		
Savin 2055	2,000	Owned		
Savin 2070	10,622	Leased	6/1/2002	5/31/2007
Savin 9220	5,000	Owned		
Savin 9220	5,000	Owned		
Savin 9027	6,000	Owned		
Savin 9040	N/A	Owned		
Savin 9250	N/A	Owned		
Savin 9250	N/A	Owned		
Savin 9250	N/A	Owned		
Savin 9122 DL	5,000	Owned		
Savin 9350	3,000	Owned		
Savin 9500	12,000	Owned		
Savin 9122 DL	6,400	Leased		
Savin 9350	N/A	Leased		
Savin 9122 DL	5,000	Leased		
Savin 2545	6,000	Leased		
Savin 9500	N/A	Leased		
Savin 9500	N/A	Leased		
Savin 9500	N/A	Leased		
Savin 9122 DL	N/A	Leased		
Savin 9025	N/A	Leased		
Savin 9032	N/A	Leased		
Savin 9250	N/A	Leased		
Savin 9350	N/A	Leased		
Savin 9250	N/A	Leased		
Savin 9500	9,000	Leased		

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Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Savin 9450	7,000	Leased		
Savin 9500	7,000	Owned		
Savin 9550	7,000	Owned		
Savin 9450	7,000	Owned		
Savin 9400	7,000	Owned		
Savin 9500	7,000	Owned		
Savin 9500	7,000	Owned		
Savin 9500	7,000	Owned		
Savin 9500	7,000	Owned		
Savin 9122	5,669	Owned		
Savin 410	3,000	Owned		
Savin 2535	6,500	Leased	3/1/2002	2/28/2007
RC 4500	N/A	Owned		
RC 5600	20,000	Owned		
Savin 9450	N/A	Owned		
Savin 9350	N/A	Owned		
RG 2500	N/A	Owned		
Savin 9922	4,632	Owned		
Savin 9922	4,000	Owned		
Savin 9922	5,575	Owned		
Savin 9935DPE	17,126	Owned		
Savin 2522	5,798	Owned		
Savin 9935DPE	13,484	Owned		
Savin 9935DPE	18,353	Owned		
Savin 9922	4,904	Owned		
Savin 2575	27,705	Leased	5/1/2003	4/30/2007
Savin 2560	31,030	Leased	5/1/2003	4/30/2007
Savin 2545	11,670	Leased	5/1/2003	4/30/2007
Savin 2575	38,104	Leased	5/1/2003	4/30/2007
Savin 4045	N/A	Leased	10/1/2003	9/30/2007
Savin 2560	16,446	Leased	10/1/2003	9/30/2007
Savin 9122	N/A	Owned		
Savin 2527	4,986	Leased	5/1/2003	4/30/2007
Savin 2560	24,000	Leased	5/1/2003	4/30/2007
Savin 2560	27,880	Leased	5/1/2003	4/30/2007
Savin 2560	23,988	Leased	5/1/2003	4/30/2007
Savin 2545	9,884	Leased	10/1/2003	9/30/2007
Savin 2575	25,944	Leased	5/1/2003	4/30/2007
Savin 9400	N/A	Leased	1/1/2000	12/31/2004
Savin 9122	N/A	Owned		
Savin 9122	N/A	Owned		
Savin 9113	N/A	Owned		
Savin 9220	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Savin 9500	N/A	Owned		
Savin 9220	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9400	N/A	Owned		
Savin 9450	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9220	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9400	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 9400	N/A	Owned		
Savin 9122	N/A	Owned		
Savin 9027	N/A	Owned		
Savin 9122	N/A	Owned		
Savin 9122	N/A	Owned		
Savin 9450	N/A	Owned		
Savin 9220	N/A	Owned		
Savin 9040	N/A	Owned		
Savin 9350	N/A	Owned		
Savin 9500	N/A	Owned		
Savin 2522	2,600	Leased	5/1/2003	4/30/2007
Savin 2545	12,500	Leased	5/1/2003	4/30/2007
Savin 2560	25,000	Leased	5/1/2003	4/30/2007
Savin 2527	3,680	Leased	5/1/2003	4/30/2007
Savin 2527	N/A	Leased	10/1/2003	9/30/2007
Savin 4045	N/A	Leased	10/1/2003	9/30/2007
Savin 2527	N/A	Leased	10/1/2003	9/30/2007
Savin 2055	16,159	Leased	7/1/2002	6/30/2006
Savin 2545	12,500	Leased	5/1/2003	4/30/2007
Savin 2055	23,669	Owned		
Savin 2535	3,912	Leased	7/1/2003	6/30/2006
Savin 2535	19,628	Owned		
Savin 2535	22,520	Owned		
Savin 2535	16,211	Owned		
Savin 2560	11,989	Owned		

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Savin 2522	2,773	Leased	5/1/2003	4/30/2003
Savin 2522	5,533	Leased	8/1/2003	7/31/2006
Savin 2535	3,567	Leased	10/1/2002	9/30/2005
Savin 2522	4,000	Owned		
Savin 2522	2,329	Leased	11/1/2002	10/31/2005
Savin 2535	7,000	Leased	2/1/2003	1/31/2006
Savin 2522	2,050	Leased	1/1/2003	12/31/2006
Riso 2130	15,000	Owned		
Riso 1700	N/A	Owned		
Savin 2575	26,831	Leased	5/1/2003	4/30/2007
Savin 2575	N/A	Leased	5/1/2003	4/30/2007
Savin 2575	28,048	Leased	5/1/2003	4/30/2007
AFICIO 850	221,813	Leased		
KONICA 7050	11,364	Owned		
KONICA 3340	11,364	Owned		
KONICA 7050	11,364	Owned		
KONICA 7050	11,364	Owned		
KONICA 7150	11,364	Owned		
KONICA 7055	8,333	Owned		
KONICA 7050	11,364	Owned		
KONICA 3135	11,364	Owned		
KONICA 7155	13,000	Owned		
KONICA 7050	11,364	Owned		
KONICA 7130		Owned		
KONICA 7145	11,364	Owned		
KONICA 7145	11,364	Owned		
KONICA 7145	11,364	Owned		
KONICA 4355	5,000	?		
KONICA 4355	6,667	?		
KONICA 7030	17,000	?		
KONICA 7030	7,167	?		
KONICA 7030	10,833	?		
KONICA 4045	4,167	?		
KONICA 3135	7,500	?		
KONICA 3135	4,167	?		
KONICA 7145	15,000	Leased	6/20/2003	6/20/2005
KONICA 7033	8,333	?		
KONICA 7022	1,167	?		
KONICA 4355	10,417	?		
KONICA 2223	2,500	?		
KONICA 4355	4,167	?		
KONICA 2028	2,083	?		
KONICA 7150	15,000	?		
KONICA 7150	5,650	?		
Xerox 460S	16,640	Leased	10/01/2001	09/01/2006
Xerox 5900	28,530	Leased	10/10/2001	10/10/2007

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Xerox 460S	9,190	Leased	01/31/2001	01/01/2006
Xerox D96L	162,890	Leased	12/31/1999	12/01/2004
Xerox 460S	10,950	Leased	10/15/2001	10/15/2006
Xerox 5388	17,230	Maintenance	12/30/1994	01/30/2004
Xerox 432S	16,510	Leased	04/17/2003	04/17/2008
Xerox 440S	15,120	Leased	04/14/2003	04/14/2008
Xerox 440S	13,190	Leased	10/28/2002	10/28/2007
Xerox 440S	19,670	Leased	10/31/2002	10/01/2007
Xerox 470S	33,010	Leased	07/25/2002	07/25/2007
Xerox 470S	52,710	Leased	10/25/2002	10/25/2007
Xerox 470S	63,320	Leased	07/25/2002	07/25/2007
Xerox 440S	7,650	Leased	06/30/2003	06/01/2008
Xerox 440S	9,320	Leased	06/30/2003	06/01/2008
Xerox 490S	0	Leased	07/23/2003	07/23/2008
Xerox 470S	1,800	Leased	07/29/2003	07/29/2008
Xerox 5028	1,360	Maintenance	03/28/1990	06/30/2004
Xerox 340S	7,150	Leased	10/22/1999	10/22/2004
Xerox C657	0	Maintenance	09/03/1998	06/30/2004
Xerox 5614	2,200	Owned	03/24/1998	
Xerox 340S	16,190	Leased	07/13/2000	05/13/2004
Xerox 340S	6,830	Leased	12/09/1999	12/09/2003
Xerox 5014	600	Maintenance	09/29/1992	06/30/2004
Xerox 5014	1,100	Maintenance	09/29/1992	06/30/2004
Xerox 5014	490	Maintenance	09/29/1992	06/30/2004
Xerox 230S	20,010	Maintenance	10/16/1998	10/16/2003
Xerox 332S	1,780	Maintenance	12/16/1999	10/16/2003
Xerox 432S	8,700	Maintenance	05/11/2001	10/16/2003
Xerox WC21	0	Owned	03/26/2001	
Xerox 3006	0	Owned	08/29/1995	
Xerox 470S	11,400	Leased	06/14/2002	06/14/2007
Xerox 470S	10,660	Leased	06/17/2002	06/17/2007
Xerox 5016	190	Maintenance	01/26/1995	01/30/2004
Xerox 5028	1,630	Maintenance	11/18/1993	06/30/2004
Xerox 5312	610	Maintenance	03/14/1995	03/30/2004
Xerox 5328	2,860	Owned	11/04/1994	
Xerox 7042	0	Maintenance	09/23/1999	06/30/2004
Xerox X12	0	Maintenance	06/12/2002	06/30/2004
Xerox 5028	800	Owned	09/30/1993	
Xerox 18ML	384,790	Leased	04/12/2002	04/30/2005
Xerox 460D	13,410	Maintenance	07/03/2002	07/30/2004
Xerox 5328	1,440	Owned	10/20/1993	
Xerox ELIX	0	Owned	03/27/1995	
Xerox ELIX	0	Owned	03/27/1995	
Xerox DC50	2,300	Maintenance	05/31/2000	05/30/2004
Xerox 420D	2,750	Leased	02/12/2001	02/12/2006
Xerox 440S	4,530	Leased	11/28/2000	05/28/2004

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Xerox DC50	18,710	Maintenance	01/30/2001	01/30/2004
Xerox 7042	0	Maintenance	02/14/1997	06/30/2004
Xerox 7042	0	Owned	01/25/1995	06/30/2003
Xerox 5314	0	Owned	06/23/1994	
Xerox 5365	8,930	Maintenance	03/31/1997	09/30/2003
Xerox 2515	1,000	Owned	10/15/1993	
Xerox 420D	2,720	Leased	07/08/2003	07/08/2008
Xerox 432S	4,620	Leased	03/08/2001	03/08/2006
Xerox 440S	14,800	Maintenance	05/18/2001	05/18/2006
Xerox 5626	1,160	Leased	12/10/1999	12/10/2003
Xerox 5900	70,670	Leased	04/09/2001	04/09/2006
Xerox ICED	21,190	Leased	04/29/2003	04/01/2008
Xerox CTR1	0	Leased	03/30/2000	03/01/2005
Xerox DP65	29,640	Leased	03/30/2000	03/01/2005
Xerox 432S	880	Leased	10/29/2001	10/01/2006
Xerox DC12	0	Maintenance	03/22/2002	03/22/2008
Xerox X12	0	Maintenance	03/15/2002	03/15/2008
Xerox 7041	0	Owned	11/30/1993	
Xerox 5388	31,980	Maintenance	10/31/1995	01/30/2004
Xerox 432S	0	Leased	06/18/2002	06/25/2006
Xerox 432S	11,190	Leased	06/21/2002	06/21/2006
Xerox 460D	4,680	Leased	10/19/2001	10/19/2005
Xerox 265D	17,820	Leased	09/30/1999	09/01/2004
Xerox 432D	9,100	Maintenance	05/09/2002	05/30/2005
Xerox 5900	63,010	Leased	04/30/2002	04/01/2006
Xerox 432S	3,440	Leased	06/18/2002	06/18/2006
Xerox 5014	520	Maintenance	01/04/1991	06/30/2004
Xerox 5018	2,190	Maintenance	08/29/1990	10/30/2003
Xerox 432S	11,390	Leased	02/22/2001	02/22/2006
Xerox 425S	9,070	Leased	11/26/2001	11/26/2006
Xerox 470S	11,370	Leased	11/15/2001	11/15/2006
Xerox 490S	18,730	Leased	02/01/2002	01/01/2007
Xerox C635	0	Owned	01/31/2001	06/01/2002
Xerox C635	0	Leased	02/07/2001	02/07/2006
Xerox DCLP	8,690	Leased	05/07/2002	11/07/2007
Xerox P10S	0	Leased	04/15/2003	04/15/2008
Xerox X12	0	Leased	05/07/2002	11/07/2007
Xerox 220S	3,460	Leased	12/16/1999	12/16/2004
Xerox 460S	7,860	Leased	04/12/2001	04/12/2006
Xerox 220D	17,730	Leased	08/18/1999	05/01/2004
Xerox 470S	23,870	Leased	10/16/2001	10/19/2006
Xerox 480S	69,760	Leased	03/29/2002	05/01/2007
Xerox 5028	1,120	Maintenance	09/04/1990	06/30/2004
Xerox 220D	2,380	Leased	08/01/2000	07/01/2004
Xerox 220D	1,320	Leased	08/03/2000	08/03/2004
Xerox 5028	750	Maintenance	08/09/1990	06/30/2004

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Xerox 220D	16,820	Maintenance	06/02/1998	06/30/2004
Xerox 5034	2,870	Maintenance	01/18/1996	06/30/2004
Xerox 5328	3,890	Maintenance	07/20/1994	09/30/2003
Xerox C657	0	Maintenance	07/06/1999	09/30/2003
Xerox 220D	11,390	Leased	05/01/2000	04/01/2005
Xerox 1090	13,780	Owned	12/20/1985	
Xerox 1090	28,530	Owned	03/31/1995	
Xerox 5034	600	Owned	11/23/1993	
Xerox 7024	0	Maintenance	05/08/1992	06/30/2004
Xerox C535	0	Owned	06/16/1997	12/30/2002
Xerox 5028	970	Maintenance	03/10/1993	06/30/2004
Xerox 5034	2,220	Maintenance	04/26/1994	06/30/2004
Xerox 432S	6,700	Maintenance	02/14/2002	07/30/2004
Canon C2120		Owned	3/11/2003	
Canon C4050	12,774	Owned	3/11/2003	
Canon C6551	5,040	Owned	10/24/2002	
Canon C6551	7,049	Owned	10/24/2002	
Canon C2120	400	Owned	3/29/2002	
Ricoh R4480	0	Owned	3/20/2002	
Canon C713Z	274	Owned	12/17/2001	
Canon C9120	58,376	Owned	11/30/2001	
Canon C6545	2,536	Owned	10/31/2001	
Canon C6551	18,745	Owned	2/28/2001	
Ricoh R4480	400	Owned	1/14/2001	
Canon C1020		Owned	1/1/2001	
Canon C8530	6,177	Owned	1/1/2001	
Canon C6230	1,217	Owned	10/13/2000	
Canon C7130	1,626	Owned	8/30/2000	
Canon C6085	22,732	Owned	6/20/2000	
Canon C612F	511	Owned	3/20/2000	
Canon C2120	400	Owned	1/1/2000	
Canon C2120	807	Owned	12/28/1999	
Canon C6230	914	Owned	12/27/1999	
Canon C6230	5,565	Owned	12/3/1999	
Canon C6035	5,936	Owned	10/28/1999	
Canon C6035	3,879	Owned	10/11/1999	
Canon C6230	2,949	Owned	8/20/1999	
Canon C6230	6,345	Owned	7/29/1999	
Canon C6330	5,698	Owned	7/20/1999	
Canon C6230	11,527	Owned	7/15/1999	
Canon C6330	12,363	Owned	6/23/1999	
Canon C6080	5,151	Leased	6/1/1999	
Canon C6330	400	Owned	5/28/1999	
Canon C6085	26,500	Owned	5/19/1999	
Canon C6085	19,350	Owned	4/30/1999	
Canon C6085	13,068	Leased	4/29/1999	

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Canon C6412	100	Owned	4/29/1999	
Canon C6080	5,000	Owned	4/28/1999	
Canon C6085	37,873	Owned	4/22/1999	
Canon C6412	752	Owned	3/30/1999	
Canon C6221	400	Owned	3/26/1999	
Canon C6080	5,000	Owned	3/9/1999	
Canon C4050	25,652	Owned	2/26/1999	
Canon C4050	14,346	Owned	2/24/1999	
Canon C6412	504	Owned	2/24/1999	
Canon C6412	100	Owned	2/24/1999	
Canon C1020	100	Owned	2/20/1999	
Canon C6221	400	Owned	1/28/1999	
Canon C6221	1,169	Owned	1/19/1999	
OCE O2600	50,000	Owned	1/18/1999	
Canon C6230	5,237	Owned	1/13/1999	
Canon C6221	1,792	Owned	12/30/1998	
Canon C6230	3,495	Owned	12/28/1998	
Canon C6221	1,175	Owned	12/22/1998	
Canon C6221	1,438	Owned	11/30/1998	
Canon C1820	230	Owned	11/25/1998	
Canon C2120		Owned	11/25/1998	
Canon C6080	5,000	Owned	11/25/1998	
Canon C6330	652	Owned	11/25/1998	
Canon C6412	100	Owned	10/29/1998	
Canon C6080	7,273	Owned	9/29/1998	
Canon C6080	12,144	Owned	9/28/1998	
Canon C6221	400	Owned	9/25/1998	
Canon C6080	5,582	Owned	9/24/1998	
Canon C6080	15,092	Owned	9/24/1998	
Canon C6230	3,957	Owned	9/15/1998	
Canon C6230	4,153	Owned	8/28/1998	
Canon C6330	5,349	Owned	8/28/1998	
Canon C6080	7,149	Owned	8/27/1998	
Canon C6330	1,944	Owned	7/30/1998	
Canon C6551	21,771	Owned	7/15/1998	
Canon C6080	5,000	Owned	6/30/1998	
Canon C6080	9,210	Owned	6/30/1998	
Canon C4050	4,671	Owned	6/29/1998	
Canon C4050	1,000	Owned	6/29/1998	
Canon C4050	4,002	Owned	6/26/1998	
Canon C6330	3,689	Owned	6/17/1998	
Canon C4050	2,414	Owned	5/27/1998	
Canon C6221	400	Owned	5/20/1998	
Canon C6080	8,056	Owned	5/13/1998	
Canon C4050	1,000	Owned	5/11/1998	
Canon C4050	1,000	Owned	5/11/1998	

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Canon C4050	3,134	Owned	4/27/1998	
Canon C6080	5,000	Owned	4/15/1998	
Canon C6080	5,000	Owned	4/9/1998	
Canon C6080	8,738	Owned	3/31/1998	
Canon C6080	5,000	Owned	3/31/1998	
Canon C6221	3,253	Owned	3/30/1998	
Canon C6050	7,445	Owned	3/23/1998	
Canon C4050	3,558	Owned	3/5/1998	
Canon C6230	3,822	Owned	2/27/1998	
Canon C6412	272	Owned	2/27/1998	
Canon C6085	5,000	Owned	1/29/1998	
Canon C4050	4,346	Owned	1/14/1998	
Canon C4050	1,000	Owned	12/31/1997	
Canon C6080	5,000	Owned	12/31/1997	
Canon C4050	4,359	Owned	12/29/1997	
Canon C4050	1,000	Owned	12/16/1997	
Canon C4050	3,068	Owned	12/9/1997	
Canon C4050	2,177	Owned	12/9/1997	
Canon C4050	6,492	Owned	12/9/1997	
Canon C4050	1,363	Owned	11/26/1997	
Canon C4050	1,255	Owned	11/25/1997	
Canon C4050	1,000	Owned	10/31/1997	
Canon C6080	5,201	Owned	9/29/1997	
Canon C6012	100	Owned	9/25/1997	
Canon C2120	3,352	Owned	8/28/1997	
Canon C4050	4,243	Owned	7/31/1997	
Canon C6230	3,512	Owned	7/30/1997	
Canon C6230	5,745	Owned	6/30/1997	
Canon C6050	3,632	Owned	6/26/1997	
Canon C6012	100	Owned	5/13/1997	
Canon C6230	7,051	Owned	4/28/1997	
Canon C4050	2,340	Owned	3/31/1997	
Canon C6230	3,829	Owned	3/28/1997	
Canon C4050	1,335	Owned	2/28/1997	
Canon C2120	2,489	Owned	2/26/1997	
Canon C4050	1,246	Owned	2/25/1997	
Canon C4050	1,524	Owned	1/31/1997	
Canon C4050	9,025	Owned	1/31/1997	
Canon C4050	4,363	Owned	1/31/1997	
Canon C4050	1,000	Owned	1/31/1997	
Canon C4050	1,022	Owned	1/31/1997	
Canon C6030	5,200	Owned	1/31/1997	
Canon C6030	400	Owned	1/21/1997	
Canon C2120	637	Owned	12/26/1996	
Canon C6030	14,940	Owned	12/11/1996	
Canon C6030	4,218	Owned	12/11/1996	

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Canon C4050	13,286	Owned	11/27/1996	
Canon C4050	1,716	Owned	11/27/1996	
Canon C6030	2,679	Owned	11/27/1996	
Canon C3030	6,744	Owned	11/25/1996	
Canon C6025	2,360	Owned	11/22/1996	
Canon C4050	5,325	Owned	11/20/1996	
Canon C6025	1,506	Owned	11/11/1996	
Canon C4050	3,778	Owned	10/30/1996	
Canon C6030	400	Owned	10/30/1996	
Canon C6030	3,427	Owned	10/18/1996	
Canon C4050	1,307	Owned	8/30/1996	
Canon C4050	1,002	Owned	8/9/1996	
Canon C1820	183	Owned	7/31/1996	
Canon C2120	859	Owned	7/31/1996	
Canon C4050	1,535	Owned	7/31/1996	
Canon C4050	2,874	Owned	7/31/1996	
Canon C4050	8,757	Owned	7/31/1996	
Canon C6060	6,448	Owned	7/31/1996	
Canon C1820	1,792	Owned	5/21/1996	
Canon C4050	1,000	Owned	5/21/1996	
Canon C6025	1,832	Owned	4/12/1996	
Canon C6030	2,527	Owned	3/12/1996	
Canon C8530	5,000	Owned	3/7/1996	
Canon C4050	1,687	Owned	1/17/1996	
Canon C8530	10,436	Owned	12/18/1995	
Canon C8530	5,000	Owned	12/8/1995	
Canon C8530	13,965	Owned	10/20/1995	
Canon C8530	19,101	Owned	9/18/1995	
Canon C8530	8,686	Owned	7/14/1995	
Canon C1020	100	Owned	6/14/1995	
Canon C8530	5,000	Owned	5/19/1995	
Canon C2120	696	Owned	4/18/1995	
Canon C8530	8,582	Owned	4/11/1995	
Canon C8530	11,972	Owned	3/31/1995	
Canon C6030	400	Owned	11/30/1994	
Canon C6030	1,873	Owned	11/4/1994	
Canon C4080	10,153	Owned	10/31/1994	
Canon C6030	1,349	Owned	10/14/1994	
Canon C665F	2,501	Owned	10/14/1994	
Canon C2120	1,212	Owned	9/27/1994	
Canon C2120	400	Owned	8/31/1994	
Canon C2120	400	Owned	8/31/1994	
Canon C6030	847	Owned	8/31/1994	
Canon C6030	7,600	Owned	6/30/1994	
Canon C6030	2,261	Owned	6/30/1994	
Canon C8530	5,000	Owned	6/30/1994	

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Canon C2120	400	Owned	4/14/1994	
Canon C8530	5,000	Owned	3/31/1994	
Canon C2120	900	Owned	11/30/1993	
Canon C6650	5,275	Owned	11/30/1993	
Canon C3050	400	Owned	10/22/1993	
Canon C6650	4,051	Owned	9/21/1993	
Canon C3050	643	Owned	8/13/1993	
Canon C3050	2,245	Owned	8/13/1993	
Canon C4050	1,000	Owned	7/30/1993	
Canon C4050	2,726	Owned	7/2/1993	
Canon C6651	3,538	Owned	6/23/1993	
Canon C2120	2,103	Owned	6/19/1993	
Canon C2120	1,520	Owned	6/16/1993	
Canon C2120	400	Owned	5/18/1993	
Canon C6060	4,153	Owned	4/30/1993	
Canon C8530	5,000	Owned	4/30/1993	
Canon C4050	1,000	Owned	3/31/1993	
Canon C4050	1,000	Owned	3/31/1993	
Canon C2020	966	Owned	2/10/1993	
Canon C4050	2,618	Owned	1/19/1993	
Canon C4050	2,203	Owned	12/11/1992	
Canon C2020	585	Owned	10/30/1992	
Canon C2020	456	Owned	10/30/1992	
Canon C2020	275	Owned	10/30/1992	
Canon C2020	640	Owned	10/22/1992	
Canon C4050	1,000	Owned	10/7/1992	
Canon C6651	2,000	Owned	8/31/1992	
Canon C2020	567	Owned	7/21/1992	
Canon C3030	178	Owned	7/16/1992	
Canon C6651	2,000	Owned	6/1/1992	
Canon C4835	8,016	Owned	5/15/1990	
Canon C1010	100	Owned	3/19/1990	
MINOLTA M470Z		Owned	8/1/1987	
Canon C270F		Owned	1/2/1986	
Canon C330G	6,358	Owned	12/10/2003	
Canon C8500	59,278	Owned	11/14/2003	
Canon C400S	6,367	Owned	11/13/2003	
Canon C210S	3,604	Owned	11/12/2003	
Canon C220G	3,564	Owned	11/7/2003	
Canon C400S	6,294	Owned	11/7/2003	
Canon C6000	17,119	Owned	11/7/2003	
Canon C400S	9,566	Owned	10/27/2003	
Canon C5020	3,239	Owned	9/24/2003	
Canon C220G	7,874	Owned	8/28/2003	
Canon C400S	5,306	Owned	8/13/2003	
Canon C400S	7,084	Owned	8/6/2003	

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Canon C105	153,238	Owned	7/16/2003	
Canon C400S	22,532	Owned	7/16/2003	
Canon C105	324,283	Owned	7/10/2003	
Canon C330G	6,693	Owned	6/26/2003	
Canon C400S	5,445	Owned	6/20/2003	
Canon C400S	5,690	Owned	6/18/2003	
Canon C400S	10,291	Owned	6/18/2003	
Canon C6000	9,766	Owned	6/3/2003	
Canon C6000	16,177	Owned	5/19/2003	
Canon C3300	4,267	Owned	5/15/2003	
Canon C330G	19,212	Owned	5/15/2003	
Canon C2200	1,000	Owned	5/6/2003	
Canon C330G	6,087	Owned	5/6/2003	
Canon C5000	14,670	Owned	4/28/2003	
Canon C2200	1,000	Owned	4/14/2003	
Canon C280G	3,565	Owned	4/11/2003	
Canon C8500	79,154	Owned	4/3/2003	
Canon C8500	30,000	Owned	4/1/2003	
Canon C220G	3,646	Owned	3/24/2003	
Canon C5000	6,859	Owned	3/20/2003	
Canon C400S	10,003	Owned	3/13/2003	
Canon C330E	1,240	Owned	3/11/2003	
Canon C330S	3,262	Owned	3/11/2003	
Canon C330S	1,998	Owned	3/11/2003	
Canon C220G	1,000	Owned	3/4/2003	
Canon C400S	6,366	Owned	2/3/2003	
Canon C5000	9,154	Owned	1/24/2003	
Canon C7200	30,000	Owned	1/24/2003	
Canon C2200	1,000	Owned	1/2/2003	
Canon C5000	26,478	Owned	12/16/2002	
Canon C220G	1,000	Owned	12/6/2002	
Canon C400S	7,836	Owned	12/5/2002	
Canon C210S	1,303	Owned	12/4/2002	
Canon C210S	1,947	Owned	12/4/2002	
Canon C400S	13,458	Owned	11/13/2002	
Canon C400S	21,015	Owned	10/31/2002	
Canon C2200	1,084	Owned	10/30/2002	
Canon C210S	1,245	Owned	10/24/2002	
Canon C330S	7,284	Owned	10/24/2002	
Canon C330S	1,622	Owned	10/24/2002	
Canon C220G	3,456	Owned	9/13/2002	
Canon C5000	17,777	Owned	9/9/2002	
Canon C8500	61,647	Owned	9/5/2002	
Ricoh R550	16,176	Owned	8/1/2002	
Ricoh R550	73,931	Owned	8/1/2002	
Canon C330S	2,507	Owned	7/2/2002	

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Canon C6000	2,000	Owned	6/21/2002	
Canon C550I	27,180	Owned	6/19/2002	
Canon C6000	15,543	Owned	6/14/2002	
Canon C210S	1,919	Owned	6/10/2002	
Canon C600	6,485	Owned	6/6/2002	
Canon C2200	4,378	Owned	5/28/2002	
Canon C3300	7,235	Owned	5/9/2002	
Canon C6000	25,456	Owned	4/8/2002	
Canon C330S	11,767	Owned	4/3/2002	
Canon C330S	1,082	Owned	4/1/2002	
Canon C110I	455,610	Owned	3/29/2002	
Canon C8500	104,744	Owned	3/29/2002	
Canon C330S	9,726	Owned	3/27/2002	
Canon C400S	18,028	Owned	3/27/2002	
Canon C5000	37,379	Owned	3/27/2002	
Canon C5000	18,942	Owned	3/27/2002	
Canon C6000	2,000	Owned	3/27/2002	
Canon C6000	17,291	Owned	3/27/2002	
Canon C330S	7,846	Owned	3/26/2002	
Canon C330S	11,127	Owned	3/26/2002	
Canon C330S	4,696	Owned	3/26/2002	
Canon C330S	9,621	Owned	3/26/2002	
Canon C400S	13,624	Owned	3/26/2002	
Canon C220G	2,774	Owned	3/22/2002	
Canon C400S	14,471	Owned	3/7/2002	
Canon C400S	6,773	Owned	3/7/2002	
Canon C330S	4,495	Owned	3/4/2002	
Canon C220G	1,000	Owned	2/19/2002	
Canon C400S	5,295	Owned	2/19/2002	
Canon C2200	1,131	Owned	2/15/2002	
Canon C400S	12,616	Owned	1/23/2002	
Canon C8500	30,000	Owned	1/9/2002	
Canon C330S	4,035	Owned	12/27/2001	
Canon C330G	9,868	Owned	12/24/2001	
Canon C400S	14,063	Owned	12/19/2001	
Canon C400S	20,521	Owned	12/19/2001	
Canon C400S	17,697	Owned	12/19/2001	
Canon C5000	22,712	Owned	11/28/2001	
Canon C400S	20,578	Owned	11/27/2001	
Canon C600	27,764	Owned	11/21/2001	
Canon C5000	37,991	Owned	10/31/2001	
Canon C5000	24,276	Owned	10/2/2001	
Canon C400S	16,668	Owned	9/21/2001	
Canon C400S	3,025	Owned	9/7/2001	
Canon C8500	30,000	Owned	8/31/2001	
Canon C330S	20,855	Owned	8/20/2001	

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Canon C330S	4,787	Owned	8/14/2001	
Canon C210S	1,000	Owned	8/13/2001	
Canon C330S	1,623	Owned	5/30/2001	
Canon C400S	8,458	Owned	5/30/2001	
Canon C210S	4,645	Owned	5/23/2001	
Canon C330S	3,020	Owned	5/18/2001	
Canon C330S	13,173	Owned	4/30/2001	
Canon C330S	1,000	Owned	4/25/2001	
Canon C400S	7,176	Owned	4/23/2001	
Canon C210S	1,000	Owned	3/30/2001	
Canon C600	67,797	Owned	3/30/2001	
Canon C400S	4,505	Owned	3/23/2001	
Canon C400S	10,836	Owned	3/23/2001	
Canon C210S	1,000	Owned	2/28/2001	
Canon C330E	4,578	Owned	2/28/2001	
Canon C500S	7,388	Owned	2/26/2001	
Canon C500S	17,885	Owned	2/20/2001	
Canon C500S	15,431	Owned	1/30/2001	
Canon C500S	6,911	Owned	1/16/2001	
Ricoh R180	3,043	Owned	1/1/2001	
Ricoh R180		Owned	1/1/2001	
Ricoh R350	3,878	Owned	1/1/2001	
Ricoh R350	2,510	Owned	1/1/2001	
Ricoh R850	33,601	Owned	1/1/2001	
Canon C210S	4,175	Owned	12/20/2000	
Ricoh R850	70,509	Owned	12/3/2000	
Canon C2220	500	Owned	11/16/2000	
Canon C330S	22,967	Owned	10/31/2000	
Canon C330S	1,377	Owned	10/9/2000	
Canon C330S	1,730	Owned	9/27/2000	
Canon C400S	4,492	Owned	9/12/2000	
Canon C600	10,178	Owned	8/29/2000	
Canon C400S	9,202	Owned	8/22/2000	
Canon C400S	4,474	Owned	8/1/2000	
Canon C600	32,329	Owned	8/1/2000	
Canon C400S	8,724	Owned	7/20/2000	
Canon C400S	3,271	Owned	7/20/2000	
Canon C330S	5,967	Owned	7/7/2000	
Canon C400S	1,758	Owned	7/7/2000	
Canon C400S	2,111	Owned	7/7/2000	
Canon C330S	7,885	Owned	7/6/2000	
Canon C400S	3,194	Owned	7/5/2000	
Canon C400S	8,796	Owned	6/29/2000	
Canon C400S	1,208	Owned	6/23/2000	
Canon C400S	7,961	Owned	6/15/2000	
Canon C600	51,718	Owned	5/8/2000	

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Canon C330S	5,190	Owned	4/19/2000	
Canon C330S	4,364	Owned	4/19/2000	
Canon C400S	7,917	Owned	4/19/2000	
Canon C400S	2,013	Owned	4/11/2000	
Canon C600	53,172	Owned	3/10/2000	
Canon C330S	8,104	Owned	2/24/2000	
Canon C330S	7,058	Owned	2/23/2000	
Canon C330S	8,329	Owned	8/3/1999	
Canon C330S	9,028	Owned	7/29/1999	
Canon C330S	5,496	Owned	7/29/1999	
Canon C330S	5,169	Owned	7/29/1999	
Canon C400S	1,359	Owned	7/29/1999	
Canon C30F	1,285	Owned	1/4/1999	
Canon C600	37,448	Owned	4/17/1998	
Canon C600	49,781	Owned	2/23/1998	
Canon C200Z	1,267	Owned	10/28/1997	
Imagistics 9014	1,491	Owned		
Imagistics 9014	72	Owned		
Imagistics 9023	2,422	Owned		
Imagistics 9023	2,083	Owned		
Imagistics 9023	2,330	Owned		
Imagistics 9023	7,010	Owned		
Imagistics 9023	12,442	Owned		
Imagistics 9023	1,638	Owned		
Imagistics 9023	6,423	Owned		
Imagistics 9032	6,213	Owned		
Imagistics 9056	1,138	Owned		
Imagistics 9056	18,040	Owned		
Imagistics 9056	0	Owned		
Imagistics 9056	12,883	Owned		
Imagistics 9326	18,901	Owned		
Imagistics 9332	1,210	Owned		
Imagistics 9332	0	Owned		
Imagistics 9337	49,309	Owned		
Imagistics 9337	4,383	Owned		
Imagistics 9337	5,041	Owned		
Imagistics 9337	6,399	Owned		
Imagistics 9337	1,177	Owned		
Imagistics 9337	3,569	Owned		
Imagistics 9346	20,824	Owned		
Imagistics 9346	2,152	Owned		
9346	5,007	Owned		
Imagistics C180	9,492	Owned		
Imagistics C180	813	Owned		
Imagistics C230	26,420	Owned		
Imagistics C230	8,606	Owned		

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Imagistics C235	0	Owned		
Imagistics C235	14,991	Owned		
Imagistics C235	33,221	Owned		
Imagistics C235	8,216	Owned		
Imagistics C235	20,200	Owned		
Imagistics C235	21,073	Owned		
Imagistics C235	26,414	Owned		
Imagistics C235	5,633	Owned		
Imagistics C235	33,915	Owned		
Imagistics C235	42,352	Owned		
Imagistics C235	6,071	Owned		
Imagistics C235	28,163	Owned		
Imagistics C235	25,798	Owned		
Imagistics C235	0	Owned		
Imagistics C235	7,469	Owned		
Imagistics C235	13,691	Owned		
Imagistics C235	6,443	Owned		
Imagistics C235	39,547	Owned		
Imagistics C235	33,264	Owned		
Imagistics C235	12,650	Owned		
Imagistics C235	28,922	Owned		
Imagistics C235	15,049	Owned		
Imagistics C235	390	Owned		
Imagistics C235	1,734	Owned		
Imagistics C285	20,709	Owned		
Imagistics C285	36,364	Owned		
Imagistics C285	32,969	Owned		
Imagistics C285	126,063	Owned		
Imagistics C285	12,564	Owned		
Imagistics C285	28,104	Owned		
Imagistics C285	23,515	Owned		
Imagistics C285	100,606	Owned		
Imagistics C285	3,650	Owned		
Imagistics C285	9,943	Owned		
Imagistics C285	10,381	Owned		
Imagistics C285	19,570	Owned		
Imagistics C360	8,503	Owned		
Imagistics C420	178,656	Owned		
Imagistics C420	33,581	Owned		
Imagistics C420	27,295	Owned		
Imagistics C420	79,392	Owned		
Imagistics C420	350,489	Owned		
Imagistics C420	16,791	Owned		
Imagistics C420	6,453	Owned		
Imagistics C420	168,935	Owned		
Imagistics C420	4,583	Owned		

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/Contract Type	Installation/Lease Start Date	Contract/Lease Expiration
Imagistics C420	36,719	Owned		
Imagistics C420	98,673	Owned		
Imagistics C420	84,310	Owned		
Imagistics C420	9,119	Owned		
Imagistics C420	2,943	Owned		
Imagistics C420	12,841	Owned		
Imagistics C420	94,052	Owned		
Imagistics C420	12,534	Owned		
Imagistics C420	34,439	Owned		
Imagistics C420	9,171	Owned		
Imagistics C420	140,443	Owned		
Imagistics C420	12,481	Owned		
Imagistics C420	17,276	Owned		
Imagistics C420	89,764	Owned		
Imagistics C420	52,083	Owned		
Imagistics C420	81,501	Owned		
Imagistics C420	6,608	Owned		
Imagistics C420	59,922	Owned		
Imagistics C420	9,372	Owned		
Imagistics C420	6,987	Owned		
Imagistics C420	166,928	Owned		
Imagistics C500	44,166	Owned		
Imagistics C500	220,351	Owned		
Imagistics C500	6,934	Owned		
Imagistics C500	32,205	Owned		
Imagistics C500	125,846	Owned		
Imagistics C500	42,366	Owned		
Imagistics C500	11,947	Owned		
Imagistics C500	258,549	Owned		
Imagistics C500	143,513	Owned		
Imagistics C500	266,542	Owned		
Imagistics C500	152,813	Owned		
Imagistics C500	181,126	Owned		
Imagistics C650	314,348	Owned		
Imagistics C760	10,019	Owned		
Imagistics D355	40,498	Owned		
Imagistics D355	16,572	Owned		
Imagistics D355	12,141	Owned		
Imagistics D355	2,918	Owned		
Imagistics D355	37,502	Owned		
Imagistics D355	43,779	Owned		
Imagistics D355	2,935	Owned		
Imagistics D355	11,659	Owned		
Imagistics D355	8,513	Owned		
Imagistics D355	32,774	Owned		
Imagistics D355	27,904	Owned		

State of Rhode Island RFP#B03253 Addendum

Copier RFP -Updated Exhibit 1

Rhode Island Copier Fleet Profile

Model	Avg Monthly Copy Volume (Copies)	Leased/Owned/ Contract Type	Installation/ Lease Start Date	Contract/Lease Expiration
Imagistics D355	23,115	Owned		
Imagistics D355	17,535	Owned		
Imagistics D355	3,733	Owned		
Imagistics D355	4,016	Owned		
Imagistics D355	2,102	Owned		
Imagistics D355	33,797	Owned		
Imagistics D355	41,552	Owned		
Imagistics DL46	18,485	Owned		
Imagistics DL46	50,574	Owned		
Imagistics DL62	44,081	Owned		
Imagistics DL62	123,381	Owned		
Imagistics DL62	23,732	Owned		
Imagistics DL62	28,326	Owned		
Imagistics DL62	51,707	Owned		
Imagistics DL62	478,304	Owned		
Imagistics L415	2,394	Owned		
Imagistics L415	0	Owned		