

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

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12/31/2003

**ADDENDUM # 1**

**BID/RFP # B03253      BID/RFP TITLE: COPIER EQUIPMENT AND SERVICES**

**OPENING DATE AND TIME: Wednesday, January 21<sup>st</sup>, 2004 at 3:15 PM EST**

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**The Department of Administration, Division of Purchases, has issued an Addendum to the above-referenced Bid / RFP.**

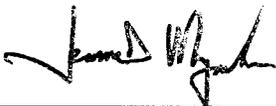
The Addendum package is available to be picked up at the Division of Purchases, (2<sup>nd</sup> floor), One Capitol Hill, Providence, RI, weekdays between 8:30 AM and 3:30 PM (excluding Rhode Island State holidays), or upon mailing or faxing a written request, including a Federal Express prepaid authorization number, to **Communications Coordinator**. **The RFP / BID number and Addendum number must be clearly referenced.**

Addendum #1 includes two changes:

(1) On page 22, Section B, "Introduction to Pricing Grids" should read:

- To obtain a copy of the cost proposal sheets, email your request to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us). Write B03253 in the subject line.

(2) Sample cost proposal and technical proposal Excel spreadsheets to assist vendors in preparing the required Electronic Bid Response Forms.



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

**State of Rhode Island RFP#B03253**  
**Copier RFP**  
*Overview*

**SAMPLE COPY ONLY**

**Please send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us) with the bid number (B032253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the cost proposal component of this RFP. Proposals submitted with only hard copies and without completed electronic versions will not be accepted.**

Exhibits & Pricing Grids	Content	Response Required
Exhibit 1 - Rhode Island Copier Fleet Profile	Key information regarding a representative sample of the State's copier fleet with detailed information provided by copier.	No
Exhibit 2 - Copier Specifications	Bidder is asked to submit recommended proposal for replacement fleet of digital copiers by copier band. Specifications requested from the Bidder for all recommended machines.	Yes
Pricing Grid 1 - Base Model Pricing	Pricing bid sheet for all copiers included on Pricing Grid B. All costs associated with leased and purchased machines are requested.	Yes
Pricing Grid 2A & 2B - Purchased Equipment Features	Pricing bid sheet for all additional Add ons and features available for purchase for all purchased copiers.	Yes
Pricing Grid 3A & 3B - Capital Lease Equipment Features	Pricing bid sheet for all additional Add ons and features available for lease for all leased copiers.	Yes
Pricing Grid 4 - Discounts & Rebates	Overview of financial contract incentives in the form of additional discounts and rebates Bidders may extend to the State.	Yes

**State of Rhode Island RFP#B03253**

**Copier RFP - Exhibit 1**

**Rhode Island Copier Fleet Profile**

*Rhode Island has provider Bidders with a robust sample of the State’s copier fleet to assist in preparing the proposals. The fleet provided below represents approximately 50% of the total Rhode Island copier fleet. Please use this information as a guideline for gauging the contract scope.*

*No information is required to be completed by Bidders on this page.*

City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Providence	XEROX 440S	15,120	Leased	4/14/03
Providence	XEROX P10S		Leased	4/15/03
Providence	XEROX 432S	16,510	Leased	4/17/03
Providence	XEROX ICED	21,190	Leased	4/29/03
Providence	Savin 9935DPE	12,072	Leased	4/30/03
Kingston	Savin 2522	2,773	Leased	4/30/03
Providence	XEROX 440S	7,650	Leased	6/30/03
Providence	XEROX 440S	9,320	Leased	6/30/03
Providence	XEROX 420D	2,720	Leased	7/8/03
Providence	XEROX 490S		Leased	7/23/03
Warwick	XEROX 470S	1,800	Leased	7/29/03
Providence	Savin 4035	N/A	Leased	9/30/03
Providence	Savin 4045	N/A	Leased	9/30/03
Providence	Savin 2560	24,400	Leased	10/31/03
Providence	Savin 9945DPE	7,000	Leased	11/30/03
Providence	Savin 9922	677	Leased	1/12/04
Providence	Savin 2070DP	26,195	Leased	1/31/04
Providence	Savin 2070DP	5,322	Leased	3/31/04
Providence	Savin 9935DPE	8,773	Leased	6/30/04
Providence	Savin 25105	160,971	Leased	8/31/04
Providence	Savin 25105	155,308	Leased	8/31/04
Providence	Savin 2085	156,000	Leased	8/31/04
Providence	Savin 2070DP	19,973	Leased	9/30/04
Providence	Savin 2070DP	22,245	Leased	9/30/04
N. Scituate	Savin 2055	14,488	Leased	9/30/04
N. Scituate	Savin 2055	23,382	Leased	9/30/04
N. Scituate	Savin 2055	23,152	Leased	9/30/04
Cranston	Savin 2055	35,000	Leased	9/30/04
Providence	Savin 2070DP	19,637	Leased	10/31/04
Providence	Savin 2070DP	42,487	Leased	11/30/04
Providence	Savin 9400	N/A	Leased	12/31/04
Providence	Savin 2070DP	24,717	Leased	2/28/05
Providence	Savin 2070DP	29,720	Leased	3/31/05
Providence	Savin 9927	8,064	Leased	3/31/05
Providence	Savin 2070DP	19,460	Leased	4/30/05
Cranston	Konica 7145	15,000	Leased	6/20/05
Providence	Savin 2055	19,563	Leased	6/30/05
Providence	Savin 2070DP	9,047	Leased	7/31/05
Providence	Savin 2070DP	14,176	Leased	7/31/05
Providence	Savin 9945DPE	9,000	Leased	8/31/05
Cranston	Savin 2527	4,346	Leased	9/30/05
Cranston	Savin 2527	3,399	Leased	9/30/05
Kingston	Savin 2535	3,567	Leased	9/30/05
Cranston	Savin 2535	9,000	Leased	10/31/05

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City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Kingston	Savin 2522	2,329	Leased	10/31/05
Cranston	Savin 2545	11,450	Leased	11/30/05
Cranston	Savin 2545	10,000	Leased	11/30/05
Cranston	Savin 2545	11,886	Leased	12/31/05
Providence	Savin 2555	19,015	Leased	1/31/06
Providence	Savin 2555	18,251	Leased	1/31/06
Providence	Savin 2555	17,750	Leased	1/31/06
Kingston	Savin 2535	7,000	Leased	1/31/06
Providence	Savin 2070DP	24,039	Leased	3/31/06
Providence	Savin 2545	8,000	Leased	5/31/06
Providence	Savin 2070DP	48,500	Leased	6/30/06
Providence	Savin 2070DP	25,685	Leased	6/30/06
Providence	Savin 2055	16,159	Leased	6/30/06
Kingston	Savin 2535	3,912	Leased	6/30/06
Providence	Savin 9935DPE	6,500	Leased	7/31/06
Providence	Savin 2555	57,862	Leased	7/31/06
Providence	Savin 2555	75,000	Leased	7/31/06
Kingston	Savin 2522	5,533	Leased	7/31/06
Cranston	Savin 2560	N/A	Leased	8/31/06
Bristol	Savin 2055	15,991	Leased	10/31/06
Providence	Savin 2070DP	17,005	Leased	11/30/06
Providence	Savin 2545	9,000	Leased	12/31/06
Kingston	Savin 2522	2,050	Leased	12/31/06
Providence	Savin 2575	87,337	Leased	2/28/07
Providence	Savin 2575	43,877	Leased	2/28/07
Exeter	Savin 2535	6,500	Leased	2/28/07
Providence	Savin 2527	4,170	Leased	4/30/07
Providence	Savin 2560	24,047	Leased	4/30/07
Providence	Savin 2575	35,669	Leased	4/30/07
Providence	Savin 2575	32,492	Leased	4/30/07
Providence	Savin 2560	26,000	Leased	4/30/07
Providence	Savin 2527	6,451	Leased	4/30/07
Providence	Savin 2545	14,813	Leased	4/30/07
Providence	Savin 2545	11,792	Leased	4/30/07
Providence	Savin 2560	23,095	Leased	4/30/07
Providence	Savin 2560	24,108	Leased	4/30/07
Providence	Savin 2560	21,007	Leased	4/30/07
Providence	Savin 2575	35,465	Leased	4/30/07
Providence	Savin 2527	3,667	Leased	4/30/07
Providence	Savin 2560	24,537	Leased	4/30/07
Providence	Savin 2575	77,853	Leased	4/30/07
Providence	Savin 2545	9,656	Leased	4/30/07
Providence	Savin 2575	42,400	Leased	4/30/07
Providence	Savin 2535	9,031	Leased	4/30/07

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City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Providence	Savin 2575	32,998	Leased	4/30/07
Providence	Savin 2545	11,611	Leased	4/30/07
Providence	Savin 2545	12,481	Leased	4/30/07
Providence	Savin 2560	16,089	Leased	4/30/07
Providence	Savin 2560	24,542	Leased	4/30/07
Providence	Savin 2575	30,982	Leased	4/30/07
Providence	Savin 2522 (2)	4,000 4,000	Leased	4/30/07
Providence	Savin 2575	27,705	Leased	4/30/07
Providence	Savin 2560	31,030	Leased	4/30/07
Providence	Savin 2545	11,670	Leased	4/30/07
Providence	Savin 2575	38,104	Leased	4/30/07
Providence	Savin 2527	4,986	Leased	4/30/07
Providence	Savin 2560	24,000	Leased	4/30/07
Providence	Savin 2560	27,880	Leased	4/30/07
Providence	Savin 2560	23,988	Leased	4/30/07
Providence	Savin 2575	25,944	Leased	4/30/07
Providence	Savin 2522	2,600	Leased	4/30/07
Providence	Savin 2545	12,500	Leased	4/30/07
Providence	Savin 2560	25,000	Leased	4/30/07
Providence	Savin 2527	3,680	Leased	4/30/07
Providence	Savin 2545	12,500	Leased	4/30/07
Providence	Savin 2575	26,831	Leased	4/30/07
Providence	Savin 2575	N/A	Leased	4/30/07
Providence	Savin 2575	28,048	Leased	4/30/07
Providence	Savin 2070	10,622	Leased	5/31/07
Providence	Savin 2575	30,000	Leased	8/31/07
Providence	Savin 2575	50,000	Leased	8/31/07
Providence	Savin 4045	N/A	Leased	9/30/07
Providence	Savin 2575	41,177	Leased	9/30/07
Providence	Savin 4045	N/A	Leased	9/30/07
Providence	Savin 2560	16,446	Leased	9/30/07
Providence	Savin 2545	9,884	Leased	9/30/07
Providence	Savin 2527	N/A	Leased	9/30/07
Providence	Savin 4045	N/A	Leased	9/30/07
Providence	Savin 2527	N/A	Leased	9/30/07
Providence	Savin 2575	29,500	Leased	10/30/07
Providence	Savin 2555	70,963	Leased	7/31/08
Providence	Savin 7350	N/A	N/A	N/A
Providence	Konica 4355	5,000	?	
Providence	Konica 4355	6,667	?	
Providence	Konica 7030	17,000	?	
Providence	Konica 7030	7,167	?	
Providence	Konica 7030	10,833	?	
Providence	Konica 4045	4,167	?	

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City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Providence	Konica 3135	7,500	?	
Providence	Konica 3135	4,167	?	
Providence	Konica 7033	8,333	?	
Providence	Konica 7022	1,167	?	
Providence	Konica 4355	10,417	?	
Providence	Konica 2223	2,500	?	
Providence	Konica 4355	4,167	?	
Providence	Konica 2028	2,083	?	
Kingstown	Konica 7150	15,000	?	
Narragansett	Konica 7150	5,650	?	
Providence	XEROX 220D	17,730	Leased	
WAKEFIELD	XEROX 265D	17,820	Leased	
Providence	XEROX 340S	7,150	Leased	
Cranston	XEROX 340S	6,830	Leased	
Providence	XEROX 5626	1,160	Leased	
Providence	XEROX 220S	3,460	Leased	
Providence	XEROX D96L	162,890	Leased	
Providence	XEROX CTR1		Leased	
Providence	XEROX DP65	29,640	Leased	
Kingston	XEROX 220D	11,390	Leased	
Cranston	XEROX 340S	16,190	Leased	
Wakefield	XEROX 220D	2,380	Leased	
Providence	XEROX 220D	1,320	Leased	
Cranston	XEROX 440S	4,530	Leased	
Providence	XEROX 460S	9,190	Leased	
Providence	XEROX C635		Leased	
Providence	XEROX 420D	2,750	Leased	
Providence	XEROX 432S	11,390	Leased	
Providence	XEROX 432S	4,620	Leased	
Providence	XEROX 5900	70,670	Leased	
Providence	XEROX 460S	7,860	Leased	
Providence	XEROX 460S	16,640	Leased	
Providence	XEROX 5900	28,530	Leased	
Providence	XEROX 460S	10,950	Leased	
Providence	XEROX 470S	23,870	Leased	
Providence	XEROX 460D	4,680	Leased	
Providence	XEROX 432S	880	Leased	
Providence	XEROX 470S	11,370	Leased	
Providence	XEROX 425S	9,070	Leased	
Providence	XEROX 490S	18,730	Leased	
Providence	XEROX 480S	69,760	Leased	
CRANSTON	XEROX 18ML	384,790	Leased	
Providence	XEROX 5900	63,010	Leased	
Providence	XEROX DCLP	8,690	Leased	

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City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Providence	XEROX X12		Leased	
Cranston	XEROX 470S	11,400	Leased	
Cranston	XEROX 470S	10,660	Leased	
Cranston	XEROX 432S		Leased	
Cranston	XEROX 432S	3,440	Leased	
	XEROX 432S	11,190	Leased	
Cranston	Savin 2527	7,348	Leased	
Providence	XEROX 470S	33,010	Leased	
Providence	XEROX 470S	63,320	Leased	
Providence	XEROX 470S	52,710	Leased	
Providence	XEROX 440S	13,190	Leased	
Providence	XEROX 440S	19,670	Leased	
Bristol	Savin 9122 DL	6,400	Leased	
Bristol	Savin 9350	N/A	Leased	
Providence	Savin 9122 DL	5,000	Leased	
Providence	Savin 2545	6,000	Leased	
Cranston	Savin 9500	N/A	Leased	
Cranston	Savin 9500	N/A	Leased	
Cranston	Savin 9500	N/A	Leased	
Pawtucket	Savin 9122 DL	N/A	Leased	
Pawtucket	Savin 9025	N/A	Leased	
Pawtucket	Savin 9032	N/A	Leased	
Middletown	Savin 9250	N/A	Leased	
Providence	Savin 9350	N/A	Leased	
Wakefield	Savin 9250	N/A	Leased	
Providence	Savin 9500	9,000	Leased	
N. Scituate	Savin 9450	7,000	Leased	
Narragansett	XEROX 1090	13,780	Owned	
Providence	XEROX 5028	1,360	Owned	
Providence	XEROX 5028	750	Owned	
Cranston	XEROX 5018	2,190	Owned	
Providence	XEROX 5028	1,120	Owned	
Cranston	XEROX 5014	520	Owned	
Kingston	XEROX 7024		Owned	
Cranston	XEROX 5014	600	Owned	
Cranston	XEROX 5014	1,100	Owned	
Cranston	XEROX 5014	490	Owned	
Kingston	XEROX 5028	970	Owned	
Providence	XEROX 5028	800	Owned	
Warwick	XEROX 2515	1,000	Owned	
Providence	XEROX 5328	1,440	Owned	
Cranston	XEROX 5028	1,630	Owned	
Kingston	XEROX 5034	600	Owned	
West Warwick	XEROX 7041		Owned	

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City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Kingston	XEROX 5034	2,220	Owned	
NARRAGANSETT	XEROX 5314		Owned	
Providence	XEROX 5328	3,890	Owned	
Cranston	XEROX 5328	2,860	Owned	
Providence	XEROX 5388	17,230	Owned	
Providence	XEROX 7042		Owned	
Cranston	XEROX 5016	190	Owned	
Cranston	XEROX 5312	610	Owned	
Providence	XEROX ELIX		Owned	
Providence	XEROX ELIX		Owned	
Narragansett	XEROX 1090	28,530	Owned	
Cranston	XEROX 3006		Owned	
Providence	XEROX 5388	31,980	Owned	
Providence	XEROX 5034	2,870	Owned	
Providence	XEROX 7042		Owned	
NARRAGANSETT	XEROX 5365	8,930	Owned	
Providence	XEROX C535		Owned	
Providence	XEROX 5614	2,200	Owned	
Providence	XEROX 220D	16,820	Owned	
Providence	XEROX C657		Owned	
Providence	XEROX 230S	20,010	Owned	
Providence	XEROX C657		Owned	
Cranston	XEROX 7042		Owned	
Providence	XEROX 332S	1,780	Owned	
Pawtucket	XEROX DC50	2,300	Owned	
Cranston	XEROX DC50	18,710	Owned	
Providence	XEROX C635		Owned	
Westerly	XEROX WC21		Owned	
Providence	XEROX 432S	8,700	Owned	
Providence	XEROX 440S	14,800	Owned	
Providence	Savin 2070DP	53,205	Owned	
Providence	XEROX 432S	6,700	Owned	
Providence	XEROX X12		Owned	
Providence	XEROX DC12		Owned	
Providence	XEROX 432D	9,100	Owned	
Cranston	XEROX X12		Owned	
Providence	XEROX 460D	13,410	Owned	
Providence	Savin 9927	3,000	Owned	
Providence	Savin 9500	8,393	Owned	
Providence	Savin 9500	13,847	Owned	
Providence	Savin 9500	6,844	Owned	
Providence	Savin 9500	9,430	Owned	
Providence	Savin 9032D	7,314	Owned	
Providence	Savin 9500	N/A	Owned	

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City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Providence	Savin 9122DL	6,918	Owned	
Providence	Savin 9122DL	141	Owned	
Providence	Savin 9032D	5,229	Owned	
Providence	Savin 9032D	11,666	Owned	
Providence	Savin 9500	16,237	Owned	
Providence	Savin 9500	N/A	Owned	
Providence	Savin 9500	25,298	Owned	
Providence	Savin 9220	6,000	Owned	
Providence	Savin 9220	8,500	Owned	
Providence	Savin 9032	7,000	Owned	
Providence	Savin 9500	13,285	Owned	
Providence	Savin 9220	N/A	Owned	
Providence	Savin 9032	7,000	Owned	
Providence	Savin 9500	20,102	Owned	
Providence	Savin 9032	6,600	Owned	
Providence	Savin 9032	7,000	Owned	
Providence	Savin 2575	30,000	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9450	9,000	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9500	11,000	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9027	6,000	Owned	
Providence	Savin 9027	6,000	Owned	
Providence	Savin 9027	6,000	Owned	
Providence	Savin 9500	6,200	Owned	
Providence	Savin 9027	5,700	Owned	
Providence	Savin 9400	14,077	Owned	
Providence	Savin 9500	8,748	Owned	
Providence	Savin 9500	10,000	Owned	
Providence	Savin 9965DP	15,622	Owned	
Providence	Savin 9500	10,000	Owned	
Providence	Savin 9500	8,380	Owned	
Providence	Savin 9500	N/A	Owned	
Providence	Savin 9032	6,000	Owned	
Providence	Savin 9220	4,700	Owned	
Warwick	Savin 9032	7,000	Owned	
Cranston	Savin 9270	N/A	Owned	
Cranston	Savin 9122	5,000	Owned	
Cranston	Savin 9122	4,000	Owned	
Cranston	Savin 9220	4,086	Owned	

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Cranston	Savin 9350	N/A	Owned	
Cranston	Savin 9270	N/A	Owned	
Providence	Savin 9032	7,000	Owned	
Warwick	Savin 9270	N/A	Owned	
Cranston	Savin 9032	7,000	Owned	
Cranston	Savin 9400	10,000	Owned	
Cranston	Savin 9400	10,000	Owned	
Cranston	Savin 9400	10,000	Owned	
Cranston	Savin 9400	10,000	Owned	
Providence	Savin 9500	10,382	Owned	
Providence	Savin 9500	9,676	Owned	
Providence	Savin 9500	4,619	Owned	
Providence	Savin 9500	N/A	Owned	
Providence	Savin 9500	12,056	Owned	
Providence	Savin 9500	10,553	Owned	
Providence	Savin 9500	11,937	Owned	
Providence	Savin 9500	14,408	Owned	
Providence	Savin 9040	N/A	Owned	
Providence	Savin 9500	9,000	Owned	
Providence	Savin 9032D	2,540	Owned	
Cranston	Savin 9450	9,541	Owned	
Providence	Savin 9350	3,329	Owned	
N. Kingston	Savin 9922	4,000	Owned	
Providence	Savin 9500	9,000	Owned	
Providence	Savin 9500	N/A	Owned	
Wakefield	Savin 9122	4,800	Owned	
Providence	Savin 9500	15,761	Owned	
Providence	Savin 9500	15,028	Owned	
Providence	Savin 9122	4,622	Owned	
Woonsocket	Savin 9122	3,922	Owned	
Pawtucket	Savin 9122	5,000	Owned	
Providence	Savin 9500	17,000	Owned	
Cranston	Savin 9500	N/A	Owned	
Providence	Savin 9500	12,000	Owned	
Providence	Savin 9500	16,202	Owned	
Providence	Savin 9500	12,000	Owned	
Providence	Savin 9500	9,000	Owned	
Providence	Savin 9500	19,500	Owned	
Providence	Savin 9500	31,500	Owned	
Providence	Savin 9500	46,400	Owned	
Providence	Savin 9500	9,048	Owned	
Providence	Savin 9500	9,000	Owned	
Providence	Savin 9500	10,000	Owned	
Providence	Savin 9500	18,000	Owned	

**State of Rhode Island RFP#B03253**

**Copier RFP - Exhibit 1**

**Rhode Island Copier Fleet Profile**

*Rhode Island has provider Bidders with a robust sample of the State’s copier fleet to assist in preparing the proposals. The fleet provided below represents approximately 50% of the total Rhode Island copier fleet. Please use this information as a guideline for gauging the contract scope.*

*No information is required to be completed by Bidders on this page.*

City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Providence	Savin 9500	25,750	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9350	N/A	Owned	
Providence	Savin 9027	N/A	Owned	
Providence	Savin 9270	N/A	Owned	
Providence	Savin 9027	N/A	Owned	
Woonsocket	Savin 9220	4,000	Owned	
Providence	Savin 9035	6,000	Owned	
Providence	Savin 9400	10,000	Owned	
Providence	Savin 7350	N/A	Owned	
Providence	Savin 9035	7,000	Owned	
Cranston	RA 4200	2,000	Owned	
Cranston	Savin 9250	2,400	Owned	
Cranston	Savin 9122	5,000	Owned	
Cranston	Savin 9500	9,000	Owned	
Cranston	Savin 9035	7,000	Owned	
Cranston	Savin 9450	9,000	Owned	
Cranston	Savin 9335	5,000	Owned	
Cranston	Savin 9450	22,083	Owned	
Cranston	Savin 9350	3,000	Owned	
Cranston	Savin 9027	10,000	Owned	
Cranston	Savin 9450	14,400	Owned	
Cranston	Savin 9500	17,000	Owned	
Cranston	Savin 9040	N/A	Owned	
Cranston	Savin 9520	N/A	Owned	
Cranston	Savin 9032	8,000	Owned	
Cranston	Savin 9032	8,000	Owned	
Cranston	Savin 9032	8,000	Owned	
Cranston	Savin 9032	N/A	Owned	
Wickford	Savin 9270	N/A	Owned	
Providence	Savin 9032	N/A	Owned	
Providence	Savin 9350	N/A	Owned	
Providence	Savin 9032	6,000	Owned	
Providence	Savin 9032	N/A	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9040	N/A	Owned	
Providence	Savin 9350	N/A	Owned	
Providence	Savin 9350	N/A	Owned	
Providence	Savin 9350	N/A	Owned	
Providence	Savin 9270	N/A	Owned	
Providence	Savin 9500	19,688	Owned	
Providence	Savin 9500	11,725	Owned	
Providence	Savin 9500	9,000	Owned	
Providence	Savin 9270	4,000	Owned	

**State of Rhode Island RFP#B03253**

**Copier RFP - Exhibit 1**

**Rhode Island Copier Fleet Profile**

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*No information is required to be completed by Bidders on this page.*

City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Providence	Savin 9710	N/A	Owned	
Providence	Savin 9270	N/A	Owned	
Providence	Savin 9500	11,000	Owned	
Providence	Riso 6300	18,000	Owned	
Providence	Savin 9250	N/A	Owned	
Providence	Savin 9350	3,000	Owned	
Providence	Savin 9500	8,800	Owned	
Providence	Savin 9122	4,000	Owned	
Providence	Savin 9500	9,000	Owned	
Providence	Savin 9927	4,000	Owned	
Cranston	Savin 9220	5,000	Owned	
Cranston	Savin 9220	5,000	Owned	
Cranston	Savin 9220	5,000	Owned	
Cranston	Savin 9220	5,000	Owned	
Cranston	Savin 9027	7,000	Owned	
Cranston	Savin 9965DP	35,000	Owned	
Providence	Savin 2560	13,000	Owned	
Providence	Savin 9500	14,000	Owned	
Providence	Savin 9500	7,000	Owned	
Providence	Savin 9935DPE	7,000	Owned	
Providence	Savin 9500	17,500	Owned	
Providence	Savin 9500	15,703	Owned	
Providence	Savin 2545	3,794	Owned	
Providence	Savin 9040	N/A	Owned	
Providence	Savin 2055	2,000	Owned	
Providence	Savin 9220	5,000	Owned	
Providence	Savin 9220	5,000	Owned	
Providence	Savin 9027	6,000	Owned	
Cranston	Savin 9040	N/A	Owned	
Newport	Savin 9250	N/A	Owned	
Cranston	Savin 9250	N/A	Owned	
Pawtucket	Savin 9250	N/A	Owned	
Bristol	Savin 9122 DL	5,000	Owned	
Bristol	Savin 9350	3,000	Owned	
Bristol	Savin 9500	12,000	Owned	
N. Scituate	Savin 9500	7,000	Owned	
Portsmouth	Savin 9550	7,000	Owned	
N. Scituate	Savin 9450	7,000	Owned	
Wyoming	Savin 9400	7,000	Owned	
N. Scituate	Savin 9500	7,000	Owned	
N. Scituate	Savin 9500	7,000	Owned	
Chepachet	Savin 9500	7,000	Owned	
Lincoln	Savin 9500	7,000	Owned	
N. Kingston	Savin 9122	5,669	Owned	



**State of Rhode Island RFP#B03253**

**Copier RFP - Exhibit 1**

**Rhode Island Copier Fleet Profile**

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City/Town	Model	Monthly Copy Volume	Leased/Owned	Lease/Contract Expiration
Providence	Savin 9122	N/A	Owned	
Providence	Savin 9027	N/A	Owned	
Providence	Savin 9122	N/A	Owned	
Providence	Savin 9122	N/A	Owned	
Providence	Savin 9450	N/A	Owned	
Providence	Savin 9220	N/A	Owned	
Providence	Savin 9040	N/A	Owned	
Providence	Savin 9350	N/A	Owned	
Providence	Savin 9500	N/A	Owned	
Kingston	Savin 2055	23,669	Owned	
Kingston	Savin 2535	19,628	Owned	
Kingston	Savin 2535	22,520	Owned	
Kingston	Savin 2535	16,211	Owned	
Kingston	Savin 2560	11,989	Owned	
Kingston	Savin 2522	4,000	Owned	
Kingston	Riso 2130	15,000	Owned	
Kingston	Riso 1700	N/A	Owned	
Providence	Konica 7055	8,333	Owned	
Providence	Konica 3135	11,364	Owned	
Providence	Konica 3340	11,364	Owned	
Providence	Konica 7050	11,364	Owned	
Providence	Konica 7050	11,364	Owned	
Providence	Konica 7050	11,364	Owned	
Providence	Konica 7050	11,364	Owned	
Providence	Konica 7050	11,364	Owned	
Providence	Konica 7050	11,364	Owned	
Providence	Konica 7150	11,364	Owned	
Providence	Konica 7145	11,364	Owned	
Providence	Konica 7145	11,364	Owned	
Providence	Konica 7145	11,364	Owned	
Providence	Konica 7145	11,364	Owned	
Providence	Konica 7155	13,000	Owned	
E. Greenwich	Konica 7130		Owned	
Providence	Savin 4035DP	N/A		
Providence	Savin 9500	9,000		

State of Rhode Island RFP#B03253  
 Copier RFP - Exhibit 2  
 Proposed Copier Specification Sheet

**SAMPLE COPY ONLY**

Please send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us) with the bid number (B032253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the cost proposal component of this RFP. Proposals submitted with only hard copies and without completed electronic versions will not be accepted.

Bidder Name:

**General Instructions:**

- 1.) Please fill in YELLOW boxes only. Any incomplete information on any line item will be considered a no bid.
- 2.) White and blue boxes are protected. Do not attempt to fill.
- 3.) Enter NO BID if you will not be supplying a bid for a particular band.
- 4.) Please see section **IV. Cost Proposal Requirements** of the RFP for additional instructions.

DIGITAL COPIER EQUIPMENT SPECIFICATIONS			
<i>Please provide requested specifications for each copier you recommend. If you are bidding on more than one copier per band, please also complete the "Alternate Recommendation (Vendor Proposal #2)" column.</i>			
		Vendor Recommendation (Vendor Proposal #1)	Alternate Recommendation (Vendor Proposal #2)
<b>Band 1</b>	Minimum Copies per Minute (CPM)	15	15
	Brand		
	Model #		
	Maximum Original Size		
	Actual CPM		
	Monthly Minimum volume		
	Monthly Maximum volume		
	1st Copy Time (sec)		
	Warm Up Period (yes/no) if Yes (# of Seconds.)		
	Confirm Energy Star Compliant (Yes/No)		
Included Features (ie. 250pg paper tray, ADF, etc.)			

State of Rhode Island RFP#B03253  
 Copier RFP - Exhibit 2  
 Proposed Copier Specification Sheet

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<b>DIGITAL COPIER EQUIPMENT SPECIFICATIONS</b>			
<i>Please provide requested specifications for each copier you recommend. If you are bidding on more than one copier per band, please also complete the "Alternate Recommendation (Vendor Proposal #2)" column.</i>			
		<b>Vendor Recommendation (Vendor Proposal #1)</b>	<b>Alternate Recommendation (Vendor Proposal #2)</b>
<b>Band 2</b>	Minimum Copies per Minute (CPM)	20	20
	Brand		
	Model #		
	Maximum Original Size		
	Actual CPM		
	Monthly Minimum volume		
	Monthly Maximum volume		
	1st Copy Time (sec)		
	Warm Up Period (yes/no) if Yes (Sec.)		
	Confirm Energy Star Compliant (Yes/No)		
Included Features (ie. 250pg paper tray, ADF, etc.)			

State of Rhode Island RFP#B03253  
 Copier RFP - Exhibit 2  
 Proposed Copier Specification Sheet

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DIGITAL COPIER EQUIPMENT SPECIFICATIONS			
<i>Please provide requested specifications for each copier you recommend. If you are bidding on more than one copier per band, please also complete the "Alternate Recommendation (Vendor Proposal #2)" column.</i>			
		Vendor Recommendation (Vendor Proposal #1)	Alternate Recommendation (Vendor Proposal #2)
<b>Band 3</b>	Minimum Copies per Minute (CPM)	30	30
	Brand		
	Model #		
	Maximum Original Size		
	Actual CPM		
	Monthly Minimum volume		
	Monthly Maximum volume		
	1st Copy Time (sec)		
	Warm Up Period (yes/no) if Yes (Sec.)		
	Confirm Energy Star Compliant (Yes/No)		
	Included Features (ie. 250pg paper tray, ADF, etc.)		

State of Rhode Island RFP#B03253  
 Copier RFP - Exhibit 2  
 Proposed Copier Specification Sheet

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<b>DIGITAL COPIER EQUIPMENT SPECIFICATIONS</b>			
<i>Please provide requested specifications for each copier you recommend. If you are bidding on more than one copier per band, please also complete the "Alternate Recommendation (Vendor Proposal #2)" column.</i>			
		<b>Vendor Recommendation (Vendor Proposal #1)</b>	<b>Alternate Recommendation (Vendor Proposal #2)</b>
<b>Band 4</b>	Minimum Copies per Minute (CPM)	50	50
	Brand		
	Model #		
	Maximum Original Size		
	Actual CPM		
	Monthly Minimum volume		
	Monthly Maximum volume		
	1st Copy Time (sec)		
	Warm Up Period (yes/no) if Yes (Sec.)		
	Confirm Energy Star Compliant (Yes/No)		
	Included Features (ie. 250pg paper tray, ADF, etc.)		

State of Rhode Island RFP#B03253  
 Copier RFP - Exhibit 2  
 Proposed Copier Specification Sheet

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- 3.) Enter NO BID if you will not be supplying a bid for a particular band.
- 4.) Please see section **IV. Cost Proposal Requirements** of the RFP for additional instructions.

DIGITAL COPIER EQUIPMENT SPECIFICATIONS			
<i>Please provide requested specifications for each copier you recommend. If you are bidding on more than one copier per band, please also complete the "Alternate Recommendation (Vendor Proposal #2)" column.</i>			
		Vendor Recommendation (Vendor Proposal #1)	Alternate Recommendation (Vendor Proposal #2)
<b>Band 5</b>	Minimum Copies per Minute (CPM)	80	80
	Brand		
	Model #		
	Maximum Original Size		
	Actual CPM		
	Monthly Minimum volume		
	Monthly Maximum volume		
	1st Copy Time (sec)		
	Warm Up Period (yes/no) if Yes (Sec.)		
	Confirm Energy Star Compliant (Yes/No)		
	Included Features (ie. 250pg paper tray, ADF, etc.)		

State of Rhode Island RFP#B03253  
 Copier RFP - Exhibit 2  
 Proposed Copier Specification Sheet

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- 3.) Enter NO BID if you will not be supplying a bid for a particular band.
- 4.) Please see section **IV. Cost Proposal Requirements** of the RFP for additional instructions.

DIGITAL COPIER EQUIPMENT SPECIFICATIONS			
<i>Please provide requested specifications for each copier you recommend. If you are bidding on more than one copier per band, please also complete the "Alternate Recommendation (Vendor Proposal #2)" column.</i>			
		Vendor Recommendation (Vendor Proposal #1)	Alternate Recommendation (Vendor Proposal #2)
<b>Band 6</b>	Minimum Copies per Minute (CPM)	100	100
	Brand		
	Model #		
	Maximum Original Size		
	Actual CPM		
	Monthly Minimum volume		
	Monthly Maximum volume		
	1st Copy Time (sec)		
	Warm Up Period (yes/no) if Yes (Sec.)		
	Confirm Energy Star Compliant (Yes/No)		
	Included Features (ie. 250pg paper tray, ADF, etc.)		

State of Rhode Island RFP#B03253

Copier RFP - Pricing Grid 1  
Base Model Pricing

**SAMPLE COPY ONLY**

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Bidder Name:

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- 4.) Please see section IV. Cost Proposal Requirements of the RFP for additional instructions.

**Vendor Recommendation #1**

Band	Minimum CPM Requirements	Actual Specifications			LEASED COPIERS							PURCHASED COPIERS	
		Model Number	Actual CPM	List Purchase Price	Maintenance		Capital Lease				Buy out Cost	RI Purchase Price to RI	Maintenance CPC
					Maintenance CPC	Monthly Copy Commitment	Proposed Monthly Lease Cost to RI						
							36-Month Lease	48-Month Lease	60-Month Lease				
1	15			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	20			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	30			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	50			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	80			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	100			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Interest Rate for RI</b>							0.00%	0.00%	0.00%				

State of Rhode Island RFP#B03253

Copier RFP - Pricing Grid 1  
Base Model Pricing

**SAMPLE COPY ONLY**  
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Bidder Name:

**General Instructions:**

- 1.) Please fill in all YELLOW boxes. Any incomplete information on any line item will be considered a no bid.
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- 3.) If the intent is to not bid, type in "NO BID" in any box where this applies.

**Vendor Recommendation #2**

Band	Minimum CPM Requirements	Actual Specifications			LEASED COPIERS							PURCHASED COPIERS	
		Model Number	Actual CPM	List Purchase Price	Maintenance		Capital Lease				RI Purchase Price to RI	Maintenance CPC	
					Maintenance CPC	Monthly Copy Commitment	Proposed Monthly Lease Cost to RI			Buy out Cost			
							36-Month Lease	48-Month Lease	60-Month Lease				
1	15			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	20			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	30			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	50			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	80			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	100			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Interest Rate for RI</b>							0.00%	0.00%	0.00%				

State of Rhode Island RFP#B03253  
 Copier RFP - Pricing Grid 2A  
 Optional Features - PURCHASED Equipment

**SAMPLE COPY ONLY**  
 Please send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us)  
 with the bid number (B032253) in the "Subject" header of the  
 email to obtain an MS Excel version of this grid to complete  
 the cost proposal component of this RFP. Proposals  
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 electronic versions will not be accepted.

Bidder Name:

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- 3.) Please enter "INCLUDED" if included in base model.
- 4.) If the intent is to not bid, type in "NO BID" in any box where this applies.
- 5.) All pricing are for **PURCHASED** digital equipment options.
- 6.) Please see section **IV. Cost Proposal Requirements** of the RFP for additional instructions.

**Vendor Recommendation #1**

Options	Bands	1			2			3		
	Component	List Price	Factory Installed	Field Installed	List Price	Factory Installed	Field Installed	List Price	Factory Installed	Field Installed
<b>Input</b>	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finishing</b>	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Document Management</b>	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Imaging/Scanning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Two-Sided Copying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Faxing</b>	Two-Sided Faxing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Recommended Options</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**State of Rhode Island RFP#B03253**  
**Copier RFP - Pricing Grid 2A**  
**Optional Features - PURCHASED Equipment**

Bidder Name:

**General Instructions:**

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- 4.) If the intent is to not bid, type in "NO BID" in a
- 5.) All pricing are for **PURCHASED** digital equi
- 6.) Please see section IV. Cost Proposal Requirem

**Vendor Recommendation #1**

Options	Bands	4			5			6		
	Component	List Price	Factory Installed	Field Installed	List Price	Factory Installed	Field Installed	List Price	Factory Installed	Field Installed
<b>Input</b>	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finishing</b>	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Document Management</b>	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Imaging/Scanning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Two-Sided Copying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Faxing</b>	Two-Sided Faxing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Recommended Options</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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- 5.) All pricing are for **PURCHASED** digital equipment options.
- 6.) Please see section IV. **Cost Proposal Requirements** of the RFP for additional instructions.

**Vendor Recommendation #2**

Options	Bands	1			2			3		
	Component	List Price	Factory Installed	Field Installed	List Price	Factory Installed	Field Installed	List Price	Factory Installed	Field Installed
<b>Input</b>	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finishing</b>	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Document Management</b>	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Imaging/Scanning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Two-Sided Copying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Faxing</b>	Two-Sided Faxing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Recommended Options</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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**State of Rhode Island RFP#B03253**  
**Copier RFP - Pricing Grid 2B**  
**Optional Features - PURCHASED Equipment**

Bidder Name:

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- 5.) All pricing are for **PURCHASED** digital equi
- 6.) Please see section IV. Cost Proposal Requirem

**Vendor Recommendation #2**

Options	Bands	4			5			6		
	Component	List Price	Factory Installed	Field Installed	List Price	Factory Installed	Field Installed	List Price	Factory Installed	Field Installed
<b>Input</b>	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finishing</b>	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Document Management</b>	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Imaging/Scanning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Two-Sided Copying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Faxing</b>	Two-Sided Faxing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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State of Rhode Island RFP#B03253  
 Copier RFP - Pricing Grid 3A  
 Optional Features - LEASED Equipment

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Bidder Name:

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- 5.) All pricing is for **LEASED** digital equipment options.
- 6.) Please see section **IV. Cost Proposal Requirements** of the RFP for additional instructions.

**Vendor Recommendation #1**

**36 Month Lease Additional Monthly Charge**

- Provide the **Factory installed** lease price for all features listed below
- Assumes a \$0.00 buyout at termination of lease term

<b>Interest Rate</b>	0.00%
----------------------	-------

Options		Bands					
		1	2	3	4	5	6
<b>Input</b>	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finishing</b>	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Document Management</b>	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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State of Rhode Island RFP#B03253  
Copier RFP - Pricing Grid 3A  
Optional Features - LEASED Equipment

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Bidder Name:

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State of Rhode Island RFP#B03253  
 Copier RFP - Pricing Grid 3A  
 Optional Features - LEASED Equipment

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Bidder Name:

**Vendor Recommendation #1**

**48 Month Lease Additional Monthly Charge**

- Provide the Factory installed lease price for all features listed below
- Assumes a \$0.00 buyout at termination of lease term

<b>Interest Rate</b>	0.00%
----------------------	-------

Options		Bands					
		1	2	3	4	5	6
<b>Input</b>	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finishing</b>	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Document Management</b>	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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State of Rhode Island RFP#B03253  
Copier RFP - Pricing Grid 3A  
Optional Features - LEASED Equipment

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State of Rhode Island RFP#B03253  
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 Optional Features - LEASED Equipment

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Bidder Name:

Vendor Recommendation #1

**60 Month Lease Additional Monthly Charge**

- Provide the Factory installed lease price for all features listed below
- Assumes a \$0.00 buyout at termination of lease term

Interest Rate	0.00%
---------------	-------

Options		Bands					
		1	2	3	4	5	6
Input	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Finishing	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Document Management	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Imaging/Scanning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Two-Sided Copying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Faxing	Two-Sided Faxing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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State of Rhode Island RFP#B03253  
 Copier RFP - Pricing Grid 3B  
 Optional Features - LEASED Equipment

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**Vendor Recommendation #2**

**36 Month Lease Additional Monthly Charge**

- Provide the **Factory installed** lease price for all features listed below
- Assumes a \$0.00 buyout at termination of lease term

<b>Interest Rate</b>	0.00%
----------------------	-------

Options		Bands					
		1	2	3	4	5	6
<b>Input</b>	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finishing</b>	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Document Management</b>	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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**Vendor Recommendation #2**

**48 Month Lease Additional Monthly Charge**

- Provide the Factory installed lease price for all features listed below
- Assumes a \$0.00 buyout at termination of lease term

Interest Rate	0.00%
---------------	-------

Options		Bands					
		1	2	3	4	5	6
Input	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Finishing	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Document Management	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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State of Rhode Island RFP#B03253  
Copier RFP - Pricing Grid 3B  
Optional Features - LEASED Equipment

Bidder Name:

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 Copier RFP - Pricing Grid 3B  
 Optional Features - LEASED Equipment

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Bidder Name:

**Vendor Recommendation #2**

**60 Month Lease Additional Monthly Charge**

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- Assumes a \$0.00 buyout at termination of lease term

Interest Rate	0.00%
---------------	-------

Options		Bands					
		1	2	3	4	5	6
<b>Input</b>	Extra 250 sheet paper tray	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Large Capacity Tray (min 1000 sheets)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	High Capacity Feeder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finishing</b>	Finisher	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Document Management</b>	Offset Stacking/Collating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Electronic Copy Control w/ 100 A/C min	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Imaging/Scanning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Two-Sided Copying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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<b>Other Recommended Options</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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**State of Rhode Island RFP#B03253**  
**Copier RFP - Pricing Grid 4**  
**Optional Features - LEASED Equipment**

**SAMPLE COPY ONLY**

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**General Instructions**

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- 3.) If the intent is to not bid, type in "NO BID" in any box where this applies.
- 4.) Please see section **IV. Cost Proposal Requirements** of the RFP for additional instructions.

**Multi-Year Contract Discount**

It is the State of Rhode Island's intention to enter into a multi year agreement with each selected Bidder. Please indicate the additional percentage discounts that would be extended to all contracted items, if the State of Rhode Island were to enter into a longer term contract.

Contract Term	Additional Discount %
4 years	0.00%
5 years	0.00%

**Payment Term Discounts**

The States standard payment terms are net 30 working days. Please indicate the additional discount extended to each monthly invoice that is paid within the time period indicated below.

Payment Terms	Additional Discount %
Invoice Paid in 20 working days	0.00%
Invoice Paid in 15 working days	0.00%
Invoice Paid in 10 working days	0.00%
Other (i.e. use of EFT)	0.00%

**State of Rhode Island RFP#B03253**  
**Copier RFP - Pricing Grid 4**  
**Optional Features - LEASED Equipment**

**SAMPLE COPY ONLY**

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**Bidder Name:**

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- 3.) If the intent is to not bid, type in "NO BID" in any box where this applies.
- 4.) Please see section **IV. Cost Proposal Requirements** of the RFP for additional instructions.

**Volume Leverage Discounts**

Although Rhode Island is not in a position to guarantee volume commitments for copiers, Contract Users are required to order only from MPAs. Please specify the Year End rebate based on the annual spending, your company could offer if annual sales from the State reach or exceed the following targets.

Annual State-Wide Spending	Annual Rebate %
\$2 million	0.00%
\$3 million	0.00%
\$4 million	0.00%
\$5 million	0.00%
\$6 million	0.00%

**Centralized Billing**

It is the State of Rhode Island's intention to receive a centralized monthly bill from each selected Bidder. Please propose a monthly invoice discount to Rhode Island if the State agrees to accept a single monthly invoice for all agencies, departments and other State managed entities utilizing the Contractor's MPA. (NOTE: The centralized bill **will not** include municipalities and school districts)

Monthly Invoice Discount
0.00%

# Technical Proposal Response for Copier Equipment & Services RFP

## A.x Guidelines and Example for Technical Proposal Responses

**EXAMPLE ONLY**

### Requirement(s)/Question(s):

Please indicate your firm's ability to meet/not meet each of the terms/conditions of the Technical Proposal on the following tabs. For those terms/conditions able to be met, please provide further description and details of how your firm will meet those respective terms/conditions in the space provided.

**Bidder Name:**

**Bidder Response:**

**SUBMIT RESPONSE TO REQUIREMENT/QUESTION HERE**

Where Rhode Island requests a bidder to indicate its ability to meet a section's requirements, please indicate 'Yes' if your company can meet Rhode Island requirements, or 'No' in the event it cannot. If the answer is no, please indicate what alternative service levels your company would propose. Please also feel free to provide any additional information if your company can exceed the stated Rhode Island service level. In addition, also respond to any additional questions requested by Rhode Island in this section.

# Technical Proposal Response for Copier Equipment & Services RFP

## A.1 Equipment:

### Requirement(s)/Question(s):

All devices that are provided on this bid must be newly designed digital imaging systems, not redesigned analog copiers. No discontinued, refurbished, rebuilt, or remanufactured copiers will be accepted. Products bid must be eligible for inclusion on GSA contract. Please see the Equipment Specifications in "Section IV: Cost Proposal Requirements" for minimum requirements. All Contractors must include, with their proposal, manufacturer's literature indicating exact model numbers and specifications of the products proposed to be furnished. Proposed equipment models must be available for lease for a two-year period, commencing, January 1, 2004. If production of the awarded model is terminated and becomes unavailable during this two-year period or subsequent extensions, the successful bidder must replace the awarded unit(s) with its successor model of equal or greater value at the same unit costs. ENERGY STAR<sup>®</sup> Compliance is required for all equipment. *Please indicate your company's ability to meet this requirement.*

Bidder Name:

Bidder Response:

**SAMPLE COPY ONLY**

**Please send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us) with the bid number (B03253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the technical proposal component of this RFP. Proposals submitted with only hard copies and without completed electronic versions will not be accepted.**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.2 Access Numbers:

### Requirement(s)/Question(s):

Contractor should maintain a live, twenty-four (24) hour toll-free or local access telephone number for all Contract Users to solicit information and place service calls. Contractor should also maintain a toll-free or local facsimile number for all equipment orders and service calls placed via fax. All contact information including toll-free or local access numbers, should be included in the catalog and preferably available to all contract users online. Prior to award, successful Bidders will be required to maintain one or more local or toll-free access numbers allowing long distance free calls from all State Office locations. *Please indicate your company's ability to meet these requirements, including detailed information on typical procedures for placing orders and service calls.*

Bidder Name:

Bidder Response:

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.3 Online Ordering:

### Requirement(s)/Question(s):

RI is considering requiring and implementing a Contractor managed online ordering system. *Please provide a comprehensive review of your company's online ordering capabilities, specifically, a description of your capabilities in the following areas:*

- Customized Rhode Island specific web page
- Ability to review and purchase copiers
- Ability to report and schedule service calls
- Full product descriptions, list prices, RI price, and units of measure for all items
- Individual contract user ids and logins
- Compliance controls (including restricted access to Contract Users to a limited set of items and/or end-user supervisory approvals)

**Bidder Name:**

**Bidder Response:**

**SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.4 Customer Service:

### Requirement(s)/Question(s):

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 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, State-wide 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 preferred). *Please indicate your company's ability to provide this level of service, and any other services you provide as a standard.*

Bidder Name:

Bidder Response:

**SAMPLE COPY ONLY**  
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# Technical Proposal Response for Copier Equipment & Services RFP

## A.5 Product Availability:

### Requirement(s)/Question(s):

Contractors must agree that there will be no cancellation of products used without an equal and acceptable replacement approved by the designated State of Rhode Island representative during the term of the agreement. Contractors must communicate manufacturer's discontinuation of any products to the contract officer in writing within five (5) business days. In such instances, Contractors shall work with the Buyer(s) to identify and implement alternative options that shall maintain or reduce costs associated with replacements. Contractors shall offer suggested replacements of discontinued products at least 30 days prior to discontinuation, including replacement part number, description, list price, applicable discount, and final price. *Please indicate your company's ability to meet this requirement.*

Bidder Name:

Bidder Response:

**SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.6 Service Response Time Guarantee

### Requirement(s)/Question(s):

The Contractor is required to respond to and resolve service calls within a guaranteed time. Availability of representatives to service all copiers during the lease period is a requirement of this bid. If a service call is deemed necessary by a Contract User, the service will be provided within four (4) working hours after notification. Working hours are defined as 8:30AM - 4:30PM, Monday through Friday, with minor deviations in this schedule by location. The successful bidder should have a local telephone or a toll free number. A call back should be given within 1 hour of the initial service call. The technician should arrive with all the parts and tools necessary to complete the service call. *Please provide a description of your service response capabilities, and where it meets and exceeds these requirements.*

Bidder Name:

Bidder Response:

**SAMPLE COPY ONLY**

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.7 Response Times to Orders:

#### Requirement(s)/Question(s):

Contractor should be able to fill and deliver orders on-site within four (4) days of order placement by Rhode Island, either via the internet, phone or fax. *Please indicate your company's ability to meet this requirement.*

**Bidder Name:**

**Bidder Response:**

**SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.8 Site Delivery:

### Requirement(s)/Question(s):

Contractor or assignee shall make delivery of each order to an inside location as directed by the ordering customer. Contractor must comply with parking and delivery requirements (times, locations, permits, etc.) of the ordering customer. Vendor will obtain “ship to” information from each participating agency location. *Please indicate your company’s ability to provide this on a regular basis across the State of Rhode Island geography. Indicate if delivery is provided directly by your company’s resources, or if third party vendors are used.*

**Bidder Name:**

**Bidder Response:**

**SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.9 Label Application:

### Requirement(s)/Question(s):

The Contractor will apply a label to all copiers indicating the make and model of the copier, the serial number, the Contractor equipment ID number and the equipment toll free service telephone number. *Please indicate your company's ability to provide this level of detail for all equipment, and any other information you provide as a standard.*

**Bidder Name:**

**Bidder Response:**

**SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.10 Training:

### Requirement(s)/Question(s):

The Contractor should train Rhode Island personnel in the operation of all equipment and systems made available by the Contractor. Training should be scheduled on an “as needed” basis. There should be no charge to Rhode Island for this training. *Please provide information on your training policies, and how you have addressed training with similar size clients in the past.*

Bidder Name:

Bidder Response:

**SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.11 Warranty:

### Requirement(s)/Question(s):

All warranty information and certificates shall be furnished and become the property of the District(s) upon delivery of the copiers and all rights, and the successful vendor and the manufacturer must honor remedies stated in the warranties. All equipment must be serviced for the full contractual obligation period and must include all parts, labor, supplies, and equipment upgrades. The Contractor shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of this contract will supersede any language to the contrary on purchase orders, invoices or other documents produced by the Contractor. The Contractor shall agree to repair and/or immediately replace without charge any product or part thereof which proves to be defective or fails within the warranty period as specified. *Please indicate your company's ability to meet this requirement.*

Bidder Name:

Bidder Response:

**SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.12 Equipment Returns:

### Requirement(s)/Question(s):

Rhode Island reserves the right to mandate the replacement of all equipment deemed by Rhode Island to have chronic operational problems resulting in excessive downtime and/or poor quality, excessive noise level, etc. Replacement equipment must be of like or superior specifications to the unit in question. Costs associated with the removal of problematic equipment and the delivery and installation of replacement equipment will be solely at the Contractor's expense. *Please indicate your company's ability to meet this requirement. Please provide additional information regarding your current equipment return policy, if applicable.*

**Bidder Name:**

**Bidder Response:**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.13 Quality Assurance Guarantees:

### Requirement(s)/Question(s):

The Contractor(s) shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of this contract will supersede any language to the contrary on purchase orders, invoices or other documents provided by the contractor(s), manufacturer(s) or other sources. The Contractor(s) shall agree to repair and/or immediately replace without charge (including freight both ways) to Contract Users any product or part thereof, which proves to be defective or fails within the warranty period as specified. *Please indicate your company's ability to meet this requirement. Please provide additional information regarding your current quality assurance program, if applicable.*

**Bidder Name:**

**Bidder Response:**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.14 Up-Time Guarantee:

### Requirement(s)/Question(s):

All equipment should be fully operable and at maximum copy quality for a minimum of 98% of normal business hours each month. In the event that a copier has been fully operable for less than 98% of normal business hours per month for two consecutive months, Rhode Island shall have the right to exchange the unit for one of like kind and capability within three (3) days, at no additional charge to Rhode Island. Up time shall be calculated using a 40 hour work week, assuming 4 weeks per month. Additional up-time guarantees shall be as follows:

- Should any piece of equipment require three (3) or more service calls in any given thirty (30) day period that are not the result of user error, Rhode Island may require that such machine be removed and replaced with a machine of like kind.
- Machines that cannot be restored and that are inoperable for more than one business day may be replaced at Rhode Island's sole discretion with a temporary machine, within a specified time period, at no additional charge to Rhode Island.

*Please indicate your company's ability to meet this requirement. Please provide additional information, if applicable.*

**Bidder Name:**

**Bidder Response:**

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.15 Non-Performance Guarantees:

#### Requirement(s)/Question(s):

Rhode Island is interested in contracting with companies that can offer a credible means to sustain their performance in providing products and high service levels. *Please provide an overview of any non-performance guarantee that you would propose providing to Rhode Island.*

Bidder Name:

#### Bidder Response:

**SAMPLE COPY ONLY**

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.16 Test Samples:

#### Requirement(s)/Question(s):

When requested, contractors will be required to supply sample products in sufficient quantities for testing purposes when requested. Samples should be provided within four (4) days of requests by Contract Users. *Please indicate your company's ability to meet this requirement.*

Bidder Name:

#### Bidder Response:

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.17 Expiration Notification:

#### Requirement(s)/Question(s):

Contractor must notify the State in writing of all lease expiration dates sixty (60) days prior to the expiration of each copier lease. *Please indicate your company's ability to meet this requirement.*

**Bidder Name:**

**Bidder Response:**

### **SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.18 Removal of Equipment:

### Requirement(s)/Question(s):

There shall be no cost associated with the removal of equipment at the end of the lease term. No equipment may be removed without prior notification. An authorized District representative should be present during removal. *Please indicate your company's ability to meet this requirement.*

**Bidder Name:**

**Bidder Response:**

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.19 Purchase Orders:

#### Requirement(s)/Question(s):

Rhode Island issued purchase orders will govern any and all copier leases and purchases. No additional lease agreements are required to be completed by the State. *Please indicate your company's ability to meet this requirement.*

Bidder Name:

Bidder Response:

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.20 Payments to Third Parties:

#### Requirement(s)/Question(s):

Rhode Island agrees only to contract with the Bidder(s) responding to this RFP. Purchase orders and payments will not be issued to third parties. All payments will only be made directly to the awarded Contractor(s), including any and all monthly lease payments and service charges. *Please indicate your company's ability to meet this requirement.*

Bidder Name:

Bidder Response:

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.21 Reporting Requirements:

#### Requirement(s)/Question(s):

Contractors are required to provide quarterly and annual reporting on Rhode Island spending. Reporting is due within ten (10) working days after the close of the respective billing period. Reporting should be provided in an electronic format (such as Microsoft Excel).

Usage Reporting should capture the following detail for each copier:

- Copier Serial #
- Brand
- Model Number
- Location
- Monthly Copy Volume
- Six (6) Month Average Monthly Copy Volume
- Monthly Lease Cost
- Lease Start Date
- Lease End Date
- Purchase Cost
- Date Purchased
- Monthly Maintenance Cost

Contractor will also provide Service Reporting on a quarterly and annual basis that captures the following detail:

- Up Time Reports
- Service Calls per Copier
- Average Service Call Response Time
- Customer Satisfaction

In addition to these standard reports, the Contractor is required to provide, at no additional cost to Rhode Island, additional reporting related to Rhode Island spending on an as-needed basis.

Please indicate your company's ability to provide this level of reporting detail, and any other information you provide as a standard. Please provide any sample reporting as a separate exhibit.

Bidder Name:

Bidder Response:

**SAMPLE COPY ONLY**

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.22 Additional Proposals for Total Cost of Ownership and Other Non-Pricing Related Cost Reductions During Term of Contract:

#### Requirement(s)/Question(s):

The State is seeking to establish long-term relationships with its contractors and expects contractors to recommend ways of managing the total cost of ownership in this category of purchases to reduce costs for both Rhode Island and the Contractor. *Please provide Rhode Island with any proposals for additional value creation in this category that you would recommend instituting if awarded the contract. Please include your method for quantifying results, the timeframe for achieving results, and your best estimate of the impact on Rhode Island if implemented.*

Bidder Name:

Bidder Response:

<p><b>SAMPLE COPY ONLY</b></p> <p><b>Please send an email to <a href="mailto:eresponse@purchasing.state.ri.us">eresponse@purchasing.state.ri.us</a> with the bid number (B03253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the technical proposal component of this RFP. Proposals submitted with only hard copies and without completed electronic versions will not be accepted</b></p>
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Where Rhode Island requests a bidder to indicate its ability to meet a section's requirements, please indicate 'Yes' if your company can meet Rhode Island requirements, or 'No' in the event it cannot. If the answer is no, please indicate what alternative service levels your company would propose. Please also feel free to provide any additional information if your company can exceed the stated Rhode Island service level. In addition, also respond to any additional questions requested by Rhode Island in this section.

## Technical Proposal Response for Copier Equipment & Services RFP

### A.23 Rhode Island Account Management:

#### Requirement(s)/Question(s):

*Please provide an overview of the management and customer relationship team that will be responsible for managing the Rhode Island relationship in the event of being awarded Rhode Island's business. Please provide titles, contact information, and prior account management experience for accounts of Rhode Island's size and type.*

**Bidder Name:**

**Bidder Response:**

**SAMPLE COPY ONLY**

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# Technical Proposal Response for Copier Equipment & Services RFP

## A.24 Experience Serving State Governments:

### Requirement(s)/Question(s):

*Please provide a description of your company's experience in serving the state government sector.*

Bidder Name:

### Bidder Response:

**SAMPLE COPY ONLY**

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.25 New Contract Implementation:

#### Requirement(s)/Question(s):

Any new Contractor(s) selected will be required to rapidly assume responsibility for providing Rhode Island with its purchasing requirements for Copiers. *Please provide a description of how your company would implement a new relationship in terms of either a new vendor relationship, or, in the event of an incumbent, new pricing, products and service levels. Feel free to include in a separate attachment a workplan and timeline for this type of implementation. Bidders should include a discussion of how to educate end-users in acquiring new copiers through the Bidder's system.*

Bidder Name:

Bidder Response:

<p><b>SAMPLE COPY ONLY</b></p> <p><b>Please send an email to <a href="mailto:eresponse@purchasing.state.ri.us">eresponse@purchasing.state.ri.us</a> with the bid number (B03253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the technical proposal component of this RFP. Proposals submitted with only hard copies and without completed electronic versions will not be accepted</b></p>
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## Technical Proposal Response for Copier Equipment & Services RFP

### A.26 Company Information:

#### Requirement(s)/Question(s):

Please answer the following question populating all areas in yellow.

Bidder Name:

1. How many years has your company been in operation?

EXAMPLE ONLY

2. What is your company's main line of business?

EXAMPLE ONLY

3. What was your total annual sales revenue in calendar year 2003? Over the past five

EXAMPLE ONLY

### **SAMPLE COPY ONLY**

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.26 Company Information:

#### Requirement(s)/Question(s):

Please answer the following question populating all areas in yellow.

Bidder Name:

**SAMPLE COPY ONLY**  
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4. What was your company's photocopier equipment annual sales revenue in calendar year 2003? Over the past five years?

EXAMPLE ONLY

5. What percentage of your total business does Rhode Island account for?

EXAMPLE ONLY

6. How many individuals does your company employ?

EXAMPLE ONLY

7. What is your sales and operational site coverage specific to Rhode Island? Are there any portions of any county you cannot service? Please detail your response as needed.

## Technical Proposal Response for Copier Equipment & Services RFP

### A.26 Company Information:

#### Requirement(s)/Question(s):

Please answer the following question populating all areas in yellow.

**Bidder Name:**

EXAMPLE ONLY

**SAMPLE COPY ONLY**

**Please send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us) with the bid number (B03253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the technical proposal component of this RFP. Proposals**

# Technical Proposal Response for Copier Equipment & Services RFP

## A.26 Company Information:

### Requirement(s)/Question(s):

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Bidder Name:

**SAMPLE COPY ONLY**  
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8. Please indicate the number of technicians covering each county? Are your technicians employed by your company or subcontracted? How will the award of any or all of this contract effect staffing?

EXAMPLE ONLY

9. In the RFP document, the State is requiring that only invoices from contracted Vendors will be accepted including no invoices from leasing companies. Please indicate if your company can comply with this request.

EXAMPLE ONLY

10. Can your firm support initial training? Will you be able to supply advanced retraining at not additional charge if changes in business needs so dictate? Please explain.

EXAMPLE ONLY

## Technical Proposal Response for Copier Equipment & Services RFP

### A.26 Company Information:

#### Requirement(s)/Question(s):

Please answer the following question populating all areas in yellow.

Bidder Name:

**SAMPLE COPY ONLY**

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11. Has your company been part of any legal proceedings (actual suits by or against your company) either currently or in the past? If so, please briefly describe them.

EXAMPLE ONLY

12. Please provide indication as to whether your firm has been or is the subject of a bankruptcy or insolvency proceeding or subject of assignment for benefit of creditors.

EXAMPLE ONLY

13. Provide the name, description and approximate size in revenue received of each governmental or quasi-governmental account, including current accounts and those that ended within the past twelve months. If your company has many such clients, please list the most recent five accounts.

EXAMPLE ONLY

## Technical Proposal Response for Copier Equipment & Services RFP

### A.26 Company Information:

#### Requirement(s)/Question(s):

Please answer the following question populating all areas in yellow.

Bidder Name:

**SAMPLE COPY ONLY**  
Please send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us) with the bid number (B03253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the technical proposal component of this RFP. Proposals

14. As mentioned in the RFP text, please describe any and all value engineering or non-price mechanisms the State can use to decrease its spending in this area.

EXAMPLE ONLY

15. As described in the RFP, the State is considering the use of a "Savings Capture" rebate. Here is a hypothetical example to help explain one way this type of rebate could work in practice. Assume for this example that the State spends \$500,000 in copiers and maintenance.

a. Please state whether your company is willing to use a rebate structure like this or of a different type. Please be specific.

EXAMPLE ONLY

b. Please confirm your understanding that this type of rebate is not designed to reduce the Vendors' profit margin and that you have not artificially increased your unit price bids to account for this concern.

EXAMPLE ONLY

## Technical Proposal Response for Copier Equipment & Services RFP

### A.26 Company Information:

#### Requirement(s)/Question(s):

Please answer the following question populating all areas in yellow.

Bidder Name:

**SAMPLE COPY ONLY**  
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16. The State is seeking standardized placement and usage reports moving forward to manage the acquisition, service, quality and right-sizing efforts across the State. Please provide a list of all the pieces of information that you can currently provide.

EXAMPLE ONLY

17. As indicated in the RFP document, the State is seeking proposals for how the Vendors may assist the State in managing the appropriate placement of copier equipment across the State on an ongoing basis with no additional cost to the State.

EXAMPLE ONLY

18. If your company has electronic funds transfer capability, describe the system, transfer time intervals and reporting methods.

EXAMPLE ONLY

## Technical Proposal Response for Copier Equipment & Services RFP

### A.26 Company Information:

#### Requirement(s)/Question(s):

Please answer the following question populating all areas in yellow.

Bidder Name:

19. Does your company provide refurbished parts in equipment that can meet the minimum requirements specified in the RFP? If so, in what bands? What is the estimated savings that could be offered?

EXAMPLE ONLY

**SAMPLE COPY ONLY**

**Please send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us) with the bid number (B03253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the technical proposal component of this RFP. Proposals**

# Technical Proposal Response for Copier Equipment & Services RFP

## A.27 Customer References:

### Requirement(s)/Question(s):

Please list 3 references that may be contacted upon the bid closing date. The vendor's selection of references should be based upon the similarity of the account to the State of Rhode Island's needs for this contract. For each reference, please specify if the business relationship is the result of a formal contract and if the business relationship is exclusive or non-exclusive.

Bidder Name:

### Bidder Response:

Company	Contact Name	Contact Title	Address	Phone Number	Number of Accounts	Formal Contract (Yes/No)	Exclusive or Non-Exclusive	Length of Agreement
<p><b>SAMPLE COPY ONLY</b></p> <p>Please send an email to <a href="mailto:eresponse@purchasing.state.ri.us">eresponse@purchasing.state.ri.us</a> with the bid number (B03253) in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the technical proposal component of this RFP. Proposals submitted with only hard copies and without completed electronic versions will not be accepted.</p>								

# Technical Proposal Response for Copier Equipment & Services RFP

## A.28 Minority and Women’s Business Enterprises, and Disability Business Enterprises:

### Requirement(s)/Question(s):

As a progressive, socially responsible government organization, Rhode Island has an established and on-going commitment to providing equal opportunity to minority businesses enterprises (MBE) to contract as a vendor for Rhode Island’s purchased goods and services.

MBE shall be defined as “a small business concern, as defined pursuant to § 3 of the Federal Small Business Act, 15 U.S.C. § 632, and implementing regulations, which is owned and controlled by one or more minorities or women. [37-14.1(f)] Rhode Island’s target goal is to source 10% of its purchased goods and services from MBEs.

All MBEs must be certified by the State Minority Office. For further information about Rhode Island’s requirements to qualify as a MBE, please contact the MBE Officer at (401) 222-6253.

The State also requests the Bidder to indicate its approximate percentage of spending with MBE businesses within the most recent 12-month period for which data is available.

Please indicate if your company is a minority owned, women owned, or disability owned business. Please complete the section regarding MBEs in its entirety, even if the Bidder is not a MBE business.

**Bidder Name:**

**Bidder Response:**

**SAMPLE COPY ONLY**

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## Technical Proposal Response for Copier Equipment & Services RFP

### A.29 Additional Information

#### Requirement(s)/Question(s):

*Please use this form as an opportunity to provide any additional information that you would like Rhode Island to review in evaluating your company's proposal.*

**Bidder Name:**

**Bidder Response:**

### **SAMPLE COPY ONLY**

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